

# Zumbrota-Mazeppa ISD # 2805

## Mission Statement

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

### 2018-2019 MS/HS Daily Schedule

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

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

#### Notice for Directory Information

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.



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 disease 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 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.

## SCHOOL LUNCH

The school cafeteria is an important part of the total health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. If you wish to bring a lunch prepared at home, you may. Milk will be sold at a minimal cost. There will be **NO CHARGING** by anyone for meals. You must have money in your account in order to eat. If a student's lunch account is over-balance, a voucher for a sack lunch will be given instead of providing the regular school lunch.

- **ZMMS/HS is a closed campus**

All students are required to stay on school grounds during the entire noon 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.**

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 proper place.
6. Cooperate with supervisors.
7. Student must have money in his/her lunch account to pay for their entire lunch.

## USE OF MOTOR VEHICLES

Cost of each parking spot assigned is **\$30**. Students need to have their parking permit in their car at all times when parked in the school parking 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.

## SCHOOL CLOSINGS

In the event of severe, inclement weather or mechanical breakdown, school may be closed or the starting time 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 school will be in session if no announcement is made.

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.**

## 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 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.

## GUIDANCE

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.

## ADD/Drop a 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.

## 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.

<u>Amt of Credit</u>	<u>Subject</u>
4.0	Language Arts
3.5	Social Studies (must include Econ.Global Issues & American Politics)
3.5	Math (must include Adv. Algebra, Geometry & Probability & Statistics)
3.5	Science (must include biology, chemistry or physics or a CTE equivalent class)
1.5	Physical Ed/Health
.5	Career Choices or Ag Occupation, Construction
.5	Personal Finance or Independent Living
1.0	*Art (must include Intro to Art)
1.0	*Computers/Business (must include Computer Literacy and .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, dance or visual arts.

\*By law, students must also meet any state testing requirements in order to receive a diploma.

### GRADING PROCEDURES

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

### ZMMS/HS 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 – **one contest** due to 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 failed a second semester class and participates in a fall activity, they will be ineligible for two contests (except for football – 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**.

## REPORT CARDS

Report cards will be issued after each six-week period. 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 a **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 a **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 3.0 – 3.66 will receive “Honors” and students with a 3.67 grade point average or higher will receive “Highest Honors.”

## 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.

## POST-SECONDARY ENROLLMENT OPTIONS

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 a ZM. Ms. Hunstad and/or Mr. Anderson (along with consultation of academic area teacher if needed) will 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 Ms. Hunstad. 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 as criteria: clock hours, instructional calendar, instructional materials, final course test, student work portfolio, 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 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.

### **Parent/Guardian Guide to Statewide Testing**

This document provides basic information to help parents/guardians make informed decisions that benefit their children, schools and communities. Why does participation matter? A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards

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

• Students who receive a college-ready score on the high school MCA are not required to take a

remedial, noncredit course at a Minnesota State college or university in the corresponding subject area.

- Educators and policy makers use information from assessments to make decisions about resources and support provided
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

**Academic Standards and Assessments** What are academic standards? The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards. What is the relationship between academic statewide assessments and the academic standards? The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards. Minnesota Comprehensive Assessment (MCA) and Minnesota Test of Academic Skills (MTAS

) • Based on the Minnesota Academic Standards; given annually in grades 3-8 and in high school in reading and mathematics; given annually in grades 5, 8 and in high school for science

- Majority of students take the MCA
- MTAS is an option for students with the most significant cognitive disabilities. ACCESS and Alternate ACCESS for English Learners
  - Based on the WIDA English Language Development Standards.
  - Given annually to English learners in grades K–12 in reading, writing, listening and speaking.
  - Majority of English learners take ACCESS for ELLs
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities. Why are these assessments effective? Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.
  - To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
  - The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
  - The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do. Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards. Are there limits on local testing? As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must

provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate? Parents/guardians have a right to not have their student participate in state required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information. A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

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

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

When do I receive my student's results? Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction. How much time is spent on testing? Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instructional time in a school year. The assessments are not timed and students can continue working as long as they need. Why does it seem like my student is taking more tests? The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information. Where do I get more information? Students and families can find out more on our Statewide Testing page ([education.state.mn.us](http://education.state.mn.us) > Students and Families >

## **ATTENDANCE POLICY FOR ZMMS/HS**

### **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.

ZMMS/HS is a closed campus. Students may not leave campus during the student's school day

without following the procedures outlined in this policy.

## 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 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.
- 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 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 the 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 student 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 tardies to students and parents/guardian verbally and in writing at the beginning of each semester.
- Provide homework to 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 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]
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## 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 will automatically receive a Withdraw (W). The student will be placed in an alternative course.

**Withdrawing from courses may lead to a delay in a student's track to graduating on time.**

#### 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.
- Failure to complete the assigned detention(s).
- The principal/administrative designee can enforce alternative consequences if a student fails to complete assigned detentions.
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#### GUIDELINES FOR MAKE-UP WORK DUE TO ABSENCES

- The student is responsible for requesting make-up work regardless of absence classification.
- Upon the student's return to school, a maximum of four total days is allowed for make-up work. Additional days for make-up work are at the discretion of each teacher.
- Previously announced projects and/or assessments must be turned in or taken on the day of the student's return to school. 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 assessments days.
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#### 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 first period.

Every three (3) unexcused tardies in a semester = 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 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.

**STUDENT ATTENDANCE ON DAY OF ATHLETIC CONTEST, MUSIC, DRAMA, SPEECH AND DEBATE ACTIVITIES**

All students participating in an athletic contest, speech, debate, drama, or music event are to be in school at least six periods on the day of the event. Any absence on this day must be excused by the principal for the individual to take part in any after school hour's events. Any medical appointments, dental appointments, etc. on this day are to have PRIOR approval of the principal. The principal should be notified by phone by the parents as soon as possible if an emergency arises at home on the day of the event and the student will be arriving at school after the beginning of the third hour.

Any student who has an unexcused absence during part of the day of the event will be ineligible to participate in an event during or after school hours on that day.

Activity Practices - Students must be in attendance during the school day to be eligible to participate in an afternoon or evening session.

**EARLY DISMISSALS**

Any student that wishes to be excused during that day must present 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.**

**Positive Behavioral Interventions and Supports (PBIS)**

Zumbrota-Mazeppa Schools have implemented a school-wide systems 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 other's 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 Articles:**

The possession of or use of articles that are nuisances, illegal, 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.

### **Cheating, Gambling, and 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.

## BEHAVIOR CONSEQUENCES

### **SECONDARY CLASSROOM**

<u>First Step</u>	Warning
<u>Second Step</u>	Student/Teacher interaction
<u>Third Step</u>	Form filled out by teacher (Students sent to the office during class time will be assigned a minimum of 45 minutes detention.) Possible conference with student, parent, teacher, and principal. Detention assigned, according to discipline policy.
<u>Fourth Step</u>	Removed from class, form filled out by teacher and presented to principal.
<u>Fifth Step</u>	Considered on an individual basis. See discipline policy that includes suspension, etc.
<u>Severe Clause</u>	Move to step 3, 4, or 5

## DISCIPLINARY ACTION

### **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.

## REMOVAL FROM CLASS

### **In School Suspension**

ISS is a short term in-school act, of keeping a student apart from the rest of the class during which time the principal or a lawful designee shall assume custody during school hours. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including but not limited to the completion of any make-up work.

### **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 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.**

### **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 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 full understanding of all parties.

Corrective measures will normally begin at a minimal level and then proceed to more serious

levels. These procedures may include, but are not limited to, a conference with 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 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 THreatS/ACTs policy

- 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 of 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 to return 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.

## Harassment

It is the policy of ISD 2805 to maintain 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 interferes 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.

## Hazing

Hazing is defined as "committing an act against a student, or coercing a student into committing an act that creates 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 foods, 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.

## 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.

## 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** will be assigned when dealing with incidents involving a substitute teacher.

## LOCKERS

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 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. Combinations to locks are available upon request to the high school office. Personal padlock locks are allowed on lockers – however they will not be replaced by the school if the need arises to cut it off.

## 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).
- 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.
- Immodest or provocative clothing is not permitted. This includes, but is not limited to: halter tops, tube tops, skirts and shorts, mesh shirts, muscle shirts, shirts with spaghetti straps, etc. Shirts must be at least long enough to meet the top of the pants (no bare midribs). Shirts that expose the bust or cleavage are not permitted. No exposed undergarments (bra straps, underwear, boxers) will be allowed.
- Coats/jackets and caps/scarves should be placed in lockers upon arrival and must remain in lockers during school hours.
- Administration reserves the right to determine if students are in violation of school dress code policy.

## 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 an article and/or change clothing).
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.

## 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 the device being confiscated.
- 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 classroom teacher or school 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.  
Upon entering class cell phones need to be out of sight.
- 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.

### **Personal electronic devices may be used as a privilege without permission:**

- During lunch time in designated areas.
- During passing time, but they must be set to vibrate.
- Before and after school

### **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 first classroom offense confiscated devices will be turned into the office:  
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 first office offense, all further offenses will follow same procedures but in addition require that confiscated device be returned to student's parent/guardian only.
- 4) Repeat offenders will face further consequences including but not limited to 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.**

## BACKPACKS

Backpacks, purses, or gym bags are to be stored in lockers. Exceptions to this rule due to an injury of a student (ex. on crutches) can be made by the building principal.

Students will only be allowed to bring into the class the materials needed for that class.

## 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.

### 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 not limited to:
1. **Alcohol** includes any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.
  2. **Tobacco** means 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.
  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.
  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 vehicle 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 discernable 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 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. Student will be escorted to the office by school staff to be assessed by the building administrator or designee.
2. Physical health assessment performed by 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/guardian and student.

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

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. Parent and student conference with Principal. Student will 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.

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

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

#### Consequences for the use and/or possession of alcohol and /or drugs, chemicals and/or paraphernalia:

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. Parent and Law Enforcement will be notified. Parent and student conference with Principal. Student 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.

When there is reasonable suspicion that a student may be under the influence of drugs or alcohol,

as indicated through the physical health assessment, the student may be asked to submit to a drug or alcohol screening test. Refusal to test will carry the same penalty as testing positive on the screening test.

### 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.

### 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.

### STUDENT ASSEMBLIES

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

### 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 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 drug 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.

## 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.**

## 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 guest 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.

## 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.

## 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.

# **BUILDING 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.

## FIRE, Lockdown AND TORNADO DRILLS

Fire, lockdown, 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.

## TEXTBOOKS

All textbooks/devices are furnished by the school district. Students are to exercise care in using them in order that they do not become soiled or dirty. Lost or damaged books must be paid for. All hardcover books are to be covered with a book cover. Book covers are available in the high school office.

## STUDENT BUS POLICY

The school buses are running at near capacity. Due to this, Sugar Loaf Bus Service request that students ride only their assigned bus. There is not room on the buses for additional students, friends, etc. The only exception is if a student is babysitting or responsible for a younger student and needs to ride that student's bus. If you have questions call Sugar Loaf Bus Service at 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 transportation foreman. The building principal and/or transportation foreman 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.

## BUS Stop EXPECTATIONS

- Get to your bus stop five minutes before your scheduled time.
- Respect the rights and property of others.
- Use appropriate language.
- Stay away from the street while waiting for the bus – allow the bus to come to a complete stop.
- When exiting the bus, always cross in front of the bus and wait for the driver to signal you before crossing the street.
- School rules apply to the use of alcohol, tobacco, or drugs.

## BUS EXPECTATIONS

- Respect authority.
- Display appropriate social skills
- Respect the rights of others.

- Follow the directions of the driver the first time.
- Respect property.
- Remain in your seat.
- Keep all parts of your body inside the bus.
- Keep the noise down.

## RULES ON THE BUS

- Immediately follow the directions of the driver.
- Sit in your seat facing forward.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep your arms, legs, and belongings to yourself.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking or use of tobacco or drugs.
- Do not bring any weapons or dangerous objects on the bus.
- Do not damage the school bus.

## Cell Phone/Electronic Device Use on Buses

During regular to and from routes, cell phone use or use of any electronic device is highly discouraged. If allowed by the bus driver to use an electronic device other than a cell phone – a student must have headphones. The bus driver has the authority to confiscate any device deemed unsafe. The bus company/driver is not responsible for any lost or stolen items.

# ATHLETICS

Sports are a vital, cultural expression of America. They are as expressive of the American way of life as is the freedom of speech, the right to vote and choice of schools. Participation is neither compulsory nor mandatory, but voluntary. Athletics are conducted in schools because they make definite contributions to the fundamental purpose of education. Participation requires a 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.

## MINNESOTA STATE HIGH SCHOOL LEAGUE

### Title IX Notification

It is the policy of the Zumbrota-Mazeppa School District to comply with the rules and regulations of Title IX, Education Amendments of 1972. Title IX prohibits discrimination on the basis of sex in educational programs and activities, including employment.

**Responsible Employee.** The employee responsible for coordinating Zumbrota-Mazeppa's efforts to comply with and carry out Title IX is Tim McAthie, whose office address is ZMMS/HS, 705 Mill Street, Zumbrota, Minnesota, 55992; and whose telephone number is 507-732-7395, ext. 1104.

Inquiries concerning the application of Title IX may be referred to this above named responsible employee.

**Grievance Procedure.** Any student or employee of District 2805 who has a complaint regarding the enforcement of Title IX shall contact the District’s responsible employee to express his/her concern or complaint. Efforts will be made to come to a prompt and equitable resolution

**Athletics and Fine Arts**

Zumbrota-Mazeppa Public School is a member of the Minnesota State High School League, an association of secondary schools formed to govern interscholastic contests in athletics, debate, speech, drama, and music. All players and contestants are subject to the rules and regulations of the League.

Zumbrota-Mazeppa is a member of Section IA and the Hiawatha Valley League. The following sub-divisions will be used in football, basketball, baseball and golf.

**FOOTBALL - Southeast District Football Schools**

**RED**

- Kasson-Mantorville
- Stewartville
- Byron
- Rochester Lourdes
- PEM
- LaCrescent
- Pine Island
- Lake City

**WHITE**

- Zumbrota-Mazeppa
- Cannon Falls
- Lewiston-Altura
- Dover-Eyota
- St. Charles
- Triton
- Chatfield
- Caledonia

**BASKETBALL -**

**BLUE**

**GOLF-BASEBALL**

- Zumbrota-Mazeppa
- Kenyon-Wanamingo
- Cannon Falls
- Triton
- Goodhue
- Hayfield

**GOLD**

- Lake City
- Byron
- Kasson Mantorville
- Pine Island
- Rochester Lourdes
- Stewartville

**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 event venue and possible suspension from attending next 1-5 home events.
- Third Offense Removal from event venue and possible suspension from attending home events for the rest of the school year.
- Severe Clause In the case 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.

## GENERAL PARTICIPATION RULES

### MSHSL ELIGIBILITY

In order to participate in any MSHSL-sponsored activity, a student must meet all eligibility requirements set forth by the MSHSL. These eligibility requirements are listed in the MSHSL publication "Athletic Eligibility Information", which must be read and signed by each student and his/her parent/guardian prior to participating in the activity. Eligibility rules and regulations can also be viewed by going to the publication section of the MSHSL web site, [www.mshsl.org](http://www.mshsl.org). In addition, a copy of the Official Handbook of the MSHSL is on file with the athletic director and high school principal, if a student wishes to review it in its entirety. Violations of eligibility bylaws of the MSHSL will result in specific penalties, which are also published in the aforementioned publications.

In addition, students participating in Zumbrota-Mazeppa's interscholastic activities are expected to adhere to the MSHSL Student Code of Responsibilities, listed below:

#### **Student Code of Responsibilities**

- Respect the rights and beliefs of others, and treat others with courtesy and consideration.
- Be fully responsible for one's own actions and the consequences of those actions.
- Respect the property of others.
- Respect and obey the rules of the school and the laws of the community, state, and country.
- Show respect to those who are responsible for enforcing the rules of the school and the laws of the community, state, and country.

A student whose character or conduct violates the Student Code of Responsibilities is not considered to be in good standing, and is ineligible for a period of time as determined by the school's code committee. This committee consists of the high school principal, athletic director, school board member, coach, and teacher.

### Athletic registration

Before a student may participate (practice or compete) in any MSHSL sponsored activity, he/she must complete and/or submit the following:

- MSHSL Eligibility Form (once per year)

- MSHSL Parent Permit/Health Questionnaire (once per year)
- Proof of a physical in the past three (3) years
- Participation fee for that activity

### **Changing Sports**

A student may change sports during the season because of illness or injury or after consultation with coaches involved, parents and Athletic Director. Generally, it is not in the best interest to change sports.

### **Attendance on Game Day**

The student athlete must be in attendance at school at least six periods in order to participate in a game or meet that same day. Exceptions to this are doctor appointments, funerals, college visits, and family emergencies, and will be dealt with by the school administrators on an individual basis.

### **Missed Practice**

Faithful and prompt attendance at all practice sessions is required. On the first unexcused absence the participant will receive a verbal warning from his/her coach. The student must realize he/she is jeopardizing his/her playing time in the contest. The second unexcused absence will automatically suspend the participant from the next contest and the parent, athletic director and principal shall be notified. On the third unexcused absence the participant will be dropped from the team. If a participant is in school and will be unable to attend practice that day, it is the responsibility of the individual to notify the coach before leaving school.

### **Starting Season**

A student who does not report for practice on the first day must attend practice for two (2) weeks prior to participating in a game or meet, unless waived by Athletic Director.

### **Dress Code**

Participants on all teams are asked to dress appropriately for home and away contests. Various dress codes will be at the discretion of each coach.

### **Eligibility Rules**

The MSHSL eligibility rules shall be in force for the entire calendar year, i.e. the summer as well as the rest of the school year.

### **Injuries and Illnesses**

It is the responsibility of the athlete to report to his/her coach all injuries that have been sustained while participating either in practice or meets/games. Any student receiving an injury or having an illness serious enough to warrant medical attention must present the "Participation after Major Surgery, Serious Illness, or Injury" form provided by the Minnesota State High School League before he/she will be allowed to participate. A trainer is available two days per week. Sign-up in the office if you wish to be seen by the trainer.

### **State Tournament**

Athletes, student managers, and cheerleaders will be allowed to attend State Tournaments in their

sports provided that:

- a. The participant has been a member of the team through the conclusion of their season.
- b. They are in attendance at school the day of up through departure time or their absence has been excused by the administration.
- c. Students or student groups involved must pay for their tickets and transportation expenses.

## **Lettering**

The following general rules apply to all varsity sports:

- a. Athletes must participate in any and all scheduled events unless excused by the coach.
- b. Participants must complete the season as a member of the team in order to letter.
- c. Seniors may receive a letter if they have participated in their last four (4) years, but have not met the requirements of that particular sport.
- d. If in the opinion of the coach the manager has fulfilled his/her responsibilities as a manager, he/she shall receive a letter after two (2) years of managing in the same sport. Only students in grades 7-12 will be used as managers.
- e. A letter and certificate will be awarded to first time letterwinners. A certificate will be awarded with each additional letter earned.
- f. Any letter granted to an individual without meeting the listed requirements will be at the coach's discretion with the approval of the Athletic Director.

## **Special Lettering Requirements For Each Sport**

<b>Dance team</b>	Participate in all varsity competitions, which includes invitational, duals, and section tournament.
<b>Football</b>	Participate in at least 1/4 of the quarters played by the team in the varsity schedule.
<b>Volleyball</b>	Participate in 1/4 of the total number of games played excluding Subsection, Section and State.
<b>Cross Country</b>	Participant must run in at least two (2) varsity meets or make the Section or State Team.
<b>Wrestling</b>	Participant must wrestle in at least six (6) dual varsity meets or place in the top four (6) of the section.
<b>Basketball</b>	Participate in halves equal to the total number of games scheduled excluding post- season tournaments.
<b>Baseball/Softball</b>	Participate in at least one (1) inning more than the games played excluding post-season tournaments.
<b>Track and Field</b>	Participant must average one (1) point per varsity meet including the Conference meet. The Subsection, Section and State meets are not included in the total number of meets. Placing in the Conference or Sub-Section meet will qualify for a letter.
<b>Golf</b>	Participant must play on varsity in 1/4 of scheduled matches including the Sub-Section meet.
<b>Cheerleading</b>	Only Varsity cheerleaders may earn a letter. We will be using a point system to determine whether a cheerleader will qualify to receive a letter. Must receive 85% of the total possible points to earn a letter.

## Additional Activities LETTERING Policies

### BAND LETTERING

The following rules will apply to band lettering. Band members must complete the year as a member of the band in order to letter. A letter will be awarded to all first time band letterwinners, with a bar being distributed for each subsequent letter earned. Only one letter will be awarded per student each year. Any letter granted to an individual without meeting the listed requirements will be at the discretion of the director. The lettering period will take place from the 1st day of school through the end of the summer marching band season each year. In order to be awarded a letter, students must be maintaining a minimum grade point average of a B- or higher in Band. GPA will be determined by semester grades. Instrumental music classes offered at Zumbrota-Mazeppa Schools are considered academic, with students being awarded credits toward graduation. The rules and regulations regarding group and individual performances, set aside by the director, will remain in effect and will take precedence over the rules established for individuals earning a Z-M letter.

### CHOIR LETTERING

The following rules will apply to choir lettering. Choir members must complete the year as a member of the choir in order to letter. A letter will be awarded to all first time choir letter winners, with a bar being distributed for each subsequent letter earned. Only one letter will be awarded per student each year. Any letter granted to an individual without meeting the listed requirements will be at the discretion of the director. Students not able to accumulate enough points to earn a letter will have their accumulated points carry over to the following year. Total point accumulation will take place from the summer prior to the school year through the last day of school. In order to be awarded a letter, students must be maintaining a minimum grade point average of a B- or higher in Choir. GPA will be determined by semester grades. Choir music classes offered at Zumbrota-Mazeppa Schools are considered academic, with students being awarded credits towards graduation.

### MATH LEAGUE LETTERING

Lettering requirements for Math League at ZM 7-12 are as follows:

A student receives a letter for Math League if they meet one of the following criteria:

- 1) The student earns one of ZM's two highest point totals for the season.
- 2) A student participates in at least 12 meets in their high school career.

### 1-ACT AND 3-ACT PLAY LETTERING

A student receives a letter for 1-Act and 3-Act play lettering if they meet the following criteria:

- |   |   |
|---|---|
| 1. Performances                             | 10 points                                       |
| Full Length 4 shows                         | 40 points                                       |
| One Act 2-8 shows                           | 20-80 points                                    |
| 2. Rehearsals (Actors and Student Director) | Full Length 1 point per hour                    |
| per night                                   | 6 weeks 4 nights per week 1-3 hours<br>72 hours |
| nights per week 1-2 hours per night         | One Act, 1 point per hour, 6 weeks 4            |
| 3. Rehearsals (Crew) - 1 point per hour     |   |

## Full Length and One Act

2 weeks, 4 nights per week 1-3 hour per night

24 points

### 4. Roles outside of school

Actors and crewmembers are encouraged to take part in plays outside of school. Each performance will be worth 10 points with a maximum of 100 points

### 5. Viewing performance

Zumbrota-Mazeppa community. Each performance viewed will be worth 5 points with a maximum of 50 points. A program with the house managers or director's signature, must accompany each performance.

Total Points Possible	310 (actors)	234 (crew)	
Points Needed to Letter (Combination)	225 (actors)	125 (crew)	175

### General Rules:

- A letter will be awarded to all first time drama letterwinners, with a bar being distributed for each subsequent letter earned. Only one letter will be awarded per student each year.
- Any letter granted to an individual without meeting the listed requirements will be at the discretion of the director. (Students graduating in the years '02 and '03 have the opportunity to earn additional letters if they are able to prove that they participated in a play.)
- Students unable to accumulate enough points to earn a letter will have their accumulated points carry over the following year.
- Additional hours may be added to the One Act Rehearsal time if the team advances and for both at the discretion of the director.
- Students earning a drama letter from Zumbrota-Mazeppa must have participated in a show at the high school to be considered for a letter.

## **Zumbrota Mazeppa Schools Acceptable Use Of Technology**

### Introduction

Students in the Zumbrota-Mazeppa School District have the good fortune of having many computers, local area networks, and a variety of software programs at their access. With this privilege come the responsibilities of respect for the equipment itself and respect for guidelines that govern computer/network ethics.

With this in mind, the Zumbrota-Mazeppa School District #2805 has established a policy governing the use of the district networks, computers and software. 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 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.

With Internet, email, social media, and other sources of digital sharing comes 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 Internet, e-mail or other network resources. Users should expect that files stored on district servers or computers will not be private. An e-mail 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 express 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 interruption. 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 drivers 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 the 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 on 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 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 of 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 of 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**

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 e-mail 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**

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 matter 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.

## ZM Schools 1:1 Mobile Device Program for 2017-18

ZM will continue the very successful model we implemented last year with students in grades 6-12 being required to carry a personal mobile device every day. Once again students will have the option to either use a ZM issued device or bring their own device that meets ZM requirements. Students who use ZM devices will be required to either participate in our ZM Mobile Device insurance program in order to use the device at home (recommended), or check their personally assigned device in and out each day.

New for this year, ZM will be transitioning from a simple device insurance program to an **Insure to Own Mobile Device Program**. The program will work very much like our current program with the added benefit that students/families who participate for 3 or 4 years will get to keep the device at the end of the 3 or 4 year program. This option **will only be offered to students as 6<sup>th</sup> graders and as 9<sup>th</sup> graders** (except this initial year **10<sup>th</sup> graders may also participate**), so we encourage families with students in those grades to seriously consider participating. ZM will continue to offer other device options for those who choose not to participate in this program.

ZM has also implemented a few minor changes to our insurance program to make it more sustainable. See below for those changes.

### Student device options for 2017-18:

Grades 7, 8, 11 and 12 will have the same 3 options as last year:

1. **Insure/lease a take home Chromebook**. Cost is \$50 per year or \$25 per year for free/reduced lunches. Most students will be assigned a touch screen device, but if demand is high those who sign up and pay late may be assigned a non-touch device.
2. **Bring their own device** (see byod device requirements below)
3. **Daily check out and return a ZM device** (no take home option) at no cost.

Grade 9 and 10 students will have 3 options:

1. Start Year one of our New **Insure to Own Program** (see below)
  - a. All 9<sup>th</sup> and 10<sup>th</sup> graders will be offered a new ruggedized touch Laptop device with wacom writing stylus, charger, and slip case
  - b. Windows device 4 year **Insure to Own** plan @ \$75/year, or \$40/year for free/reduced families.
  - c. SPECIAL one year only **Insure to Own** offering for 10<sup>th</sup> graders will allow those

students a 3 year plan instead of the 4 year one all others students will be offered

2. **Bring their own device** (see byod device requirements below)

3. **Daily check out and return a ZM device** (no take home option) at no cost.

## **NEW ZM Insure to Own Program..... more details**

Q. Why are we moving to this model?

A. Two reasons.... One, ZM recognizes the benefit of personal ownership of devices. We are offering students a device that they will use daily and keep for 3-4 years at school and home. We believe students will be more successful if they see this device as their own critical learning tool and they will take care of it more. Two, to stabilize costs for ZM over time. This model allows us to be adaptable and phase in any major tech changes relatively quickly, but also more accurately predict what our device costs will be year after year.

Q. Who owns the device during the program ?

A. ZM does. Our licensing model requires us to retain ownership in order to run the software our students need every day. Once the 3 or 4 year program expires ZM will relinquish device ownership and those licenses will expire so students will be able to do with them as they please.

Q. Do I get to put my own programs on it, keep it during the summer, etc... ?

A. No. In order to keep the devices operational as best we can ZM will manage these devices like any other ZM owned device. You may customize some settings, but until the 3-4 year Insure to Own program is complete, the device is ZM property and you will be expected to treat it as such.

Q. What if my device breaks at some time during the 3-4 years ?

A. Damages and breakage under this program will be treated the same as under our current mobile device Insurance program. ZM's goal is take some of the risk out of device ownership for families and we will repair any problems that inhibit usability. If necessary, ZM may choose to replace the device with another like device. We will not repair cosmetic problems, and some repairs may require you to pay a deductible. Some repairs may not be covered at all. Students who we deem as having been negligent or intentionally damaged devices may lose their device. Read more about the Insurance program below.

Q. If I leave ZM before my 3-4 year Insure to Own program is up, can I buy out the other year(s)?

A. No, the device will remain ours. Your fees cover only the insurance and reservation/responsibility for a specific device. Statute does not allow to give or sell devices we could reasonably still use here. The 3-4 year period allows us to deem those devices salvage.

Q. Can I do what I want with it afterwards? If it's declared salvage by ZM, would I want it anyway?

A. Like any device you might buy at home for yourself, it depends on how well you have taken care of it, and how you wish to use it, etc.... After the 3-4 year Insure to Own period ZM will remove software and give the device to the student to do as they choose. They may keep it, pass on to a sibling or friend to use at home or even here (ZM will not support those devices anymore, however), sell it, have ZM recycle it, etc....

Q. I'm not a 6<sup>th</sup>, 9<sup>th</sup> or 10<sup>th</sup> grader... can I get in on this ?

A. Unfortunately, no. Budget restrictions don't allow us the funds to offer this to all grades at once. Because ZM is in transition towards a model with chromebooks in grades 6-8 and windows

devices in grades 9-12, this phase in approach works best. Students in those other grades will need to either BYOD or insure a chromebook or daily checkout one.

Q. If I choose not to participate in this as a 6<sup>th</sup> or 9<sup>th</sup> (or 10<sup>th</sup> grader this year only), can I change my mind and sign up next year ? Or if I decide I want to do this later on in the school year, can I ?

A. No... and maybe. To stabilize costs for ZM, the program offering these devices will only be offered to students as 6<sup>th</sup> graders and 9<sup>th</sup> graders. If ZM finds other reasonable, legal and fair ways for students who miss out on those new device insure to own options as 6<sup>th</sup> or 9<sup>th</sup> graders to participate, we could amend this, but right now there are no other plans for this. If a 6<sup>th</sup> or 9<sup>th</sup> grader doesn't sign up in August but by October he/she does want one, they are not guaranteed a new device, but they may ask if any are still available. ZM has an interest in all students in a grade level having similar devices, and we will make efforts to do this when possible.

Q. How are costs for this program determined? Are there cheaper options ?

A. Costs for devices and cases, breakage rates, repair costs, and enrollment numbers have all been factored into the rates for each device. Our goal is to develop effective reasonable cost sharing with families to provide these tools to students for anytime anywhere access to tools for learning and to minimize the risk for all. Families who qualify for free and reduced meals can participate for about half the cost. Students may also Bring their own devices or use a device here at school for free with the daily checkout program. ZM will work with any and all families to make one of these plans work for them.

Please address any other questions about our new Insure to Own Program, ZM Mobile device Insurance, devices, etc... to:

Grant Voth

ZM Schools Technology Coordinator

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### **ZM Mobile Take Home Device Lease/Insurance Agreement 2017-18**

#### **Fees:**

Grade 6 – Insure to Own (requires 3 years participation), NON Touch Screen Chromebook, charger and zippered case for \$50/year, \$25 for free/reduced families

Grades 7, 8, 11, 12 - Touch Screen Chromebook (non-touch if touch models run out), charger and case \$50, \$25 for free/reduced families

Grades 9-10 – Insure to Own (requires 4 yr participation grade 9, 3 yr grade 10), touchscreen windows 2 in 1 device, stylus pen, charger, case for \$75/year, \$40 for free/reduced families

New this year...

- All touch screen and hinge repairs that require screen replacement will be charged a \$25 deductible. Students who break a touch screen device may be assigned a non touch model.
- For non touch screens, the first screen/hinge replacement repair is free, but thereafter a \$25 fee will be charged for any additional screen/hinge repairs over the life of the device.
- Broken screen counts will count year to year for students (grades 6-12). Students who maliciously or seriously damage 2 or more devices may be dropped from the insurance

program, be required to bring their own device, or do daily checkout of a non touch device.

- Lost or broken Stylus will not be covered. Replacements can be purchased from ZM for \$35.

### **ZM Leased/Loaned Mobile Device Protection Understanding:**

- Students MUST secure and are responsible for their assigned device at all times.
- Bring the device fully charged to school every day. Bring it to every class unless your instructor has told you otherwise.
- At all times follow all school and classroom rules for acceptable use as outlined in ZM's Acceptable Use of Technology Policy available from the office and on our school website - [www.zmschools.us](http://www.zmschools.us)
- Report any damage/loss of the device/case/charger to the school office immediately. Report any other tech problems you may be experiencing to your instructor or the technology department.
- ZM Schools is the sole authority and determiner of any and all fees for repairs and/or replacements of devices, cases, and any other related accessories issued to individual students. All device damage assessment, repairs and/or replacements will be handled by the district.
- ZM may choose to not repair cosmetic or superficial damages to devices we deem as safe and functional. If you lose a key or peel the touchpad off you may have to live with it and could be assessed a fee if negligence is determined.
- If a device is broken to the extent that it needs to be replaced, ZM may choose to replace it with a like device, but cannot guarantee it will be the same model. Example – If you break your touchscreen chromebook, you may get a non-touch model as a replacement
- Chargers and cases are NOT covered by this insurance, and you will be assessed full replacement costs if they are damaged or lost. Cases cost up to \$25, and chargers \$20.
- Police reports must accompany any reports of stolen devices.
- If damage/theft occurs and/or it is determined students are otherwise negligent in their care of the device, ZM reserves the right to require students to leave the device at school each day and check it in and out as needed, or even suspend usage of the device.
- You must always transport the device in your school issued case.
- The device will be labeled with a device identification number and your name. Each device also has an internal hard coded system id number to prevent theft. Do not remove or damage any device labels. Do not apply tape, stickers, markers, etc... or otherwise personalize the device or cases except school provided bags or cases should be labeled with removable tags identifying who the device is issued to making it easy to find your own device
- Students should use the devices for school purposes only, and follow specific classroom rules for when and how the device is used. As with any school device, students are not allowed to install software or do anything to interfere with the general operation of the device. Student devices may be collected at any time and without cause for inspection and maintenance tasks.
- Students may be required to connect to the internet on the device outside of school. Students who do not have internet access may use the school Wi-Fi before and after school during open hours. Some local businesses and the public library also offer free Wi-Fi. Students who still cannot get access to complete required work should contact the instructor of the class about providing necessary files for offline use.
- ZM schools does not provide filtered internet access outside of school. While off site, it is the responsibility of the student and parent to ensure students are using the school

provided devices in an appropriate manner. ZM still maintains the authority to restrict usage of those devices to educational purposes only, and reserves the right to verify students are complying with those rules.

- Students who do not abide by these rules and expectations may be subject to discipline as outlined in the district Acceptable Use Policy, as well as restricted device use, and possible revocation of school issued Devices.

## **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 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 encourages 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 is 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.