

# **Zumbrota-Mazeppa ISD 2805**

## **7-12 Student Handbook**

### **2023-2024**

*Our Mission: Building a bridge to the future where all individuals have the opportunity to reach their full potential in a safe and challenging learning environment.*



**ZM Middle/High School**  
**705 Mill Street**  
**Zumbrota, MN**

**School Hours: 8:00 am - 3:10 pm**  
**Building Hours: 7:30 am - 3:30 pm**  
**School Office Hours: 7:30 am - 3:30 pm**  
**School Phone/Attendance: (507) 732-7395**

<b>Principal:</b>	<b>John Stapleton</b>
<b>Activities Director:</b>	<b>Tony Brown</b>
<b>Special Ed Director:</b>	<b>Wendy Ahern</b>
<b>School Nurse:</b>	<b>Sally Rude</b>
<b>School Resource Officer:</b>	<b>Josh Kurtti</b>
<b>Dean of Students/</b>	
<b>Curriculum Coordinator:</b>	<b>Aaron Schumacher</b>

**District Website:**

**[Home - Zumbrota-Mazeppa Public Schools \(zmschools.us\)](http://zmschools.us)**

**Social Media:**

**District Facebook: Zumbrota-Mazeppa Public Schools**  
**7-12 Instagram: ZMMSHS2805**  
**Twitter: ZMCougars@ZMCougars**

August 2023

Greetings Students and Families of ZM 7-12!

On behalf of the entire staff here at Zumbrota-Mazeppa 7-12, we would like to welcome you to the 2023-2024 school year! We strongly believe that our school is a special place with many opportunities to excel in academics, the arts, and athletics as you journey through your secondary years.

We believe that every student deserves an excellent education while being treated with respect and care. The development of positive relationships within the school community is a core value here at Zumbrota-Mazeppa and we use these connections to build upon student success.

We are here to support each student in his or her pursuit of academic excellence and personal well being. This handbook introduces you to our building, people, programs, and policies. In addition, you are encouraged to take full advantage of the opportunities to meet with our teachers, counselors, administrators, and support staff on an individual basis to better serve our students' educational pursuits and needs.

This is your school and we welcome you!

**John Stapleton**

**Principal**

[johns@zmsch.k12.mn.us](mailto:johns@zmsch.k12.mn.us)

**Aaron Schumacher**

**Dean of Students/Curriculum Coordinator**

[aarons@zmsch.k12.mn.us](mailto:aarons@zmsch.k12.mn.us)

**Tony Brown**

**Activities Director**

[tonyb@zmsch.k12.mn.us](mailto:tonyb@zmsch.k12.mn.us)

## 2023-2024 MS/HS Daily Schedule

1st	8:00 - 8:44
Advisory	8:48 - 9:04
2nd	9:08 - 9:52
3rd	9:56 - 10:40
4th	10:44 - 11:28
5th	10-12 Lunch 11:28 - 11:58 Class 12:02 - 12:46
	7-9 Class 11:32 - 12:16 Lunch 12:16 - 12:46
6th	12:50 - 1:34
7th	1:38 - 2:22
8th	2:26 - 3:10

### **EARLY RELEASE SCHEDULE (second Wednesday of each month):**

The second Wednesday of each month is set aside for staff professional development. Students will be released two hours early. See the 2023-24 schedule here: [Early Release Schedule.docx](#)

# **Zumbrota-Mazeppa Middle/High School**

## **2023-2024**

***Superintendent Ryan Barnick***

***John Stapleton, Principal   Aaron Schumacher, Dean of Students***  
***Tony Brown, Activities Director   Wendy Ahern, Special Ed Director***

### **ALP/SPANISH**

Karl Jacobsen

### **ART**

Lenora Oliver

### **BUSINESS/COMPUTERS**

Michelle Jentsch

Beverly Prodzinski

### **FCS/FCCLA**

Mae James

### **GUIDANCE**

Angela Hunstad (7-9)

Chelsie Lockner (10-12)

### **INDUSTRIAL TECH**

Lynn Albers

AJ Yusten

### **VOCATIONAL CONSTRUCTION**

Brandon Roth

### **LANGUAGE ARTS**

Kelsey Bradley

Amy Matuska

Jamie Ringstad

Kate Stone

### **MATH**

Jared Andring

Kelly Fick

Mark Moran

Tyler Smith

Michael Matuska (online)

### **PARAPROFESSIONALS**

Krista Boelter

Sara Boller-Hoven

Gary Bryant

Matthew Bryant

Tiffany Clemenson

Autumn Wiskow

Amber Hillesheim

Keysha Hoehne

Joy Post

Susan Scheffler

Lee Sjolander

Jodie Thompson

### **MUSIC**

Scott Corey

Susan Peterson

Katrina Schuneman

### **ESL** Casey O'Donnell

### **PHY ED/HEALTH**

Katie Kennedy

Paul Pagel

Alyssa Krause

### **SCIENCE**

Angela Heitmann

Cindy Jacob

Joel Johnson

Mary Post

### **AGRISCIENCE**

Nikkole Flaaen

### **SPANISH**

Ashley Buchholz

### **SOCIAL STUDIES**

Joshua Boraas

Ross Fuchs

Darin Raasch

Bradley Smith

### **SPECIAL EDUCATION**

Jennifer Klein (DCD)

Megan Majerus (MS)

Jacob Smith (EBD)

Michelle Zidlicky (HS))

Stephanie Adams (HS)

Ashlyn Waters (HS)

### **OTHER EXTRAORDINAIRE**

Abby Bartelma ~ School Psychologist

Katie Kennedy ~ Social Worker

Sally Rude ~ Nurse

Grant Voth ~ Technology

Aaron Schumacher ~ Curriculum

Josh Kurtii ~ School Resource Officer

Nancy Bremer ~ Administrative Assistant

Julie Vath ~ Administrative Assistant

Peer Reviewer (QComp) Todd Petterson

Selene O'Reilly (WIN)

Madi Green- Speech

## Employment Background Checks

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

## 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, including gender identity and expression, or age in its programs and activities. The school board has designated the school superintendent as the district's human rights officer to handle inquiries regarding nondiscrimination.

## Notice of Violent Behavior by Students

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

# ACADEMICS

## GRADUATION REQUIREMENTS

Graduation from ZMHS requires completion of the required **26** credits in order for a student to be allowed to participate in the graduation ceremony and receive a high school diploma. Students are required to enroll in a minimum of **6.5** credits each year.

### Amt of Credit

### Subject

4.0	Language Arts
3.5	Social Studies (must include Econ.Global Issues & American Politics)
3.0	Math (must include Adv. Algebra, Geometry)
3.5	Science (must include biology, chemistry or physics or a CTE equivalent)
1.5	Physical Ed/Health
.5	Career Choices or Ag Occupation, Construction
.5	Personal Finance
1.0	*Fine Art ( <i>does not have to be in an art class</i> )
1.0	*Computers/Business (must include a .5 additional

	computer or business course).
19.0	Required Credits
7.0	Electives
<b>26.0</b>	<b>TOTAL CREDITS MINIMUM REQUIRED</b>

\*Must complete a half credit in visual arts, plus another half credit in the arts from one of the following areas: band, choir, theater, TV production, or visual arts.

*Seniors wishing to participate in the graduation ceremony must be within two credits of graduation and have a plan in place for completing these credits by June 30th. The plan to complete the credits must be approved by the High School Principal or Superintendent.*

## GRADING PROCEDURES

Each teacher shall distribute a written description of course grading procedures to students at the beginning of a semester term.

## REPORT CARDS

Report cards will be available online via Infinite Campus after each semester. The following grades will be issued for classes: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, or Incomplete. Any student receiving an incomplete must make arrangements with his/her teacher to complete the work.

Numerical Grading Scale –

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67
B+	3.33	C+	2.33	D+	1.33	F	0

Numerical **Weighted** Grading Scale –

A	5.00	B	4.00	C	3.00	D	2.00
A-	4.67	B-	3.67	C-	2.67	D-	1.67
B+	4.33	C+	3.33	D+	2.33	F	0

## HONOR ROLL

The “A” and “B” Honor Roll is published after each **semester**. The “A” Honor Roll will be all students that have an average of 3.67 or higher (A-) and above with no grade lower than a C-.

The “B” Honor Roll will be all students who have a grade point average of 3.00 - **3.66** or higher and no grade lower than a C-. Students cannot be included on the honor roll if they have an incomplete on their report card.

## HONORS AND HIGHEST HONORS

Students in grades 9-12 have a cumulative grade point average, which is a numerical average of all final grades received in grades 9 through 12. Students graduating with a cumulative grade point average of 3.33 – 3.66 will receive “Honors” and students with a 3.67 grade point average or higher will receive “Highest Honors.”

## ACADEMIC LETTER

Students in grades 11-12 with an overall GPA for the current school year of 3.75 or greater and

have an "A-" or higher for all last semester grades on June 1st will receive an academic letter.

## **ADD/DROP CLASS**

Students are allowed to drop a class during the first two days of a new semester without receiving a withdraw/fail (WF). However, before dropping, the student will discuss his/her reasons for dropping with the classroom teacher and the counselor will contact the parents. A Drop Form with signatures from the student, teacher, parent and counselor will accompany the schedule change. To drop a class beyond the second week of class, a conference must be held with the teacher, student, parent, counselor, and administrator. Only agreement of the teacher, counselor, parent, and administration would allow a student not to be given a W/F. Forms can be obtained in the counseling office.

## **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is one of the highest honors that can be awarded to a high school student. The NHS has worked to bring the accomplishments of outstanding students to the attention of parents, teachers, peers, and the community. Chapters in more than 22,000 high schools across the nation strive to give practical meaning to the society's goals of scholarship, service, leadership, and character. To be eligible for membership consideration, students must be in grades 10, 11, or 12, and have a cumulative grade point average of 3.33 or higher. Additionally, potential members must meet high standards in leadership, service, and character. Selection of members will be made each year in late January or early February with the induction ceremony to be held in March.

## **Student Records**

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

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district's "Student Surveys" policy may be obtained on the district website.

## **Parent Right to Know**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

## POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The following are guidelines for students who plan on attending ZM first semester and wish to attend PSEO second semester: If the college/vo-tech semester begins before the completion of the first semester at ZM, the student will forfeit credit(s) of the course(s) he/she is unable to attend at ZM because of the PSEO enrollment. Any exceptions must be granted by the high school principal prior to the student enrolling in the PSEO course(s) that conflict with the ZM course(s).

You must complete the appropriate junior or senior courses required for graduation from ZMHS (i.e. Economics, Global Issues, Careers, etc.) Review your ZMHS curriculum guide carefully. It is **your responsibility** to make certain that you have **all** of your **required courses and credits** needed to receive a diploma.

If the course you are considering has a different title and terminology describing the content, you must receive approval from the high school guidance counselor and/or high school principal (along with consultation of academic area teachers if needed) to determine whether or not the PSEO course matches the ZM course closely enough to meet our graduation requirements. You must submit a course approval form to the high school guidance counselor. These forms are attached to the PSEO application.

## HOME SCHOOL

Students who transfer to ZMMS/HS from a home school setting will have their graduation requirements determined by the School Transfer Review Committee.

1. Acceptance of credits shall be based on an evaluation of the home school transcript as the transcript relates to the high school curriculum requirements.
2. Credits will be examined by the School Transfer Review Committee for value using the following criteria: clock hours, instructional calendar, instructional materials, final course test, student work portfolios, standardized tests, etc. Proficiency tests may be given as necessary.
3. All accompanying grades to accepted credits would be entered as pass/no credit/audit grades on a student's official high school transcript.

To receive academic honors, ISD #2805 requires home school students to earn a minimum of 80% of his/her credits per year at ZMMS/HS. Upon graduation, if 80% of a home school student's cumulative credits have been earned at ZMMS/HS he/she will be eligible for senior academic honors.

### Academic honors are described as the following:

- Class Ranking
- Honor Roll



The School Transfer Review Committee will consist of the high school principal, guidance counselor, and a minimum of two high school staff members. Decisions of the Home School Review Committee may be grieved to the Superintendent for further examination and review.

## STATEWIDE TESTING

This area provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities.

**Why does participation matter?** A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards

- Students who do not participate will receive a score of "not proficient."
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.

### Academic Standards and Assessments

**What are academic standards?** The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

**What is the relationship between academic statewide assessments and the academic standards?** The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching standards. Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science
- Majority of students take the MCA
- MTAS is an option for students with the most significant cognitive disabilities. ACCESS and Alternate ACCESS for English Learners
- Based on the WIDA English Language Development Standards.
- Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
- Majority of English learners take ACCESS for ELLs
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

**Why are these assessments effective?** Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

***Are there limits on local testing?*** As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

***What if I choose not to have my student participate?*** Parents/guardians have a right to not have their student participate in state required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. Your student's district may require additional information. A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. Please contact your school for more information regarding local decisions.

***When do students take the assessments?*** Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

***When do I receive my student's results?*** Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction. How much time is spent on testing? Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need.

***Why does it seem like my student is taking more tests?*** The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

***Where do I get more information?*** Students and families can find out more on our Statewide Testing page ([education.state.mn.us](http://education.state.mn.us) > Students and Families >

## **ATTENDANCE**

### **GENERAL STATEMENT OF POLICY**

It is the responsibility of the Zumbrota-Mazeppa Public Schools to the community that all school members will work to challenge and support students in the pursuit of their highest levels of academic and personal achievement. Recognizing the strong relationship between regular attendance for each class and high academic achievement, the District has a specific attendance system. Such a system will promote this relationship and hold students accountable for regular attendance. It is essential that ZMMS/HS students and their families take responsibility for knowing and following the Attendance Policy.

## GENERAL GUIDELINES FOR ATTENDANCE

ZMMS/HS will establish guidelines for the number of allowed absences (both excused and unexcused) for each semester course. If a student exceeds the number of allowed absences, he/she can be removed from the class and placed in an alternative educational program.

ZMMS/HS expects students and their parent(s)/guardian to take responsibility for knowing and following the Attendance Policy.

ZM MS/HS is a closed campus for grades 7-12. Students may not leave campus during the student's school day without following the procedures outlined in this policy. See the Honor Pass requirements for grades 11 & 12.

### Honors Pass For Juniors & Seniors: [Open Campus Lunch Waiver](#)

Students in grades 11-12 who are in good standing academically and behaviorally (as noted under the good standing policy) are eligible to take part in open campus lunch and/or study hall. Students who take part in open campus lunch/study hall are expected to be on time to class following the period/lunch that they are released. Students who participate must have parent approval prior to participation. Open campus privileges may be revoked if a student is not in good standing per administrative discretion. See more information [here](#)

All students participating in on-campus lunch are required to stay on school grounds during the entire noon hour. Students in grades 7-10 are required to stay on campus during the noon/lunch hour. Any student not in designated areas during the noon hour is subject to disciplinary action as indicated for an unexcused absence. Students are not allowed in the parking lot during the noon hour. If for any reason a student needs to leave the building during the school day, prior permission from the office is required. Students are not allowed to leave the lunchroom and eat in the student commons.

The cafeteria must be kept neat and clean in order for lunch to be pleasant. Every student is asked to do his/her part to clean up after eating. The lunchroom management and other students will appreciate your cooperation in the following:

1. Be orderly in the serving line.
2. Be courteous and respectful to the food servers.
3. Eat all opened food items in the cafeteria.
4. Leave the table and floor around your place in a clean condition.
5. Return trays and utensils to the proper place.
6. Cooperate with supervisors.
7. Students must have money in his/her lunch account to pay for their entire lunch.

### Age of Majority

Students 18 years of age or older must comply with the same rules and regulations as younger students according to state law (M.S. 120A.20). They may not write their own excuses if they are living in the parental home and are not considered emancipated.

### STUDENT ATTENDANCE RESPONSIBILITIES

It is the responsibility of each student to:

- Attend all classes on a daily basis.

- Monitor the total number of absences in each course. Report any errors to the teacher of the course.
- Students are welcome to check with the school secretary to monitor the number of days absent. Attendance records are accessible in the Infinite Campus portal and via Schoology.
- Attend every class that is considered to be his/her “official” and “current” schedule. Students should not discontinue attendance to a class if he/she anticipates changing or dropping that class. Until the class is officially dropped and the counselor has provided a new “official” schedule, students are expected to attend each of the classes on their schedule. Failure to do so will constitute an unexcused absence.
- Report, when ill, to the Health Office.
- Follow all check-in and check-out procedures.
- Contact the teacher to arrange make-up work.
- Ensure that a teacher changes the absence notation to a tardy, within the first ten minutes, if a student is late to class.
- Complete detention hours within the required timeframe for an unexcused absence.

## **PARENT(S)/GUARDIAN RESPONSIBILITIES**

It is the responsibility of each student’s parent(s)/guardian to:

- Ensure that the student is attending school.
- Monitor the total number of absences in each course. Report any errors to the teacher of the course.
- Inform the High School Office prior to a student’s absence when a student will be absent. The office does not accept notes. **Call 732-7395 or email [hsoffice@zmsch.k12.mn.us](mailto:hsoffice@zmsch.k12.mn.us)** on the day of absence with the reason for the absence.
- Parent(s)/guardian must call in excused absences within 24 hours of the student’s return to school. Following 24 hours all absences will stand as unexcused. All students, regardless of age, must have an absence excused by a parent/guardian if the student lives at home.
- Schedule appointments before or after school.
- Schedule family vacations during official school breaks and summer vacation.
- Work cooperatively with the school and the student to resolve any attendance problems that may arise.
- Communicate and discuss with their students the ZMMS/HS Attendance Policy.
- Contact the ZMMS/HS Office for assistance if the student has any long term or chronic health conditions that may result in frequent absences from school.

## **TEACHER RESPONSIBILITY**

It is each teacher’s responsibility to:

- Take accurate, hourly attendance.
- Be familiar with and responsible for all procedures governing attendance.
- Provide any student who has been absent with any missed class work/assessments upon request.
- Communicate procedures for tardiness to students and parents/guardians verbally and in writing at the beginning of each semester.

- Provide homework to the High School Office upon request.

## **ADMINISTRATOR RESPONSIBILITIES**

It is each administrator's responsibility (or administrative designee) to:

- Require students to attend all classes as stated in Minnesota Department of Children, Families and Learning and the Minnesota Compulsory Instruction, Law Minn. Stat. 120.101.
- Maintain accurate records on student attendance.
- Prepare a list of the previous day's absences stating the status of each absence.
- Ensure that parent(s)/guardian receive a phone call after each unexcused absence.
- Ensure that parent(s)/guardian and students receive timely communication of all absences.
- Communicate to and/or meet with the student when he/she reaches each absence threshold in a semester course.
- Meet with parent(s)/guardian when a student has excessive absences in a semester that are not due to illness.
- Meet with the student and parent(s)/guardian to discuss credit recovery options if so requested.
- Approve and support teacher procedures for tardies.

## **GUIDELINES AND CATEGORIES FOR UNEXCUSED ABSENCES**

The following are examples of absences that will not be excused and will appear on the student's attendance record as Unexcused and be marked in red as (UNX):

- Any absence in which a student and/or parent(s)/guardian fails to comply with ZMMS/HS reporting attendance procedures.
- Work at a business, except under a school-sponsored work release program.
- Non-prearranged family vacations
- Missed bus
- Overslept
- Truancy
- For purposes of this policy, truancy is the absencing of one's self from school or class without the approval of the school.

## **GUIDELINES AND CATEGORIES FOR EXCUSED ABSENCES**

- The following absences will appear on the student's attendance record as Excused and be marked in white as indicated below.
- College visits (After the Second on/off campus college visit) [CVE]
- Driver's license examination (not the permit test) [DLE]
- Family emergency [FAM]
- Illness [S/I]
- Out of School Suspension [OSS]
- Visit to the nurse's office [S/I]
- Pre-arranged family vacations [VAC]
- Professional appointments that cannot be scheduled outside of the school day. [APP]

- Spectators at state/regional competitions: student spectators must have parent(s)/guardian approval and follow all attendance policy procedures. [STS]

## **EXTENDED FAMILY VACATION RULE**

All vacation requests must be submitted to the attendance office at least a week in advance of the vacation. All arrangements for make-up work must be made prior to the trip.

## **GUIDELINES/CATEGORIES FOR SCHOOL Activity ABSENCES**

These absences need to be excused at the time of the absence. The following absences will appear on the student's attendance record as exempt and be marked in green as indicated below.

- Ceremonies in which the student is being honored or presented with an award (i.e. Rotary) [ACT]
- Chronic Illness [MED]
- College visits (The first two on/off campus college visits) [CVI]
- Court-ordered appearances [PER]
- Death in the student's immediate family or of a close friend or relative [PER]
- Field trips [ACT]
- Illness in student's immediate family (documentation required by medical personnel) [PER]
- In School Suspension [ISS]
- Interscholastic meets and event [ACT]
- Musical sectionals [ACT]
- Verified meeting conducted with school personnel [ACT]

## **CONSEQUENCES/NOTIFICATIONS FOR UNEXCUSED ABSENCES**

School attendance is required by law. Parents/legal guardians are to notify the office each day their child is absent. Parents/legal guardians are the only persons authorized to excuse a student. All unauthorized absences are considered unexcused. Absences are subject to administrative authorization.

Students with chronic, unexcused absenteeism will be referred to county social services. County social services may consider Educational Neglect consequences if a parent/guardian is not supporting their student's regular attendance.

### **Excused Absences Per Month**

- Students will be allowed up to three excused absences per month (parent phone call excusing the student due to illness).
- ANY absences past the three excused absences per month will require a doctor's note to excuse the student. Failure to secure a doctor's note due to absences past three per month will result in the student being marked as unexcused.
- Unexcused tardies count towards the seven unexcused absences as part of the Compulsory Attendance Law.

**Consequences for Absenteeism** If a student is marked unexcused from a course ten times per semester, that student may automatically receive a Withdraw (W). The student will be placed in an alternative course.

## **Detention for Unexcused Absences**

- Students will make up unexcused absence time on a period by period basis. For each period of an unexcused absence a period of detention will be assigned (Unless otherwise determined by the Administration).
- Detention can be served on **Monday, Tuesday, and Thursday from 3:15-4:00 p.m.**
- The principal/administrative designee can enforce alternative consequences if a student fails to complete assigned detentions.

## **GUIDELINES FOR MAKE-UP WORK DUE TO ABSENCES**

- The student is responsible for checking Schoology and may request make-up work regardless of absence classification.
- The timeframe for make-up work is at the discretion of each teacher and variable as to the reason for the absence(s).
- Previously announced projects and/or assessments must be turned in or taken on the day of the student's return to school unless otherwise communicated to the teacher. If extenuating circumstances exist, the teacher may grant additional make-up time.
- An administrative conference will be held with students who exhibit a pattern of unexcused absences on assessment days.

## **GENERAL GUIDELINES FOR TARDIES**

Students are expected to be in their assigned areas at designated times. Students who arrive to class after the second tone sounds are considered tardy. However, students arriving after ten (10) minutes will be considered absent (unexcused).

School wide procedures will be developed for tardiness after the first period.

**Every three (3) unexcused tardies per month will result in a detention.**

If during the school day you are detained by school personnel, secure an admittance slip from the person who detained you and bring it to class with you. Passes will not be given from the office if you are late for a class after the first period.

## **REQUIRED REPORTING**

Continuing Truant: Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat 120.101 and is absent from instruction in a school. As defined in Minn. Stat. 120.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school.

Habitual Truant: A habitual truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, or high school. A school district attendance officer shall refer a habitual truant child and the child's parent(s) or legal guardian to appropriate services and procedures, under Minnesota Statute Chapter 260A.

## **EARLY DISMISSALS**

Any student that wishes to be excused during that day must present a written notice to the principal's office prior to 8:00 a.m. of the day that student wants to be excused. The only exception to this would be an emergency call from the parents. Students must sign out in the office if he/she

has permission to leave school early. Every effort should be made to have medical appointments before or after school or on Saturdays. If, however, it is necessary during school, prior notice should be given to the principal's office and work made up ahead of time in your classes. This procedure will also cover family trips or any other excusable absence known ahead of time.

**Any student who leaves the school building during school hours must first obtain permission from the principal's office. There can be no exceptions made. Leaving without permission will result in an unexcused absence.**

**Loitering**

At the end of the school day students are expected to leave school grounds within twenty minutes of finishing instructional time. If students continue to loiter on the premise they may be asked to leave and law enforcement may be called if necessary.

**BEHAVIOR**

**POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)**

Zumbrota-Mazeppa Schools have implemented a ~~school-wide~~ system of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments.

**Respect                  Optimism                  Acceptance                  Responsibility**  
**School Wide Behavior Purpose Statement**

ZMMS/HS promotes a community of mutual respect, optimism, acceptance and responsibility by providing a foundation for academic success.

**Student Expectations:**

- 1. We will show **Respect** for ourselves, others, property and community.
- 2. We will demonstrate an **Optimistic** attitude.
- 3. We will be **Accepting** of others' ideas, thoughts and opinions.
- 4. We will take **Responsibility** for ourselves and our actions in all areas of our community.

**THE FOLLOWING CONSTITUTE UNACCEPTABLE BEHAVIOR**

- 1. Willful conduct that materially and substantially disrupts the rights of others to an education.
- 2. Willful conduct that endangers school district employees, the pupil or other pupils, or the property of the school.
- 3. Willful violation of any rule of conduct specified in this discipline policy.

**HARMFUL OR NUISANCE OBJECTS**

The possession of or use of articles that are nuisances, illegal, appear similar to illegal items, or that may cause harm to persons or property is prohibited at school and school-sponsored activities.

The principal and school staff members shall be alert for and suspicious of any possible student involvement with dangerous, harmful, and nuisance substances or articles. When the principal or staff has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in the possession of a student,



she/he shall investigate and take immediate and necessary action to safeguard persons and property. Any candy, food or beverage may be confiscated by school officials if the original packaging is not available or in question by school personnel.

## **ACADEMIC DISHONESTY/PLAGIARISM**

Academic dishonesty includes cheating, fraud, and plagiarism. The penalties depend on the severity of the infraction and may include disciplinary action such as detention, conference, suspension, reassignment of assignment/test, reduction of points, failing grade, and/or code of conduct violations. Repeat violations could result in credit loss and any of the aforementioned consequences.

## **CHEATING, GAMBLING, STEALING**

1. No student shall cheat on a test or assigned work or knowingly allow his/her work to be used by others to cheat. Each classroom teacher will have a policy regarding cheating and the consequences for such behavior.
2. No student shall participate in gambling while on school property or attending a school activity.
3. No student shall steal or take any possessions or property belonging to another without the owner's knowledge or consent while in school or attending a school activity.

## **ASSAULT**

Threatening another student or staff member with bodily harm, even without physical contact, could result in detention, suspension, or law enforcement referral. A student involved in a direct contact with another student or staff member could be subject to immediate suspension and possible law enforcement referral. Fighting is characterized as aggressive behavior with the intent of inflicting physical harm upon another. A behavioral contract may be designed with strict guidelines and consequences, which could include additional suspensions, out-of-school placement, counseling or expulsion. Repeat offenders may be recommended to the School Board for expulsion.

## **INSUBORDINATION**

All employees of Zumbrota-Mazeppa Public Schools have the responsibility and obligation to enforce school regulations when witnessing a violation of school rules. Insubordination is the willful defiance or ignoring by a student of a reasonable order or request of any school employee. A student referred for insubordination will be subject to a conference with administration and could be faced with detention, a parent/staff conference, and suspension, depending on the severity of the incident.

## **LANGUAGE**

Cursing, swearing, profanity, racial/gender harassment, vulgar and offensive language is not appropriate to the school setting. Students need to be particularly aware of sexually suggestive language. Consequences could involve a conference with administration and/or parents, detention, or suspension, depending on the severity of the incident.

## **HARASSMENT**

It is the policy of ISD 2805 to maintain a learning and working environment that is free from

religious, racial, or sexual discrimination, intimidation, and harassment. Unwelcome conduct which interferes with the ability to learn, perform a job or which intimidates you in a hostile or offensive manner is strictly prohibited by the school district. A formal policy on harassment is available at any of the school offices.

- **Sexual Harassment** may include unwelcome verbal abuse, pressure for sexual activity, gestures, physical contact other than that which is necessary to provide restraint of pupils by teachers, administrators, or other personnel to avoid physical harm to persons or property.
- **Racial Harassment** consists of physical or verbal conduct relating to an individual's race when the purpose is to create an intimidating, hostile or offensive working or academic environment.
- **Religious Harassment** consists of physical or verbal conduct that relates to an individual's religion when the purpose is to create an intimidating environment and interfere with performance.

**Gender Harassment** consists of physical or verbal conduct that relates to an individual's gender or gender identity when the purpose is to create an intimidating environment and interfere with performance.

Anyone who feels they have been the victim of harassment, intimidation, or discrimination should report the incident to a teacher, counselor, administrator, or supervisor. A thorough investigation will be made of the matter and appropriate actions taken if found warranted.

## Bullying Prohibition

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 a student's ability to learn and/or a teacher's 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, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. See district policy 514 for further details on the district website along with the Sadistic & Malicious Bullying Policy.

## CYBER BULLYING /ONLINE ETIQUETTE

Students must use appropriate language and graphics when using technology or other electronic communication (email, Snap, Instagram, Facebook, or other social media) and must not use electronic communication to harass another student, teacher, or employee in a way that will substantially disrupt and interfere with the work and discipline of the school, or the ability of a student or staff member to attend school and participate fully in its activities while feeling safe. ***At any point in time, cyberbullying conducted off school hours can be construed as being school-related.***

- First offense: Disciplinary action assigned by the building administrator; offending posting must be removed
- Second offense: Up to three day suspension; offending posting must be removed
- Third offense: Could result in other disciplinary actions with law enforcement and/or possible expulsion from Zumbrota-Mazeppa Schools

## **HAZING**

Hazing is defined as “committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated or affiliated with a student organization, or for any other purpose.” Hazing may include, but is not limited to: beating, striking, placing a harmful substance on the body, sleep deprivation, exposure to weather, forced consumption of food, beverages, or tobacco products or drugs, or an activity that intimidates, threatens, ostracizes, embarrasses, shames or adversely affects the mental health or dignity of a student. School officials will investigate all reports and take appropriate action.

### **Reporting Harassment or Hazing**

Any person who believes he or she has been a victim of religious, racial, or sexual harassment by a student or employee of the school district should report the alleged acts immediately to an appropriate school district official (Teacher, Counselor, or Principal). School officials will investigate all harassment or hazing reports and take appropriate action.

## **VANDALISM**

Students who vandalize school property may be subject to charges by the school district in the amount of the cost of repairing or replacing the damaged property.

## **GENERAL DISCIPLINARY ACTION FOR BEHAVIORS**

**A pupil may be dismissed on the following grounds:**

1. Willful violation of any reasonable school regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
2. Willful conduct that materially and substantially disrupts the rights of others to an education.
3. Willful conduct that endangers the pupil or other pupils or the property of the school.

**Disciplinary action may include but is not limited to:**

Meeting with the teacher, counselor, or principal; detention; loss of school privileges; parental conference with school staff; modified school programs; school and/or community services; suspension; exclusion; expulsion; loss of credit; involving a law enforcement agency.

**Search of a student, personal possessions and/or vehicle:**

A student and/or possessions/vehicle may be searched when school officials feel the safety of others is in jeopardy or 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. The search may include an electronic wand of the perimeter of the student if there is reason to believe that the student is hiding an objectionable object within clothing or a backpack.

## **REMOVAL FROM CLASS**

## **SUSPENSION**

In accordance with the Fair Pupil and Dismissal Act suspension is the short-term dismissal of a

pupil from school, school property, and school sponsored activities for a period not to exceed five consecutive school days per violation. During the term of suspension, the parent assumes custody of the student during school hours. Whenever possible there will be an informal administrative conference prior to suspension of the pupil. Pupils will also be served with a written notice containing grounds for suspension and other pertinent information. Parents will be notified of suspension in writing. A copy of the Fair Pupil Dismissal Act will accompany the correspondence. Ordinarily pupils will not be released from the building until the parents have been notified by verbal communication.

**If a pupil returns to school or a school-sponsored activity without permission during a suspension, the act can be considered a violation of the suspension and may be cause for further disciplinary action. A parent is expected to accompany the pupil for a reinstatement conference when a suspension is completed.**

School officials must consider, where appropriate, using non exclusionary discipline as an alternative to suspensions.

## **EXPULSION**

Expulsion shall be defined as an action taken by the school board to prohibit an enrolled pupil from further attendance for a period that should not extend a year. Only the school board can expel a pupil and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act. Upon notification of a hearing for expulsions, a pupil will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.

### **Alternative Program**

Alternative program shall mean educational opportunities made available within the school district, but may be at a site different from a student's originally assigned school. The principal may, upon approval of the Superintendent, prescribe a specific alternative educational program that she/he believes will best serve the interests of the non-handicapped pupil and the school.

## **CORRECTIVE and RESTORATIVE MEASURES**

Corrective measures will depend upon the nature of the behavior, the frequency, and the degree to which the pupil is willing to try to correct undesirable behavior. The teacher or principal must consider each incident on an individual basis. Appropriate disciplinary action will be taken with a full understanding of all parties. Corrective measures will normally begin at a minimal level of restorative conversations and could proceed to more serious levels. These procedures may include, but are not limited to, a conference with the teacher, counselor or principal; detention; loss of school privileges; parent conference with school staff; modified school program; school transfer; dismissal for one day; suspension; referral to superintendent; expulsion; police referral; court referral; and home instruction.

### **DETENTION ROOM**

The detention room runs every **Monday, Tuesday and Thursday after school from 3:15 – 4:00 pm**. Students will not be allowed to serve detention in the morning. All detention time is made-up after the regular school day (3:10). This applies to all students, including students on OJT or work release. Students will be assigned date(s) and times on an individual basis by the principal. Students must bring books and have enough work to do for the entire time. Students not bringing

adequate work for detention will be assigned an extra day in the detention room.

## **TERRORISTIC ACTS/THREATS**

- The Board prohibits any district student from communicating terroristic threats or committing terroristic acts directed at any student, employee, Board member, community member of a school building.
- *Terroristic Threat* – Shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience.
- *Terroristic Act* – shall mean an offense against property involving danger to another person.
- Staff members and students shall be responsible for informing the building principal regarding any information or knowledge relevant to a possible or an actual terroristic threat or act. When an administrator has evidence that a student has made a terroristic threat or committed a terroristic act, the following guidelines shall be followed:
- The building principal may immediately suspend the student.
- The building principal shall promptly report the incident to the Superintendent.
- Based on further investigation, the Superintendent may report the student to law enforcement officials.
- The Superintendent may recommend expulsion of the student to the Board.
- If a student is expelled for making terroristic threats or committing terroristic acts, the Board may require, prior to readmission, that the student provide competent and credible evidence that the student does not pose a risk of harm to others. If a student is expelled for making terroristic threats or committing terroristic acts, upon returning to school, the student shall be subject to random searches. In the case of exceptional students, the district will take all steps necessary to comply with the Individual with Disabilities Education Act.

## **INVESTIGATIONS**

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct.

## **Ombudsperson Service**

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment for all students. For more information about this service, contact the district superintendent.

### **Procedural Guidelines for Student Chemical Use Issues**

#### **I. PURPOSE**

This document is meant to help Zumbrota-Mazeppa Schools deal with students who may be experiencing problems related to chemicals and their use. Our foremost concern is the health and safety of the students, school and the community.

#### **II. DEFINITIONS**

- A. The use, possession, sale, or transfer of tobacco, alcohol, toxic, simulated and/or controlled substances or associated paraphernalia in school, on school transportation, at school-sponsored events, or in any other school-related location is prohibited.
- B. Chemicals include, but are not limited to:
1. **Alcohol** includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.
  2. **Tobacco** means vapes, cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, Cavendish, plug and twist tobacco, fine cut and other chewing tobacco, shorts, refuse scraps, clippings, cuttings and sweepings to tobacco, and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices- including electronic. **All e-cigarette devices (vapes) are considered a tobacco smoking device and are not allowed on school property.**
  3. **Controlled substances** include: narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, cannabis (marijuana), anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. 812, including analogues, "look alike"/simulated/synthetic drugs, over-the-counter medications and any mind/body altering substances/chemicals, vape cartridges with THC
  4. **Toxic substances** include glue, cement, aerosol paint, or, for purposes of this policy, any substance that causes involvement of the central nervous system.
- C. **School District Location** includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicles used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or functions, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- D. **Chemical use** is defined as drinking, sniffing, smoking, swallowing, chewing, ingesting, injecting or otherwise absorbing into the body, chemicals as defined in this policy. Chemical use also includes being under the influence of chemicals.
- E. **Provider** is any person selling drugs or providing drugs for other persons whether money is involved or not. \*Minnesota Drug-free Law - MN State Statute §152.01.
- F. **Consumption** is any ingestion of any chemical in any form; being under the influence of any chemical.
- G. **Being under the influence** means having ingested or otherwise introduced chemical substances into one's bodily system to an extent that physical and mental processes are impaired and there is discernible evidence of such symptoms as problems with coordination and balance, slurred speech, irrational behavior, glassy eyes, odors, profuse sweating, or the like that is not attributable to other causes.
- H. **Chemical abuse** means the use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that normal functioning in academic, school, social activities, or the workplace is chronically impaired.
- I. **Possess** means to bring any chemical into a school, on school grounds, or to a school activity; to have chemicals on one's person, among one's belongings or under one's control while in school, on school grounds, or to a school activity; to have chemicals on one's person, among

one's belongings or under one's control while in school, on school grounds, on school transportation, or at a school sponsored activity, regardless of whether the person was then aware of the possession.

- J. **Drug paraphernalia** means all equipment, products, and materials of any kind, except those items used in conjunction with permitted uses of controlled substances, which are knowingly or intentionally used primarily in (1) manufacturing a controlled substance, (2) injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, (3) testing the strength, effectiveness, or purity of a controlled substance, or (4) enhancing the effect of a controlled substance.
- K. **Chemical use pre-assessment** means the gathering of observable information (i.e., attendance, discipline records, behaviors of concern) from parents, school staff, supervisors, and/or the student or employee for the purpose of determining if the pre-assessment team will recommend to the student and parent(s) that a formal chemical use test and/or assessment/evaluation be obtained from a health professional.
- L. **Chemical use test** means the technology (i.e., breathalyzer for alcohol consumption, urinalysis for a number of substances) to determine if the consumption of a substance has occurred.
- M. **Chemical use assessment/evaluation** means a Rule 25 Chemical Use Assessment as defined by state statute.

### III. PROCEDURES

**Chemical Violation at School:** The following actions may occur when a student 1) is suspected of using or possessing alcohol, tobacco, or other drugs and chemicals, or paraphernalia during school hours, on school buses, on school grounds or at school sponsored events/activities or has 2) distributed or intended to distribute chemicals at school, on school grounds, on school buses, or at school activities/events:

- 1. Students will be escorted to the office by school staff to be assessed by the building administrator or designee.
- 2. Physical health assessment performed by the school nurse (blood pressure, pulse, temperature, pupils – dilated or constricted, lack of convergence, etc.).
- 3. Referral to law enforcement and appropriate authorities as necessary.
- 4. Based upon reasonable suspicion, a search by administration may be conducted of the student's person, effects, locker, vehicle, or areas within the student's control in accordance with school board policies regarding search and seizure.
- 5. Notification to parent/guardian for student conference or removal from school and as needed referral to chemical health resources.
- 6. Following a team meeting, appropriate administrative actions will be taken.
- 7. Notification to appropriate personnel responsible for implementing Minnesota State High School League rules.
- 8. Upon completion of administrative action, a meeting may be held with the parents/guardians and students.

Consequences for the use and/or possession of tobacco/vaping:

The following consequences may occur if it is determined that the student 1) is suspected of using or possessing **tobacco** during school hours, on school buses, on school grounds or at any school sponsored events/activities

**First Violation:** Minimum One day of suspension. Parents and Law Enforcement will be notified. Student conference with administration/SRO.

**Second Violation:** Minimum Three day suspension. Parents and Law Enforcement will be notified. Parent and student conference with the Principal.

**Third Violation:** Minimum Five day suspension. Parents and Law Enforcement will be notified. Parent and student conference with the Principal. Student and parent may be asked to appear before the Board of Education after 3rd subsequent violations for further disciplinary action.

## CONSEQUENCES

The following consequences may occur if it is determined that the student 1) is suspected of using or possessing **alcohol or other drugs and chemicals or paraphernalia** during school hours, on school buses, on school grounds or at school sponsored events/activities or has 2) distributed or intended to distribute chemicals at school, on school grounds, on school buses, or at school activities/events:

**First violation:** Minimum Three Day suspension. Parents and Law Enforcement will be notified. Parent and student conference with Principal. Students will also be required to meet with the school social worker or counselor to discuss sources of help as well as to become more knowledgeable about the consequences and dangers of chemical use. Parents may be asked to have a chemical assessment completed on their son or daughter.

**Second Violation:** Minimum Five Day suspension during which parents are required to arrange for a chemical assessment to be completed if not already completed in the last 6 months. Parent and student conference with principal/ possible hearing before the Board of Education.

**Third Violation:** Immediate suspension and hearing before the Board of Education.

*\*All of the above violations require notification to law enforcement. Disciplinary action may exceed the minimum penalty as determined by the principal and based on the circumstances surrounding the violation.*

## Chemical Violation in the Community (Law Enforcement Citation):

When a student is cited by a law enforcement official for a chemical violation, schools (by law) are to receive notice of the citation within 10 days of issuance. Copies of the citation will be given to all appropriate school administration. When a student receives a law enforcement citation including any in-school or community violations, the following actions may occur:

- Student conference with school district personnel.
- Notification to appropriate personnel of Minnesota State High School League rules including suspension or other sanctions for sports or extracurricular activities.

## WEAPONS, EXPLOSIVES AND DANGEROUS OBJECTS

No student shall possess, handle, or transmit any object that can be reasonably considered a weapon on or off school property, at any school activity, function or event. This rule does not apply to any normal school supplies such as pencils or compasses. This rule does apply to any firearm, any explosive including firecrackers, any knife, cigarette lighter and other dangerous objects or look alike of no reasonable use to the pupil at school. Any student who has a need to bring a weapon or other dangerous object to school to use for a demonstration in a classroom must receive permission from the principal's office. Violators are subject to immediate suspension and possible expulsion.



## **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 reports 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.

## **Right To Alternative Complaint Procedures**

These procedures do not deny the right of any individual to pursue other avenues of recourse that 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.

# **GENERAL**

## **BACKPACKS/LOCKERS**

Students will be assigned a school locker. Students are allowed to carry their backpack with them to class with their course materials. Student's must comply with each individual teacher directions as to where their backpack must be located within each classroom (under desk, side of desk, etc.).

As per Minnesota State Law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct an inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when 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 authorities must provide notice of the search to the student whose locker was searched unless disclosure would impede an ongoing investigation by police or school officials.

## **BUILDINGS AND GROUNDS**

Each student is urged to do his/her best in helping to maintain the beauty of the building and grounds. They must assume responsibility in the use of school equipment. A beautiful building is not very attractive if there are markings or defacing of walls, desks, or other equipment. It is a discredit to any school when the corridors and grounds are littered with waste paper, etc. Let's maintain pride in our school. Eating food in the building is allowed as long as responsibility is shown. Wrappers and other litter will cause this privilege to be revoked.

## **CELL PHONES/PERSONAL DEVICE: "No Cell Bell to Bell"**

### **Electronic Devices**

- Cell phones, smart watches, and headphones/earbuds are not to be used or visible between the hours of 8:00 AM-3:10 PM. Exceptions would include the students' lunch period, or when specifically given permission by school personnel.
- Consequences for cell phone use are as follows:

- o 1st Incident: Verbal Warning
  - o 2nd Incident: Students may retrieve their phone in the office after school at the end of the school day.
  - o 3rd Incident: Office staff will call parents and students can get their phone after school.
  - o 4th Incident: the cell phone may be kept at school until a parent can come to school and get the phone from administration/office staff. A meeting with the student, parent, and administration may take place at this time. Administration will enter as a behavior referral in Infinite Campus.
  - o 5th Incident: Administration may call parents to request that their son/daughter not be allowed to bring a phone to school.
- Cell phone use in locker rooms and restrooms is strictly prohibited.
- Students taking pictures and/or filming others without their consent is strictly prohibited.
- AirPods, earbuds, and/or headsets are not to be used in the classroom without permission from the instructor.

## **CLASS AND ORGANIZATIONAL MEETINGS**

Meetings must be scheduled and authorized by the principal. Students wishing a class meeting must first have the approval of their advisor and principal before it is scheduled.

## **DATA PRIVACY ACT**

Each building principal shall be responsible for maintaining and securing the privacy and/or confidentiality of student records. Student records may be reviewed only with the permission of the student (if the student is 18 years of age or older) or student's parent / guardian except under the following circumstances:

1. When school officials have a legitimate educational interest in the student's records.
2. When a student's records are forwarded to other schools or postsecondary education institutions to which the student transfers, applies for admissions, or enrolls.
3. When the student's records are in connection with financial aid for which the student has applied or received.
4. When it is educational research, with the permission of the Superintendent. Researchers may review records and report information that does not identify individual students.
5. To federal, state, and local authorities when such information is specifically required by law.

## **DRESS CODE**

The responsibility for the appearance of our students rests with the parents and the students themselves. Clothing should be neat, clean and non-offensive. Common courtesy means appropriate dress including footwear should be worn at all times.

Examples of inappropriate dress include but are not limited to:

- Clothing/jewelry advertising substances illegal for juveniles (Example: tobacco, beer, liquor or drugs- this includes names of establishments such as Hooters or names like Playboy).
- Clothing/jewelry containing innuendos or references of obscene, discriminatory, or profane language or pictures. Chains, large rings, jewelry or shoes that may be used as weapons are not allowed on campus. No "see through" clothing.
- Clothing and accessories containing gang symbols (or colors) or clothing worn in a manner

to identify gang membership. Sunglasses may not be worn in the building while school is in session unless required for medical reasons. Hoods may not be worn during the school day.

- Immodest or provocative clothing is not permitted. This includes, but is not limited to: tube tops, half shirts, mesh shirts, muscle shirts, or "short shorts"/cut off shorts. Shirts must be at least long enough to meet the top of the pants (no bare midriffs). No exposed undergarments will be allowed.
- Caps or hats can be worn in the school, but it is up to each teacher's discretion on whether or not they can be worn in class.
- Administration reserves the right to determine if students are in violation of school dress code policy.

## **DRESS CODE VIOLATIONS**

The following will be the disciplinary policy regarding not adhering to the ZM 7-12 dress code:

1. Conference with student and correction of the problem (student will remove, change, or cover).
2. We will make every effort to provide the violating student with loaner clothing in order to return to class.
3. If a student is unwilling to remove an article and/or change clothing to correct their identified inappropriate dress, they will be dismissed from school.
4. Repeat offenders will face further consequences including but not limited to detention, suspension, a call home, mailing, and student/parent conference.

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), a Federal Law, requires that Zumbrota-Mazeppa School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Zumbrota-Mazeppa School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Zumbrota-Mazeppa School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

If you do not want Zumbrota-Mazeppa School District to disclose directory information from your

child's education records without your prior written consent, you must notify the District in writing. Zumbrota-Mazeppa has designated the following information as directory information: (Note: an LEA may, but does not have to include all the information listed below.)

Student's name	
Photograph	Major Field of study
Dates of attendance	Grade level
Major Field of study	Participation in recognized activities
Weight/height of members of athletic teams	Degrees, honors, and awards received
	The most recent educational institution attended

**Section 504 of the Rehabilitation Act of 1973**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with disabilities in any program receiving federal financial assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.
- has a record of such an impairment
- is regarded as having such impairment.

In order to fulfill obligations under Section 504, the Zumbrota-Mazeppa school district has the responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability should knowingly be permitted in any of the programs and practices of the school system.

**FIELD TRIPS**

Students who go on field trips are responsible for all make-up work. Students are responsible for any tests or other work immediately upon return to class from field trips or teachers may request that make-up work be handed in prior to the field trips. All school rules and regulations apply on field trips.

**FIRE, ALICE AND TORNADO DRILLS**

Fire, ALiCE, and tornado drills are conducted periodically so that in case of an emergency situation students and staff know the procedures to take. Accept these drills seriously and assume your share for the safety of others. Whoever intentionally gives false alarm of fire, or unlawfully tampers or interferes with any station or signal box of any fire alarm system or auxiliary fire appliance, or unlawfully breaks, injures, defaces, or removes any such box or station, or unlawfully breaks, injures, destroys, or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or any auxiliary fire appliance is guilty of a misdemeanor. Misdemeanor means a crime for which a sentence of not more than 90 days in jail or a fine of not more than \$700, or both may be imposed. The school fire alarm system is connected directly to the County Sheriff's Department. The local fire department is notified within seconds of any fire alarm at the school. Please notify the office immediately if the alarm is accidentally set off. Everyone is to leave the building immediately when a fire alarm sounds.

**GUIDANCE COUNSELORS**

Guidance services are available for every student in the school. These services include assistance

with educational planning, occupational information, career information, interpretation of test scores, study help, help with home, school or social concerns, or any questions you may care to discuss with the counselor. Parents of students are welcome to visit with the school counselor with/without their student.

## HEALTH SERVICES

The Zumbrota-Mazeppa School District employs two full-time licensed school nurses and a full-time licensed practical nurse who visits the elementary school, middle school and high school each school day. The high school health office is located in the high school office area.

The health office personnel (nurse, school secretary) are responsible for the administration and/or supervision of the following health related activities that occur in our district:

- Medication administration
- First aid for injuries or accidents
- Health screening for vision, hearing and scoliosis
- Health assessment and consultation for individual education plans
- Monitoring health records and immunizations related to state law
- Coordination of county public health services
- Classroom consultation regarding maturation and health education

In the event a student does not feel well, he/she should report to the teacher and then to the school office. Parents/guardians will be contacted if necessary. Fever of 100 degrees, vomiting, diarrhea, head lice, pinkeye or other communicable diseases are cause for immediate exclusion of your child.

Guidelines for students returning to school after being sick include:

If a student has had a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal **without** using an analgesic such as Tylenol.

If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.

If a throat culture was positive for strep, the student should stay home until 24 hours after antibiotic treatment is started.

The sick room is located in the high school office area. In the event you do not feel well, report to your teacher and then to the high school office. Arrangements will be made to contact your parents if necessary. Students are not to leave the building without permission from the office.

## MEDICATION ADMINISTRATION

1. Medication taken at school must be administered through the health office.
2. When possible, it is preferred that medications be given at times outside of school hours.
3. Students requiring medicine at school shall be identified by parent/guardian to the nurse, secretary, principal or teacher.
4. The Medication Physician Order and Parent Authorization Form must be completed by parent/guardian AND physician BEFORE any medications will be given in school. Non-aspirin analgesics (Tylenol, Ibuprofen) require only parent written permission. Authorization forms may be obtained from the office.
5. Bronchial inhalers for students requiring this breathing assistance may be carried by the

student upon the physician's written order, parent permission and health office notification.

6. Prescription non syringe injectors of epinephrine (Epipen) may be carried by the student upon the physician's written order, parent permission and health office notification.
7. For the parent/guardian and all students' protection, medication should be brought to school by an adult.
8. All prescription medication must be brought to school in the original prescription bottle. Over-the-counter medication must be brought in the original, sealed container with the student's name written on it.
9. All medication orders are effective for current school year only
10. Medication will be kept in a locked cabinet in the health room. Students should not carry\ or keep any medication in their locker during the school day.
11. Students, without prior approval, observed by school personnel self-administering medications will be reported to the principal.

## **Asbestos Management**

The school district has developed an asbestos management plan. A copy of this plan can be found on the district's website.

## **PESTICIDE APPLICATION**

**121A.30 PESTICIDE APPLICATION AT SCHOOLS:** Subd. 4. **School handbook or statement of policies.** In addition to the notice provided according to subdivision 3, a school that is required to provide notice under this section shall include in an official school handbook or official school policy guide of a general nature a section informing parents that an estimated schedule of applications of pesticides listed in subdivision 2 is available for review or copying at the school offices, and that a parent may receive prior notice of each application if specifically requested.

## **PLEDGE OF ALLEGIANCE**

According to Minnesota law, public schools are to recite the Pledge of Allegiance to the United States of America at least once a week. ZMMS/HS will recite the Pledge the first day of classes each week. Anyone who does not wish to participate in reciting the pledge may choose not to do so.

## **PUBLIC DISPLAYS OF AFFECTION**

A public display of affection between students is not a socially appropriate behavior at school or at school activities. Examples of PDA that are prohibited are kissing, hugging, or any other bodily contact other than holding hands. Momentary or casual hugging between friends is permissible. Students who engage in PDA will be subject to disciplinary action.

## **SCHOOL BUS POLICY**

School bus transportation is contracted with Palmer Bus Service of Zumbrota-Mazeppa. **All bus concerns should be directed to them, (507) 732-7670.**

**Student Eligibility for Bus Service:** All students living one or more miles from their respective

school are eligible to be transported. While the law requires the school district to furnish transportation, it does not relieve parents/guardians of students the responsibility of supervision until such times as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal and/or the school bus contractor. The building principal and/or school bus contractor will inform the parents immediately of the misconduct and request their cooperation in checking the child's behavior. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

All students are expected to adhere to a basic set of bus rules to help ensure safety for all. These rules apply when students are at the bus stop as well as on the bus. Please refer to the following for the specific rules:

#### **Rules at the Bus Stop:**

- Get to your bus stop five minutes before your scheduled pick up time. The school bus driver cannot wait for late students as they need to ensure they arrive at school on time.
- Respect the property of others while waiting at your bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road or highway while waiting for the bus. Allow the bus to make a complete stop before approaching the bus.
- If you must cross the street, always cross in front of the bus and wait for the driver to signal you before crossing.
- After exiting the bus, move away from the bus.
- No fighting, harassment, intimidation or horseplay.
- No use of alcohol, tobacco or drugs.

#### **Rules on the Bus:**

- Listen to the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Be respectful.
- Keep all parts of your body inside the bus.
- No fighting, harassment, bullying or horseplay.
- Do not take or throw hats or any other objects.
- No eating food or drinking pop; water is allowed.
- No tobacco, vaping, or drugs
- Do not bring weapons or dangerous objects onto the bus.
- Do not damage the school bus.
- Students are not allowed to take photos or videos of other students or adults on the bus
- Remove all garbage

#### **Bus Riding Expectations:**

- Respect authority.
- Display appropriate social skills.
- Respect the rights of others.
- Follow directions of the driver the first time.
- Remain in your seat.
- Keep all parts of your body inside the bus.
- Keep the noise down.

**Consequences of not following the above rules/expectations:** Consequences for misconduct will apply to all regular and late routes as well as shuttles. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be the sole discretion of the school district. Parents/guardians will be notified of any suspension of bus privileges.

1<sup>st</sup> Violation- Written **Warning** Report- Report will be sent home with the student stating that there was misconduct. The report will have the date, driver's name, student's name and a place for the parents to sign and return the report acknowledging the violation.

2<sup>nd</sup> Violation- Written Report - Report will be sent home with the student stating that there was misconduct. The report will have the date, driver's name, student's name and a place for the parents to sign and return the report acknowledging the violation. Deny bus riding privilege for 1 day.

3<sup>rd</sup> Violation- Written Report and Conference- Report will be sent home with the student stating that there was misconduct. The report will have the date, driver's name, student's name and a place for the parents to sign and return the report acknowledging the violation. Deny bus riding privilege for 2-5 days, depending on severity of incident. Conference will be held with the principal, bus contractor and parents.

4<sup>th</sup> Violation- Written Report and Conference- Report will be sent home stating the student has now lost their bus riding privilege for the remainder of the school year. Conference will be held with the principal, bus contractor and parents.

Severity Clause- In the case of severe disruption **immediate** suspension may be determined necessary. Incidents of this nature will be decided upon after consultation with the bus driver, bus contractor and principal. Bus riding privileges will be suspended indefinitely. A conference involving those named above will determine whether bus riding privileges will be reinstated or suspended for the remainder of the school year.

Other Discipline: Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Cameras: All regular route school buses are equipped with cameras. The purposes of these cameras are to ensure student safety and will be reviewed if necessary for discipline issues by the school principal(s) and school bus contractor.

Records: Records of school bus/bus stop misconduct will be forwarded to the individual's school



building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety. Records also will be maintained at the school bus contractor office.

## SCHOOL CLOSINGS

In the event of severe, inclement weather or mechanical breakdown, school may be closed or the starting time was delayed. The same conditions may also necessitate an early dismissal. The school district utilizes an instant alert system that will notify parents via telephone/email of all school closings and late or early releases. These events will also be announced over radio stations WCCO, Mpls.-St. Paul; KDHL, Faribault; KQUE, Red Wing; KROC, Rochester; KWEB, Rochester; and KNXR, Rochester. It can be assumed that school will be in session if no announcement is made.

During WILD/Online Learning Days 7-12 students are expected to log into Schoology by 9:00 am to complete assignments or activities posted by their classroom teachers. Students may communicate with classroom teachers via email and/or video conferencing during regular school hours on these days.

Messages sent via the Infinite Campus portal will automatically notify households via telephone of any weather delays, cancellations or school related emergencies. **PLEASE DO NOT CALL THE SCHOOL.**

## Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

### **\*\*Policy**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

## School-Sponsored Student Publications

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

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;

- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

## **SCHOOL DANCES (Senior High)**

The rules listed below are in effect for school dances at ZMHS.

1. The Administration/ dance supervisor can deny any enrolled student or visiting guest access to a school dance.
2. No Zumbrota-Mazeppa students or invited guests may attend any senior high (grs 9-12) dance if they are not in the **9th grade** or above.
3. An enrolled student may invite a guest outside the school under the following conditions:
  - Form available from the principal's office is completed and approved by the principal.
  - The guest and sponsor must enter the dance at the same time.
4. We reserve the right to ask any student or guest to leave a dance.
5. Tickets are sold for one hour only, (e.g.) if the doors open at 8:00 p.m. they are closed at 9:00 p.m.
6. No one is admitted after the one-hour ticket-selling period.
7. Anyone leaving the building during a dance for any reason will not be readmitted.
8. Students who have been drinking or are under the influence of any mood-altering drugs or defy rules and regulations will be detained by chaperones/ law enforcement.
9. Senior high dances shall end at 11:30 p.m. unless the HS Principal grants special permission.
10. A school I.D. or driver's license may be required for a student to enter the dance.

## **PROM**

Same rules apply except that students attending as guests to prom must be in grade 10 or above and not over the age of 19. All guests need prior approval from the Principal to attend ZM's prom – students are encouraged to have guests approved prior to making plans for prom. The guest form is available in the high school office. A student may be denied access to prom if the Principal deems them to not be in good standing- due to behavioral concerns.

## **SCHOOL DANCES (Junior High)**

The rules listed below are in effect for school dances at ZMMS

- The Administration / dance supervisor can deny any student access to a school dance and/or removal from.
- **ZMMS student dances are open to only ZMMS students in grades 7th & 8th.**

## **GRADUATION COMMENCEMENT**

Student participation in the graduation ceremony is a privilege, not a right. Students who have

completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and discretion of the building principal.

## SCHOOL LUNCH

The school cafeteria is an important part of the total health program of the school. To encourage good nutrition, well-balanced meals are offered free of charge. If you wish to bring a lunch prepared at home, you may.

If an account is negative, you will not be allowed to purchase a la carte, extra meals, or beverages. Parents will be receiving an email up to 3 times per week and may also receive phone calls until the account is brought to a positive balance.

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program. See district policy 534 on the district website for further details.

## SECTION 504 PLAN

The staff responsible for assuring that District 2805 complies with section 504 are the 7-12 Guidance Counselors:

## STUDENT PARKING

Cost of each parking spot assigned is **\$30**. Students will be assigned a numbered space in the student lot and will be required to submit the license plate number of any vehicle that is parked in the ZM lot. Students are to park their vehicles immediately and leave their vehicles and the parking area. It is recommended that students leave their vehicles locked. Students are not permitted to go to their vehicles during the school day unless permission has been received from the high school office. **If for any reason a student needs to go to the parking lot during the school day, prior permission from the high school office is required.** Students are not permitted to use or sit in their vehicle or their friend's vehicle as a place to relax any time during the school day. The school reserves the right to inspect vehicles on its property. If there is reasonable suspicion to search a vehicle and the request to search is denied – ZPD may be contacted, vehicle may be towed at the owner's expense and the incident treated as a violation of the drug/alcohol policy – the violation penalty will be enforced on the student involved. Parking passes may be revoked by school administration for non compliance. If a vehicle is parked on school property during the school day without a parking permit the vehicle may be towed at the owner's expense.

## SUBSTITUTE TEACHERS

Our school is fortunate in having very capable people to help us whenever our regular teachers are ill or attending a conference. A substitute teacher is an important visitor whose impressions of our school will be carried into the community. Let us be certain that these are good impressions of being polite, helpful, and courteous as you would to your regular teacher. **Double detention** may be assigned when dealing with incidents involving a substitute teacher.

## STUDENT ASSEMBLIES

Assembly programs will be scheduled from time to time. Students are reminded to be attentive and courteous during any program.

## VISITORS

Any person, other than a ZMMS/HS student, staff or school board member, is regarded as a visitor and must report to the high school office before going anywhere in the building. Students and/or relatives from other schools are not permitted to visit the school during the day. Exceptions to the rule must have prior approval of the Principal.

## FEES

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including but not limited to::

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

## ATHLETICS

Athletic participation is neither compulsory or mandatory, but voluntary. Athletics are conducted in schools because they make definite contributions to the fundamental purpose of education. Participation requires physical effort and sacrifice. Through participation one learns about loyalty to friends, to school, to community and to one's self. Athletic participation illustrates that hard work, persistence and physical sacrifice will be rewarded. Participation in athletics provides opportunities

for young men and women to learn lessons that cannot be learned either in the classroom or in the home. Remember, however, that mere participation does not guarantee that educational outcomes will be received, but with hard work, dedication and sportsmanship, athletics will bring about experiences that you will cherish for life. You are urged to participate in the Zumbrota-Mazeppa Athletic Program.

## ACADEMIC ELIGIBILITY POLICY

If a student is failing one or more classes at the **grade in progress check**, he/she will be ineligible for **one contest**. If the student fails a class for **the semester**, he/she will be ineligible for **two contests**; except in football/ cross-country/ golf – **one contest** due to the number of contests. Exception to ineligibility - if the failure occurs second semester and the student attends summer school and receives credit for the failed class(es), they will remain eligible. The student will be mailed a letter of ineligibility that includes the number of contests to be missed. Any **NC** (No Credit) or **W** (Withdrawal) due to attendance issues will be treated like a failing grade – eligibility will be reinstated once the NC has been cleared up.

- All students are allowed / required to practice during their ineligible period.
- If a student fails a second semester class and participates in a fall activity, they will be ineligible for two contests (except for football and cross country – one contest) unless the courses failed have been retaken and passed – this applies to all failed classes.
- Special Education: Any student who has an I.E.P. will be eligible if the student's case manager determines that the student is working up to his/her ability.
- Academic standing, disciplinary matters and enrollment status may limit eligibility for participation. The high school principal has the authority to declare any student ineligible/eligible if unusual circumstances occur.
- An incomplete will be treated the same as a failing grade, **except** when the incomplete is made-up and the grade received is a D- or higher; the student will become eligible **immediately**.

## Good Standing Policy:

"Good Standing" shall mean that the student is eligible under all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League and Zumbrota-Mazeppa High School.

2. Student Code of Responsibilities Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Penalty:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting

on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing. A student's penalty (severity and duration) is determined by the school principal and is not appealable.

## **Spectator Code of Conduct**

One of the most important benefits of athletic competition is the building of character in individuals, either as participants or as spectators. Sportsmanship encompasses all the positive characteristics of interscholastic athletics including integrity, honesty, citizenship, fairness, respect, and adhering to prescribed regulations.

I WILL...

- Never intimidate or ridicule the other team or its fans.
- Remember that school athletics are learning experiences for students and that mistakes are sometimes made.
- Understand that the ticket of admission is a privilege to observe the contest and not a license to verbally assault others or be generally obnoxious.
- Show respect for the opposing players, coaches, spectators, support groups, including cheerleaders.
- Respect the integrity and judgment of contest officials.
- Recognize and show appreciation for an outstanding play by either team.
- Only display signs that are in good taste and don't block the view of others.
- Use only those cheers that support and uplift our team.
- Use appropriate language at all times.
- Learn the rules of the game, to understand and appreciate why certain situations take place.
- Be a positive behavior role model, and censure others whose behavior is unbecoming.

## **CONSEQUENCES**

- First Offense Verbal warning; possible removal from event venue.
- Second Offense Removal from the event venue and possible suspension from attending next 1-5 home events.
- Third Offense Removal from the event venue and possible suspension from attending home events for the rest of the school year.
- Severe Clause In the case of severe poor sportsmanship or failure to follow supervisor's directions, immediate removal from the event venue may be necessary. An indefinite suspension from attending home future events will occur. A conference involving the concerned parties will determine whether and when attendance privileges will be reinstated.

Note: If a pupil returns to school or a school-sponsored activity without permission during a suspension, the act can be considered a violation of the suspension and may be cause for further disciplinary action. If a pupil is absent from school due to an illness, they are not allowed to attend an extra-curricular activity as a spectator on the day they are absent.

## **TECHNOLOGY**

## Personal Student Technology Devices and Use Policy

This policy is intended to assist in maintaining the highest quality learning environment in our classrooms.

- The use of personal electronic devices is a privilege governed by the classroom teacher; it is not a right.
- You must have permission from the teacher to use any electronic device in a classroom, including headphones.
- Failure to abide by the classroom policy will result in consequences outlined in the student handbook. This policy starts with a student warning with further consequences ensuing if the student does not comply.
- Classroom is defined as any time you are under supervision in a regular class, in study hall, or traveling throughout the building during class time.
- The school district is not responsible for the safety of your electronic device.
- Personal electronic devices with photo/video capability are not permitted in the locker room at any time.
- Audio, picture, or video recording of events/students on school property is not allowed without teacher/principal permission.
- Use of personal electronic devices during an assembly, pep fest or any other student program is not allowed unless requested by the person(s) conducting the activity.

### During the School Day phones and electronic devices to be put away.

#### **Consequences in a school year:**

- 1) Classroom teachers will address violations in their classrooms
- 2) First time classroom offenses will not involve the principal unless a student fails to comply with a teacher request for the device in question.
- 3) After the first classroom offense confiscated devices could be turned into the office if the teacher deems appropriate.

Violator's device will be held in the office for the remainder of the day. For the **first office offense only**, the student can pick up their device from the office at the end of the day. After the first office offense, all further offenses will follow the same procedures but in addition require that confiscated devices **be returned to the student's parent/guardian only**.

- 4) Repeat offenders will face further consequences including but not limited to turning in phone to staff upon entering building/classroom, detention, suspension, a call home, mailing, and student/parent conference.
- 5) Use of any device capable of video recording in a locker room or restroom is strictly prohibited and can result in referral to law enforcement in addition to consequences imposed by the school.
- 6) **Failure to surrender a phone or electronic device is insubordination and will result in additional disciplinary consequences.**

***Audio, picture, or video recording of events on school property is not allowed without school permission. Recording or distributing these recordings will result in disciplinary action and confiscation of the material.***

# **Zumbrota Mazeppa Schools**

## **Acceptable Use Of Technology**

Students in the Zumbrota-Mazeppa School District will on a daily basis be required and/or have the option of using a variety of forms of technology including access to many tools and resources including the internet. Using these tools is a privilege that brings with it the responsibilities of respect for the equipment and ZM guidelines that govern computer/network ethics.

Zumbrota-Mazeppa School District #2805 has established a policy governing the use of the district networks, computers, software, and other technology tools. The foundation of this policy is based on the concept that the computers in the district are provided for educational purposes and use of the computers and networks is a privilege granted to any student willing to abide by the district guidelines.

### **1. Purpose**

The Board supports the use of technology including but not limited to computers and computing devices, peripherals, software, networks and internet resources in the district's instructional and operational programs in order to facilitate learning, teaching and daily operations. It is the intent of Zumbrota Mazeppa Public School District to promote responsible, ethical, and appropriate use of technology tools.

Zumbrota Mazeppa Public School District will provide CIPA-compliant (Children's Internet Protection Act) filtered access to the world wide web for all students while using internet resources at school. ZM also recognizes that these filters are imperfect. Internet, email, social media, and other sources of digital sharing comes with the availability of material that may not be considered appropriate in a school setting. The district cannot regulate and monitor all the information received or sent by persons who use the Internet, e-mail, or other sources; and the district cannot ensure that students who use district provided technology will be prevented from accessing inappropriate materials or sending or receiving objectionable communications. The district believes, however, that the availability and value of the Internet and digital tools far outweigh the possibility that users may procure inappropriate or offensive materials. Access to the district information technology and network resources is a privilege, not a right. Staff and students will be held accountable for noncompliance with this policy.

### **2. Authority**

The district reserves the right to log, monitor, and review Internet, e-mail, and other network use of each user. This logging, monitoring, and review may be conducted without cause and without notice. Each user of a district computer or the district network, by the use thereof, agrees and consents to such logging, monitoring, and review and acknowledges that s/he has no right or expectation of confidentiality or privacy with respect to the Internet, e-mail or other network resources. Users should expect that files stored on district servers or computers will not be private. An email archiving system is utilized in the district.

The district employs the use of an Internet filter as a technology protection measure pursuant to the Children's Internet Protection Act. The filter may not be disabled or bypassed by students or other minors for any reason.

All students, administrators, and staff members who use any district technology, including internet access, must agree to and abide by all conditions of the policy. The district makes no warranties of any kind, whether expressed or implied, for the service it is providing.

The district is not responsible, and will not be responsible for any damages, including loss of data resulting from delays, non deliveries, missed deliveries, or service interruptions. Use of



any information obtained through the use of the district network is at the user's risk. The district disclaims responsibility for the accuracy or quality of information obtained through the Internet or e-mail.

The district assumes no responsibility or liability for any changes incurred by a user.

Under normal operating procedures, there will be no cost incurred.

A user may not install any software onto local and/or network drives or disks, unless s/he has the specific, prior written permission from the technology department.

Administrators, teachers and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals.

Users have a responsibility to respect and protect the rights of every other user in the district and on the Internet.

The administration shall have the authority to determine what inappropriate use is.

### **3. Delegation of Responsibility**

The Superintendent or designee shall be responsible for implementing technology and procedures to determine whether the district's computers are being used for purposes prohibited by law or for accessing sexually explicit materials. The procedure shall include but not be limited to:

1. Utilizing a technology protection measure that blocks or filters Internet access for minors and adults to certain visual depictions that are obscene, child pornography, harmful to minors with respect to use by minors, or determined inappropriate for use by minors by the administration.
2. Maintaining and securing a usage log.
3. Monitoring online activities.
4. Providing training to minors in appropriate online behavior. This includes behavior when interacting with other individuals on social networking websites, and in chat rooms, and cyberbullying awareness and response.

### **4. Guidelines & Procedures**

Network accounts or access to the Internet will be used only by the authorized user for its authorized purpose. Network users shall respect the privacy of other users on the system. Account/Access will be granted to only those individuals who meet the following requirements:

1. Students must have read the Internet Access Agreement Form and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority. Students must have their parent/guardian sign the signature page indicating the parent's/guardian's acceptance of the policy and agreement of the terms of the policy and their consent to allow the student to access and use the network.
2. Students and employees must have received instruction on network access, use, acceptable versus unacceptable uses, network etiquette, and the consequences of abuse of privileges and responsibilities.
3. All employees must have read the Internet Access Agreement Form and indicate their agreement with its provisions by signing the signature page and returning it to the appropriate district authority.

## **5. General Prohibitions**

The use of district technology for illegal, inappropriate, unacceptable, or unethical purposes by students or employees is prohibited. The administration reserves the right to determine if any activity constitutes an acceptable or unacceptable use of district technology. With respect to all users, the following are expressly prohibited:

1. Use in an illegal manner or to facilitate illegal activity.
2. Use for commercial, private advertisement, or for-profit purposes.
3. Use for lobbying or political purposes.
4. Use to infiltrate or interfere with a computer system and/or damage to data, files, operations, software or hardware components of a computer or system.
5. Hate mail, harassment, discriminatory remarks, threatening statements and other antisocial communications on the network.
6. Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
7. Use to access, view or obtain material that is obscene, pornographic, including child pornography, or harmful to minors.
8. Transmission of material likely to be offensive or objectionable to recipients as determined by the district administration.
9. Intentional obtaining or modifying of files, passwords, and data belonging to other users.
10. Impersonation of another user, anonymity, and pseudonyms.
11. Loading or using unauthorized software or media.
12. Disruption or distraction of the work of other users.
13. Destruction, modification, abuse or unauthorized access to network hardware, software and files.
14. Quoting personal communications in a public forum without the original author's prior consent.
15. Use of the name of the school district and use of written logos or web content provided by the district through its web site without the written permission of the Superintendent.
16. Allowing an unauthorized person to use an assigned account.
17. Creation and introduction of computer viruses, Trojans, worms, and other malicious programs.
18. Use of software or hardware to compromise or bypass network security.
19. Bullying/Cyber bullying.
20. Use while access privileges are suspended or revoked.
21. Any attempt to circumvent or disable the filter or any security measure.
22. Use inconsistent with network etiquette and other generally accepted etiquette.
23. Defacing, personalizing, vandalizing or in any way harming any district provided equipment.

## **6. Student Prohibitions**

1. Disclose, use or disseminate any personal identification information of themselves or other students.
2. Engage in or access social media, chat rooms or instant messaging without the permission

and supervision of a teacher or administrator.

3. Use of school technology resources for personal non-school approved purposes. Examples include but are not limited to storing personal media, printing personal documents, downloading digital media, online business activities, etc.
4. While the district recognizes the changing nature of media from print to digital print and multimedia resources, and it also recognizes the important role personal reading plays in a well-rounded education, it reserves the right to restrict access to media it deems offensive, inappropriate, or too much of a distraction toward meeting other educational goals.

## **7. Etiquette (see page 15 for more information)**

Users are expected to abide by the generally accepted rules of technology etiquette.

These include but are not limited to the following:

1. Be polite. Do not become abusive in messages to others. General district rules and Board policies for behavior and communicating apply.
2. Use appropriate language. Do not swear or use vulgarities or other inappropriate language.
3. Do not reveal personal information such as addresses or telephone numbers of others.
4. Recognize that email is not private or confidential.
5. Do not use the Internet or e-mail in any way that would interfere with or disrupt its use by other users.
6. Respect the rights of other users to an open and hospitable technology environment, regardless of race, sexual orientation, color, religion, creed, ethnicity, age, marital status or handicap status.

## **8. Security**

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal or district files. Each user is required to report any security problems to the Technology Coordinator. The problem is not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Users are not to use a computer or network resource that has been logged in under another User's name.
3. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.

## **9. Consequences of Inappropriate Use (see p. 15 for more information)**

The network user shall be responsible for damages to the equipment, systems, and software resulting from deliberate, willful or negligent acts.

Illegal use of the network: intentional deletion or damage to files or data belonging to others; copyright violations; and theft of services will be reported to the appropriate legal authorities for possible prosecution.

The use of the Internet and network resources is a privilege, not a right. District administrative staff, along with the Technology Coordinator, will deem what is appropriate and inappropriate

use and their decision is final.

Loss of access and other disciplinary actions shall be consequences for inappropriate use. Consequences of violations may include:

- Suspension of internet access.
- Revocation of internet access.
- Suspension of network privileges.
- Revocation of network privileges.
- Suspension of computer access.
- Revocation of computer access.
- School suspension.
- School expulsion.
- Report of violation of local, state or federal laws to appropriate legal authorities.
- Dismissal from employment.
- Legal action and prosecution by the authorities.

## **10. Copyright**

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to fair use guidelines.

## **11. Safety**

To the greatest extent possible, users of the network will be protected from harassment and unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall report such immediately to a teacher or administrator. Network users shall not reveal personal information to other users on the network, including chat rooms, e-mail, Internet, etc.

All district computers/servers utilized by students and staff shall be equipped with Internet blocking/filtering software.

Internet safety measures shall effectively address the following:

1. Control of access to inappropriate matters on the Internet and World Wide Web.
2. Safety and security when using electronic communications.
3. Prevention of unauthorized online access, including "hacking" and other unlawful activities.
4. Unauthorized disclosure, use, and dissemination of personal information.
5. Restriction of minors' access to materials harmful to them.

# **Zumbrota Mazeppa Schools BYOD Policy and Procedures**

## **1. Purpose**

Zumbrota Mazeppa Schools recognizes the importance of teaching 21st century skills and that appropriate and effective use of personal technology can enhance learning. It is also recognized that technology when misused can interfere with learning; hence the following guidelines have been adopted for student, staff, and patron BYOD.

## 2. Extension of Policies

Zumbrota Mazeppa Schools **Acceptable Use of Technology Policy** provides broad definitions, rules and procedures for acceptable use of district provided technology, including computers, peripherals, network, and internet access. Users who bring their own devices into school and connect to school resources, including but not limited to the wireless network, consent to abide by the same guidelines for acceptable use outlined in that policy. They also consent to any other district, school, and classroom rules for electronic devices and personal technology, and agree to limit use to approved activities, and understand misuse or abuse of those privileges can result in consequences outlined in the district acceptable use policy.

## 3. General Guidelines

Students and employees are permitted and encouraged to use their own electronic devices to assist them in educational activities. It is recognized that these devices can be a beneficial educational tool in a multitude of ways, including: organization and planning, communication, accessing online resources, providing anywhere anytime access to materials and information, and as a personal tool for completing schoolwork.

Students and employees are permitted and encouraged to connect personal devices to the district's wireless network using the methods outlined in the **Wireless Connectivity Rules and Guidelines** for each school building. This connection provides students and staff a secure CIPA compliant portal to the internet. All users are required to abide by the same rules for internet access outlined in the district Acceptable Use of Technology Policy.

Students are also expected to abide by any specific building and classroom rules and directives for appropriate use of technology and personal electronic devices. BYOD is a privilege and not a right, and users who abuse the privilege will lose it.

# ZMMS/HS Wireless Connectivity Rules and Guidelines

### Who can bring their own device?

Any student or staff member who has completed and turned in a **ZM Acceptable Use of Technology Agreement (AUP)** form (provided in the HS office), and who has currently NOT lost their technology privileges may use a personal electronic device at school.

### Can I connect to the school wireless network? And will some sites still be blocked?

Yes and yes. The same secure filtered internet access provided thru district computers will be offered to your own device.

### What rules do I have to follow with my device?

Basically the same rules that apply when you use the school technology, as well as those for personal electronic devices. See the **ZM Acceptable Use of Technology Policy**. You are also expected to abide by specific rules teachers and staff give regarding appropriate use of personal devices. Failure to follow these rules may result in losing your BYOD privileges as well as other consequences outlined in the AUP Policy.

### But it's my device....

ZM schools encourage BYOD use by students for educational purposes, but also recognizes that these devices can also become distractions to learning if misused. This means games, social media, or any other disallowed content on school technology are also NOT ALLOWED to be accessed on your own device while at school. BYOD is a privilege that you can and will lose if you abuse it.

### **What devices are allowed?**

ZM recognizes that a wide range of devices can be used to access online content, but only dedicated computing devices with a 7" screen or larger are allowed under BYOD. Examples of acceptable devices include: laptops, tablets, ipads, android tablets, kindle fire, google nexus, chromebooks, etc... Other electronics, cell phones, mp3 players, etc... are governed under a separate personal electronics section of school policy, and are generally not allowed to be used in class without specific permission.

### **What can I use my device for?**

Many ZM classes and activities already provide educational content, email communication, schedules, and other resources via the web. General research, reading, report writing, note taking, journaling, sketching, and many other school tasks may be completed on your own device. The uses and rules may vary by classroom, but our overall goal at ZM is to offer more and more curriculum digitally, so the benefits of BYOD will continue to grow.

### **Who is responsible for my electronic device?**

You are responsible for securing your device. Keep it with you, and lock it up when you cannot. ZM schools are not responsible for any damages to your device, nor will they help you fix it if you are having troubles. Students are also responsible for charging their own devices at home.

### **How do I connect to the school wireless?**

Staff and students with ZM user accounts are required to connect to the **ZM\_Auth** wireless network using their own personal school login and password. After logging in you should also open the device browser to identify your account with the internet filter for the proper settings. **You will not be able to use the internet or web apps without signing in to the filter first.**

ZM also provides a guest network with limited bandwidth and restricted internet access for guests without ZM user accounts, and patron use during ZM activities. Students using this network during the school day will have their device blocked. Visitors requesting access to the **ZM\_Guest** wireless network should contact the school office.

### **Can I connect my device to other ZM tech resources?**

Students may not connect or try to connect to the network, printers, or other peripherals without permission and assistance from the technology coordinator. Teachers may allow students to connect to projectors under direct supervision for educational purposes.