

STUDENT HANDBOOK 2011-2012

www.springlakeparkschools.org

763-786-5571

Name _____

Grade _____ **Phone #** _____

In case of emergency, please notify:

Name _____ **Phone #** _____

Dear Students and Parents:

Welcome to Spring Lake Park High School. Our purpose is to provide our students with learning opportunities that are meaningful and to prepare students for the multiple career and life choices after high school is completed. We want our students in a safe and nurturing environment which maximizes learning.

Our school's mission is: "High Expectations, High Achievement for All. No Excuses." Our goal, as a staff, is to create a partnership with students and parents to make learning relevant and effective. We know when students, teachers, and parents work together, students learn at a higher rate. We look forward to making these relationships positive and supportive so students get the most from their high school experience.

In order to create the most positive environment for learning, the student handbook describes various opportunities available and addresses the general operational procedures of our school.

We are successful at Spring Lake Park High School because of the partnerships we have between our staff, students, and community. I look forward to working with you to make 2011-2012 a year full of learning!

Sincerely,

**William A. Sommers, PhD
Phone: (763)-785-5540
E-mail: wsomme@district16.org**

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Our Purpose Statement

**High Expectations.
High Achievement for All.
No Excuses.**

Our Values

- **All learners can develop into contributing members of society.**
- **Hope in the future grounds our interactions and planning in the present.**
- **An environment and culture of courage, shared responsibility, innovation, respect, integrity, accountability, learning, and excellence**
- **Education is a key to a healthier community, society, and the world.**

Our Vision

- **A community of professional learning**
- **Provide every student with a meaningful adult relationship**
- **Personalized learning that is meaningful and relevant as well as rigorous and challenging.**

School Board policies are frequently summarized and/or referenced throughout this handbook. Any parent, student or community member can request a complete copy of the District 16 School Board Policies by calling the district office at 763-786-5570 or at www.springlakeparkschools.org.

Disclaimer: The contents of this handbook are subject to change at any time due to changes in Minnesota State Law and/or changes in District #16 School Board policy, procedures or practices.

Part I: Information

Lost and Found

The school lost and found is located in the office. If students find articles, they are asked to please take them to the office. If a student loses an article, check in the office to see if it has been turned in. The school is not responsible for lost or stolen property and advises students not to bring valuables to school.

Pep Fests

The purposes of pep fests are to: teach, honor, entertain, celebrate, display and promote school spirit. Students are required to attend all pep fests, unless excused by administration, and behave in accordance with the Code of Student Conduct.

Schedule – 7:35 – 2:30

Monday, Tuesday, Thursday and Friday		Wednesday	
0	6:40-7:35	0	6:40-7:35
A	7:35-8:00		
1	8:05-9:00	1	8:05-9:00
2	9:05-10:00	2	9:05-10:00
3	10:05-11:00	3	10:05-11:00
4	11:05-12:30	4	11:05-12:30
Lunch A	11:05-11:30	Lunch A	11:05-11:30
Lunch B	11:35-12:00	Lunch B	11:35-12:00
Lunch C	12:05-12:30	Lunch C	12:05-12:30
5	12:35-1:30	5	12:35-1:30
6	1:35-2:30	6	1:35-2:30

Student Safety

Daily Security Procedures

The security and safety of our students and staff at school is foundational and everyone's responsibility. These procedures are expected to be followed daily:

- Only the Main Office entrance doors off of 81st Ave and Hwy 65, (Door #1), shall be used after 7:35 a.m. All other doors are locked and used for exit only.
- School staff will monitor the doors at the student parking entrances.
- All visitors to the school will report to the main office to register and receive a visitor's pass.
- Staff shall approach, greet and then direct all unidentified persons in the school to the main office or to the activities office and report their presence to that office.
- The building is monitored by security cameras.
- All staff members and visitors wear their identification badges whenever students are present.
- All students carry their student ID card and present it when requested.
- Students in the hallway during the time classes are in session carry a pass and present it when requested.

Emergency Bus Procedures

- Be silent, remain seated and do not panic.
- Listen for the driver's instructions.
- Move quickly from your seat to the designated exit upon the driver's instructions.
- Exit carefully.
- Help each other; use the buddy system.
- Walk to a safe waiting area; remain with the group.
- Wait for further instruction.

Fire

The fire drill signal is a continuous blast of the alarm horn. Students should follow the directions of their classroom teacher during these drills. Signs with exit locations are located in all classrooms. Students should immediately move outside in an orderly manner. Once outside, students are to move at least 50 feet from the building and stay there until further directions or a signal to reenter is given. No one is to return to the building until after the signal (the regular school bell) is heard.

If a student should pull a false alarm, he/she will be disciplined in accordance with School District policy and procedures, and legal authorities will be notified. School officials may impose further consequences.

Identification Cards

Students will be required to carry a school picture identification card, which will be shown upon request. This card will be available after student pictures have been taken at school. You must have a card issued for the current school year. Replacement IDs can be obtained in the Library. Replacements for lost IDs will cost \$5.

Refusing to identify one self or show a school ID to a staff member who requests identification for an appropriate purpose is considered insubordination.

Lockdown

The state of Minnesota requires all public schools to conduct (5) five lockdown drills per school year. Classroom expectations for students during these drills are as follows:

1. Students who are in the hallway will be required to move into a classroom.
2. All doors and windows are to be locked. Do not answer your door if there is a knock.
3. Students are to remain orderly and follow the instructions of staff members. Students should stay away from windows and doors.
4. Under no circumstances will students be released until staff is instructed by administration to do so, even if the bell rings.
5. Do not poke your head out to see what is happening. The lockdown will end with an announcement over the loud speaker.
6. Turn off lights in your classroom unless your room becomes black and therefore unsafe.
7. There will be an announcement made by security that the drill is a practice. Security will also announce when the drill is completed.
8. Classrooms with an outside window should turn off all lights.
9. Students are not to be talking during the lockdown.
10. Do not stand or sit in a chair where you are visible by someone from the hallway.

Tornado

Each year our school participates in a mandatory tornado drill. A repeated series of short pulses on the alarm system is the tornado alarm. When this alarm is sounded, students are to accompany their teacher, in a prompt and orderly manner, to the designated shelter area. Students should be prepared to take the position of maximum safety (kneeling and bent forward with hands locked behind the head and neck) in case of damage to the building. Students should never go to the gyms or the cafeteria during a tornado drill or tornado alarm. The school does have tornado drills, and students are expected to conduct themselves as if it were a genuine alarm.

Vending Machines

Students may use the vending machines located in school before and after school. Food, pop and beverages may be had only in the cafeteria and will not be allowed in classrooms during the school day. The pop vending machines in the cafeteria will be off during the lunch periods. Profits from these vending machines are utilized to support school and community events.

Visitors (School Board Policy 903)

Students

Students will not be allowed to bring guests to school.

Adults

Visits to Spring Lake Park High School by parents and District 16 residents are encouraged. All visitors to the school must report to main office to register and receive a visitor's pass.

Limitations

A visitor may be denied permission to visit the school or permission may be revoked if the visitor does not comply with School District procedures or if the visit is not in the best interests of students, employees or the School District.

Part II: Student Expectations

After School Procedures

Beginning at 3:00 p.m. daily, we expect all students to be with a teacher, coach, advisor or other activities. Students may study in the library until 3:30 p.m. most days. In addition, there will be quiet study allowed in the cafeteria most days. Students must obtain written permission from an administrator to be in other areas of the building without adult supervision. Students who do not meet these expectations will face disciplinary action.

All students are to be picked up at the Pool Entrance or Main Entrance.

Attendance (School Board Policy 503)

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance.

Regular attendance in school is mandatory; therefore, all absences are subject to verification by school officials. Absences of all students must be verified by telephone; no notes please. The school will excuse—or not excuse—students according to district policy and state law.

Parents/guardians should notify the school anytime they are placing another adult in supervision of their child (e.g., they will be out of town, hospitalized, etc.) or if their contact information has changed.

Make-Up Work Procedure

It is the student's responsibility to ask for and turn in all make-up work.

- If student is absent on the day that work is assigned, they will have two days to hand in the work missed, not two days for each day absent. This includes those students who are returning from a suspension. Exceptions to this procedure may be made with the approval of the classroom teacher and the counselor.
- If a student is absent on the day that the work is due; it is to be turned in the day they return to school. This includes those students who are returning from a suspension.

After an absence of three days, the parent or guardian should contact the counseling office to get the student's homework assignments. The counseling office requests assignments from teachers to be turned in to the counseling office by 3:00 p.m. the following day.

Students who are absent for a class or a full day are given the work missed and assistance to complete it. Students will receive full credit for all work used in calculating the grade.

Absence Procedures

It is the student's responsibility to have his/her parent or guardian telephone the school attendance office (763-785-5543) on the day of the student's absence. If it is not possible to call on the day of the absence, place the call as soon as possible. This is a 24-hour telephone number, and you may leave a message if the attendance secretary is not available. When leaving a message, be sure to include the parent name, student name, grade, date of absence and the specific reason for the absence.

When a student returns to school following an absence, he/she should report directly to class. After an absence of five (5) or more consecutive days, a physician's statement will be required when a student returns to school.

Reasons for absence from school or class that are considered excused are:

- Serious illness of the student which causes him/her to remain home or go to the doctor, illness which prompts the school nurse to send the student home, legal quarantine or serious illness in the family demanding the student's presence at home
- Death of a family member or close friend or relative
- Medical, dental or orthodontic treatment, or counseling appointment or a condition that requires ongoing treatment for a mental health diagnosis
- Court appearance occasioned by family or personal action
- Religious instruction, not to exceed three hours in any week
- Physical emergency conditions such as fire, flood, storm, etc.
- Religious holiday (please inform the school ahead of time)
- An official school field trip or other school-sponsored outing, which may include counselor approved college visits
- Removal of a student pursuant to a suspension
- Family vacations
- Family emergencies
- Active duty in any military branch of the United States
- Other reasons as approved by the building the principal

Unexcused Absences (Truancies) from Class or School: Any student who is absent without school approval for all or part of the school day is truant and will be subject to disciplinary action.

3rd unexcused absence (all day or one hour) = letter to parent/guardian

4th unexcused absence (all day or one hour) = school notifies the Anoka County Attorney's Office

7th unexcused absence (all day or one hour) = school officially reports the student as a "habitual truant," which may result in a court hearing.

Students who are truant for a class or a full day will be given the class work missed. Students will receive full credit for work used in calculating the grade.

A few examples of absences that are not excused are:

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> Work at home | <input type="checkbox"/> Truancy | <input type="checkbox"/> Car trouble |
| <input type="checkbox"/> Working | <input type="checkbox"/> Personal reasons | <input type="checkbox"/> Overslept |
| <input type="checkbox"/> Missed the bus | <input type="checkbox"/> Failure to comply with absence procedures | |

If a call to the school is not received within the 48 hours, the absence will be marked unexcused, be considered truancy and disciplinary action may result. If the parent calls after 48 hours, the absence will be marked unexcused unless arranged by an administrator.

Prearranged absences: Students who know in advance that they will be absent from school for three days or more must obtain prior approval. Students must submit a completed Advance Excuse Form to the high school main office. Forms are available in the main office. If you will be absent for less than three (3) days, no form is required but letting teachers and the attendance office know ahead of time is appreciated.

Tardy Procedures

Students are expected to arrive to class on time. Being late to class will negatively effect your academic success and disrupts the learning of other students. Students who are excessively tardy to class should expect a meeting with an Administrator. Students may be assigned detention and be placed on an attendance contract.

Excessive tardiness will be taken in consideration when assessing a student's status in regards to being in *Good Standing* with the school.

Unexcused Tardy

A student will be considered tardy to class if he/she is not in the classroom when the bell rings at 7:35 a.m. Students who come to school anytime after first period without an acceptable excuse will be considered tardy to school that day and will be subject to the consequences described below. **Tardy violations are accumulated per trimester.**

Extracurricular Activities

Students must attend school all day in order to participate in extracurricular activities on that day. This includes practices, performances, contests and meetings. The principal or activities director may grant exception on an individual basis for excused absences. All requests for exception must be preapproved.

Participation in extracurricular activities may, on occasion, cause absence from regularly scheduled classes. It is the intent of the administration to keep such absences to a minimum. Students and parents should be aware of and follow these procedures. Failure to do so may result in disciplinary action.

Students wishing to be excused to attend a high school tournament must have parental consent, confirmed by a phone call to the high school office (763-786-5571). A permit to leave pass will be issued and obtained at the high school office.

*A form may be generated and available for specific events.

Permits to Leave

Students wishing to be released from school during the school day must have parental consent confirmed by a telephone call. Permission to leave school early will be granted if the parent/guardian calls the school office (763-786-5571) to verify the student's request for an excusable early release. **A "Permit to Leave" pass must be obtained in the main office.** Students who leave campus without permission (permit to leave) may receive disciplinary action.

Partial Day Absence Procedure

A student **arriving at school after the school day has begun** should comply with the following procedures:

1. Parent/guardian should call the school (**763-785-5543**) prior to the student's arrival at school.
2. The student will report directly to the office to sign in and obtain a late pass to class.

A student who needs to **leave school during the school day** will comply with the following procedures:

1. Permission to leave school during the school day for any excusable reason (medical, dental, home, court, funeral, etc.) requires parental consent confirmed by telephone. Parent/guardian will call the high school office (763-786-5571) the day before or the morning of the day the student will need to leave to give permission for the student's release.
2. In case of emergency or illness, the student must report to the nurse, who will contact the parent by telephone. A student can be released only after the parent/guardian has been contacted.
3. All Permits to Leave are obtained in the main office. A student must obtain a "Permit to Leave" before exiting the building. Leaving without proper permission and a permit may result in disciplinary action.

Doctor/Nurse Notes

There are times throughout the school year when students may be placed on a doctor/nurse note attendance monitoring program. This may be due to excessive absences. The following procedures will go in to effect when this decision is made.

Phone calls excusing the student will no longer be accepted from the parent. If your child is to miss any school during the remainder of the year, the time will be excused by following one of two steps:

1. The student is to come to school and see the health care specialist. The health care specialist will assess the student and consult the parent to determine if the student will be sent home.
2. The student is to go to a private doctor/dentist to be determined ill. The student is to request a written doctor/dentist note excusing the time away from school for each day of non-attendance. The note should be brought to the main office once the student returns to school.

Please call the health care specialist, at 763-785-5557, or the high school office, at 763-786-5571, if you have any questions regarding this procedure.

Eighteen-Year-Old Students

Students who turn eighteen years of age during the school year, have moved out of their parent or guardian's home and would like to call in for their own absences must meet the following steps:

1. Notify their counselor and show proof of new residency.
2. Counselor will take down new student information and will notify the MARRS Coordinator in the district office (763-785-5508) and the associate principal.
3. The associate principal will telephone the student's parent(s) or guardian(s) to confirm student request.
4. The associate principal will talk with the individual student to review expectations.
5. The associate principal will notify the attendance secretary of the new procedure for the student.

PSEO and Students Off Campus

Once seniors have completed school classes and are no longer attending the high school they are considered to be guests even if they have not yet graduated from the school.

Any and all visitors must follow the same procedure of signing in at the main office and receiving a badge. Students from time to time may be invited by a staff member to visit a class, program or event. Those names are submitted to the main office, in advance, to process the visit.

Students without prior permission may not be allowed to visit during the school day.

The school will not be responsible for events, activities or sales of items that are not sanctioned by the High School administration.

Supplemental Student Accident Insurance

The Spring Lake Park School District and all of its employees work hard to ensure that every student has a safe and rewarding experience while attending our schools. Even with this environment and the many precautions we take, accidents can happen while students are at school. You may or may not be aware that the school district does not provide insurance coverage for students during the time they spend on schools grounds. If a child has an accident while attending school during the day or while participating in after school activities, the family's health insurance carrier would cover any related expenses.

We have made it relatively convenient for families to purchase Student Accident Insurance through Special Markets Insurance Consultants, Inc. and underwritten by Sentry Life Insurance Company for the upcoming school year. This program is completely voluntary. Each family should examine their health insurance coverage as well as co-pays and deductible limits to determine if this supplemental coverage would be a benefit to them.

If you are interested in exploring a supplemental insurance coverage, by August 15, we will have a link on the school district's website that will make available a variety of insurance coverage options for families to consider for their students.

This information will be located at SpringLakeParkSchools.org under each schools webpage. If you have questions about this service, you can call the Business Office at 763-785-5505.

Grading System

Academic Grading and Reporting

The purpose of the high school progress reports and grading system is to provide information to allow students, teachers, and parents to reflect on strengths and needs in student learning; demonstrate progress; and evaluate mastery of course learning targets.

Regardless of innate ability, it is the goal of classroom teachers that all students master all the learning targets for the course. Therefore, all students have the opportunity to earn an A.

It is also important to consistently communicate student learning and behaviors to students, parents, and others (teachers, counselors, administrators, coaches, college admissions, employers, etc.)

In order to do so the high school reports two grades: the Academic Grade and the Career & Life Skills.

Sample Final Grade Calculation

Academic (90%)

Career & Life Skills (10%)

Grading Scale

A	93	-	100
A-	90	-	92
B+	87	-	89
B	83	-	86
B-	80	-	82
C+	77	-	79
C	73	-	76
C-	70	-	72
D+	67	-	69
D	63	-	66
D-	60	-	62
F	50	-	59

To calculate your final grade:

Percent of Academic Grade X 0.90

Percent of Career & Life Grade X 0.10

Add to find the Percent of Final Grade

Look up percent on the grading scale to determine the letter grade

The Academic grade is based on the student's mastery of learning targets. The Career & Life Skills grade is based on practice work and important adult behaviors (timeliness, academic honesty, etc.) as determined by the department.

The Academic Grade is worth 90% of the course grade and the Career & Life Skills grade is worth 10% of the grade. Both will be listed on the student transcript and both will impact the student's grade point average.

Code of Student Conduct (See School Board Policy 506)

***All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct.**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes or leaving school grounds without appropriate authorization;
6. Opposition to authority using physical force or violence;
7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician including one student sharing prescription medication with another student;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;

15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible or malodorous effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is risk of fire, except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, AED units or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and/or may facilitate cheating including, but not limited to, pagers, radios, electronic recording devices or playback devices and phones, including picture phones or other technology to accomplish this end.
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for the use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means.
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion including the use of picture phones or other technology to accomplish this end;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district

personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Detention

At Spring Lake Park High School, an administrator, for a number of disciplinary reasons, may assign detention to students. Detention will be held Tuesdays, Wednesdays, and Thursdays during the student's lunch period. Students are to retrieve their lunch and report to the assigned room within 7 minutes of their lunch period beginning.

Students who fail to attend their assigned lunch period detention will be assigned In School Suspension.

Only a building administrator can change the time for a detention they have assigned.

Teachers can assign detention to a student when appropriate. This detention is held in the teacher's classroom and is scheduled by the teacher and the student.

Parents should call the school and/or teacher if they have concerns or questions about student behavior and/or detention.

Library

The library is open from 7:00 a.m. to 3:15 p.m. most school days. Occasionally the library will be closed due to scheduled classes, meetings, or testing.

The library/media center is a place for study, research and reading. It is also a gathering place and an inviting space for rest and recreation. Considerate and mature behavior is expected. The library staff is here to help you with assignments, reading selections, and technology.

Library use expectations:

If you would like to come to the media center during study hall or open time, you must get a pass from your study hall teacher.

When you arrive at the library, time stamp your pass and leave it at the desk. Sign in.

Expect to stay in the library the entire period. You MUST have a pass in order to leave the library before the passing bell.

Be polite and courteous.

Use headphones when listening to audio books or music.

Notify library staff if there is accidental damage to library materials, furniture, shelves or displays so that repairs can be made.

Library staff and volunteers have the authority to correct any unacceptable behavior. Failure to follow expectations could result in the loss of library privileges, discipline referral, or other consequences depending on the nature of the offense.

Computers (School Board Policy 524)

The school district is providing students with the privilege of access to the school district computer system, including Internet access, for limited educational purposes only. This includes classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account or another system may not be acceptable on this limited-purpose network.

You will NOT:

- Share personal contact information about yourself or anyone else (name, address, telephone, etc.)
- Conduct illegal or malicious activities, spread viruses, delete or damage unauthorized data or files.

- Share your user name or passwords with anyone or attempt to use another account on our system or other systems.
- Access, review, download, upload, store, print, post, receive, transmit or distribute inappropriate content. This includes rude and offensive language, pornographic and obscene content, materials advocating violence or discrimination, threatening statements, or any content that disrupts the educational process.
- Knowingly or recklessly post, transmit or distribute false or defamatory information, harass another person or engage in personal attacks, including prejudicial or discriminatory attacks.
- Attempt to damage equipment or network systems.
- Violate copyright laws. Do not download software, music, graphics, pictures, etc. protected by copyright without the written permission of the copyright owner.
- Plagiarize the ideas of others (attempt to present someone else's ideas as your own).
- Use school computers to conduct commercial business.
- Gain access to unauthorized information or resources (i.e., chat rooms, instant messaging applications, computer games unrelated to a class assignment, etc.) or to access another person's materials, information or files without permission.
- Download applications or files to the desktop, hard drive or to your home directory without permission and supervision.
- Print documents unrelated to school assignments without permission.
- Save files created outside of school to school computers or networks without permission.

The school:

Is NOT responsible for damage to data or system failures.

Is NOT responsible for the accuracy or quality of any advice or information obtained through its systems.

Is NOT responsible for anything you purchase on the Internet.

Does NOT grant privacy in your personal directories or user history. We will observe your computer use.

Does NOT allow the use of free email accounts. You MAY NOT use or access email during school hours.

Requires you to report inadvertent access to unacceptable content.

Requires you to report possible policy violations to a teacher or other school official.

Requires that your use of the system complies with all federal, state and local laws.

- The final responsibility for responsible use of school computers and networks lies with you, the user. The school does use technical means to prevent inappropriate access to computers and Internet sites, but these devices are not foolproof. YOU must not choose to access inappropriate content. Violations of this policy have consequences.
- Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws.

Please refer to District 16's Computer, Network and Internet Acceptable Use Policy (adopted 1/23/01) for detailed information on this policy. This policy is available at all administrative offices.

Dress Code (School Board Policy 504)

It is the expectation that all students dress in a manner appropriate for an educational setting. Clothing should be appropriate to the weather and activity and not create a health or safety hazard. During school hours there is to be no headwear worn by anyone. Headwear will be allowed for religious reasons.

Inappropriate clothing includes, but is not limited to, the following:

- Short shorts and skimpy tank tops.
- Tops that expose the midriff.
- Clothing bearing a message that endorses products or activities that are illegal for minors (e.g., tobacco, alcohol, drug).
- Clothing bearing a message or symbol that is lewd, vulgar, or obscene.

- Clothing or jewelry that contains messages, emblems, badges, symbols, signs, words, objects or pictures that are racist, sexist or otherwise derogatory to a protected minority group
- Clothing or jewelry that contains messages, emblems, badges, symbols, signs, words, objects or pictures that indicate gang membership or affiliation.
- Clothing or jewelry that contains messages, emblems, badges, symbols, signs, words, objects or pictures that endorse any form of religious, racial or sexual harassment and/or violence against individuals as defined in School Board Policy 413.
- Any apparel (including chains, spikes or necklaces) or footwear that could damage school property.

If the administration believes a student's appearance, grooming or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Electronic Devices (DVD players, MP3 Players, Cameras, etc.)

*Cameras of any kind are not allowed in the locker rooms, bathrooms or changing areas at any time. Severe disciplinary action will result. Law enforcement will be contacted.

Students are allowed to use cell phones/mp3 type devices (iPods) with ear buds in the hallways during passing time and at lunch. iPods with ear buds may be used in the classroom at the teacher discretion (for instructional purposes, including the media center). Headphones that completely cover the ears are not allowed for safety purposes. Students are allowed to use cell phones in the hallways during passing time and at lunch. Cell phone use during class time is not permitted under any circumstances (including use in the hallways). Cell phones need to be turned off/on vibrate during class time in academic areas. Pictures are prohibited from being taken without the consent of the subject involved. Bluetooth is considered part of a cell phone and will not be worn during class time. If cell phones/headphones/electronic devices are seen or heard in academic areas, they will be confiscated for parent pick-up each and every time. If students refuse to turn them over, they are dismissed for the day or suspended for the next day (if a parent cannot pick them up the same day) at the administration's discretion.

Disciplinary Action Options (School Board Policy 506)

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-school suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. In-school monitoring or revised class schedule;
- J. Referral to in-school support services;

- K. Referral to community resources or outside agency services;
- L. Financial and/or non-financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. Request for a petition to be filed in district court for juvenile delinquency adjudication;
- O. Out-of-school suspension under the Pupil Fair Dismissal Act;
- P. Preparation of an admission or readmission plan;
- Q. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act;
- S. Drop from class; and/or
- T. Other disciplinary action as determined by the school district administration.

Students in Good Standing

Good Standing has been created at Spring Lake Park High School as a reflection of its commitment to supporting student in meeting high standards of academic success for all.

A student in Good Standing will be passing all classes, have fewer than 4 unexcused absences, and is not excessively tardy to classes. Additionally, students who have been suspended in or out of school for any reason may not be considered in Good Standing.

Students may not participate in or attend school sponsored activities, including but not limited to school dances and non-academic trips, when it has been determined that they are not in Good Standing with the school.

Students have the opportunity to correct their standing/status by correcting their choices.

Students may meet with an administrator to discuss other ways to correct their Good Standing status.

Harassment and Violence Policy (School Board Policy 413)

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race. (For purposes of this policy, “school personnel” includes School Board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. Sexual Harassment; Definition

- 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually-motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
 - unwelcome verbal harassment or abuse;
 - unwelcome pressure for sexual activity;
 - unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

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

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

C. Religious Harassment; Definition

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

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

D. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
2. Sexual violence may include, but is not limited to:
 - touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

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

F. Religious Violence; Definition

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

G. Assault; Definition

1. An act done with intent to cause fear in another of immediate bodily harm or death;
2. The intentional infliction of or attempt to inflict bodily harm upon another; or
3. The threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the Superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District. The School Board hereby designates the Superintendent or his/her designee as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Superintendent.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district’s investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person’s employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. This policy shall be reviewed at least annually for compliance with state and federal law.

**INDEPENDENT SCHOOL DISTRICT NO. 16
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM**

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District No. 16 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All

persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant

Home Address

Work Address

Home Phone

Work Phone

Date of Alleged Incident(s)

Circle as appropriate sexual / racial / religious.

Name of person you believe harassed or was violent toward you or another person.

If the alleged harassment or violence was toward another person, identify that person.

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) _____ (Date) _____

Received by _____

Bullying Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions, which includes, without limitation,

buses, bus stops and school-sponsored activities. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, employees, or other persons on school district property or at school-related functions.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

III. DEFINITIONS

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to; conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student's property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible, but in no event longer than one school day.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school-contracted vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises or events, and all school-related functions, school-sponsored activities, events or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously; however, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited. However, an anonymous report may be the basis for initiating an appropriate investigation of alleged bullying under paragraph V.A.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the Superintendent.
- D. A teacher, school administrator, volunteer, contractor or other school employee shall be particularly alert to possible situations, circumstances or events that might include bullying. Any such person who receives a report of, observes or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal or designee immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses, as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an appropriate investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, a finding of no further action, continuing attention, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to be reasonably intended to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district, or any third party on school property or at a school-related function who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

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

Hazing

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

IV. REPORTING PROCEDURES

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

V. SCHOOL DISTRICT ACTION

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

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

A summary of this policy shall appear in each school’s student handbook and in each school’s Building and Staff handbooks.

Insubordination Procedures

The staff at Spring Lake Park High School holds firmly to the principle of mutual respect and self-discipline. The purpose of these insubordination procedures is to facilitate and empower staff to provide a safe and effective campus-wide learning environment. These procedures shall not apply to poor academic performance, unintentional or intermittent behavior, or refusal to follow nonstandard instructions; however, when a student willfully challenges the authority of a staff member and/or clearly ignores or refuses to follow reasonable instructions; the following procedures will be followed:

When a student appears to have heard and chooses not to follow or ignores instructions, the staff member will ask, “Are you refusing to follow my instructions?” Staff members will refer the student to an administrator. The administrator will work with the student and determine an appropriate consequence for this situation.

Fighting

- Parent of students involved in a fight will be notified. Additionally, the following consequences may occur:
 - Suspended for up to 10 school days
 - Request may be made to have a chemical assessment prior to readmission
 - Request may be made to have a successful mediation between the students prior to readmission
 - Police referral
 - Recommend for expulsion for serious injuries or subsequent violations of school policies.

Gang/Threat Group Activity

- Gang/threat group related to activity such as, the use of graffiti emblems, symbolism, hand gang signs, threatening language, jewelry, clothing, etc., are prohibited.

Vandalism

- Deliberate destruction of school property will not be tolerated. Administration will recommend an appropriate consequence.

Weapons (School Board Policy 501)

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

D. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she unintentionally has a weapon in his or her possession, and takes the weapon immediately to the principal's office, shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an

administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

Consequences

- A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;
 3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. **Administrative Discretion**
While the school district and the school take a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Searches (School Board Policy 502)

Lockers and Personal Possessions Within a Locker

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. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must prove notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Search of Personal Possessions and a Student's Person

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

- A. **Scholastic Dishonesty – Cheating/Plagiarism**
Cheating includes, but is not limited to, the following actions:
- Copying another student's test, theme, book report or paper or assignment.
 - Using another person's ideas, expression or words without consent/documentation.
 - Preparing to cheat in advance, such as receiving a copy of a test that is to be given or using unauthorized notes during a test.
 - Allowing another student to copy your work.
 - Use of picture phone or other technology to accomplish this end.
 - Other disciplinary actions may include detention, MLC or OSS.

The student will receive a "0" (no credit given) on the assignment or test for each cheating incident and will be disciplined in accordance with the school district's discipline policy.

Pledge Of Allegiance

Students will recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any

personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different than those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the District Facilities Supervisor – 763-785-5509.

Nondiscrimination

The School District is committed to inclusive education and providing an equal educational opportunity for all students. The School District does not 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 in its programs and activities. The school board has designated the Human Resource Department as the district's human rights officer to handle inquiries regarding nondiscrimination.

Vehicles on Campus

I. PURPOSE

The purpose of this policy is to provide guidelines for the use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools, and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession which is prohibited by school district policy and/or law. It includes, but is not limited to, weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g., to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if it is part of a course of study or if there is an emergency and permission has been granted to the student by the principal or designee to use a motor vehicle.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, or in designated areas [e.g., parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. Move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. If unattended, provide for the removal of the vehicle, at the expense of the owner or operator.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

- A. Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle
Motor vehicles of students in school district designated locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.
- C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures
It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district designated location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.
- D. Seizure of Contraband
If a search yields contraband, school officials or designees will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy
A summary of this policy will be printed in the student handbook and disseminated in any other way which school officials deem appropriate. The full policy will be included on the district web site.

VII. DIRECTIVES AND GUIDELINES

The Superintendent is granted authority to develop and present for School Board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's

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

Buses – Conduct on School Buses and Consequences for Misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick-up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation or horseplay.
- Do not throw any object.
- No eating, drinking or use of alcohol, tobacco or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Tobacco-Free Environment

School district students and staff have the right to learn and work in an environment that is tobacco free. It is a violation of school policy for any individual to use tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's Tobacco-Free Environment Policy, see Policy 419.

Chemical/Substance Use

If a student is found to be under the influence of alcohol or appears to be under the influence of a mood altering substance the parent will be called to remove the student.

First offense may lead to a three days out of school suspension. The student will be required to meet with the school's chemical health counselor.

Second offense may lead to a five days out of school suspension. The student will be required to meet with the schools chemical health counselor.

In both of the above situations there may be a recommendation from the Pre-Assessment Evaluation Committee for a chemical health evaluation.

Distribution of Non-School Sponsored Materials on School Premises

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the School Board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored material include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters and underground newspapers, whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts, masturbation, excretory functions and lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
 - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other similar forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and

behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 - 1. is obscene to minors;
 - 2. is libelous or slanderous;
 - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 - 4. advertises or promotes any product or service not permitted to minors by law;
 - 5. advocates violence or other illegal conduct;
 - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
 - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored material on school district property are subject to reasonable time, place and manner restrictions set forth below. In making decisions regarding the time, place and manner of distribution, the administration will consider factors including, but not limited to, the following:
 - 1. whether the material is related to the education provided by the school district;
 - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
 - 3. whether the material can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 - 4. the quantity or size of material to be distributed;
 - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 - 6. whether distribution would require that nonschool persons be present on the school grounds;
 - 7. whether the material is a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.

- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place and manner of distribution will be solely within the direction of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first period class;
 - 2. Date(s) and time(s) of day intended for distribution;
 - 3. Location where material will be distributed;
 - 4. If intended for students, the grade(s) of students to whom the display or distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the Superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the School Board or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the School Board for approval. Upon approval by the School Board, such guidelines and procedures shall be an addendum to this policy.

CONTACT INFORMATION

Spring Lake Park High School
www.springlakeparkschools.org

Staff e-mail links can be found at this website: click on District menu, choose School Directory, and then click on Search for Staff Members.

William Sommers, Principal.....	763-785-5540
Jane Stevenson, Associate Principal.....	763-785-5545
Angela VanHee, Assistant Principal.....	763-783-5635
John Franke, Dean of Students.....	763-785-5546
Steve Brady, Dean of Students.....	763-785-5181
Spring Lake Park High School Office (Hours: 7:00 – 3:30 PM).....	763-786-5571
Attendance (24 hour service).....	763-785-5543
Activities Office.....	763-785-5549
Student Services Center (Counselors, Psychologist, Prevention Specialist).....	763-785-5547
Health Care Specialist.....	763-785-5557
Independent School District #16	
District Office.....	763-786-5570
District #16 Community Services.....	763-786-1338
Food Service Office.....	763-785-5529
Learning Alternatives Community School.....	763-785-5531
Transportation Office.....	763-785-5512
Community Services	
Alcoholics Anonymous.....	952-922-0880
Al-Anon/Ala-teen Information Center.....	952-920-3961
Anoka County Child Protection.....	763-422-7125
The Bridge (shelter for runaway youth).....	612-377-8800
Central Center Counseling.....	763-780-3036
Drug Abuse Hotline.....	800-276-6818
Health One Crisis Intervention Hot Line.....	763-422-4614
Spring Lake Park Park & Recreation Department.....	763-784-6491
United Way – First Call for Help.....	211