



## WELCOME

New Prague High School welcomes you to the 2011-2012 school year. The faculty and staff hope that this year will be a successful one for you. This handbook is to help you, students and parents, become familiar with the programs offered and the procedures and regulations that govern the school. If you have any questions about the information in this book, please feel free to talk to us. Any ideas that might help us improve our school are always appreciated. We hope you have an enjoyable school year.

Mr. Tom Doig,  
Principal  
952/758-1201

Mr. Lonnie Seifert,  
Assistant Principal  
952/758-1209

### Independent School District #721

#### Mission, Vision, Core Values and Goals

**MISSION:** Our mission is to engage and support everyone in high levels of learning.

**VISION:** New Prague Area Schools will be a premier school district that models excellence and embraces the challenges of the 21<sup>st</sup> century.

**CORE VALUES:**

- Allocate time and support to best practice research and implementation
- Respect diverse thinking
- Model appropriate positive interactions
- Think globally
- Learn and apply supportive interactive technologies

**GOALS:**

New Prague Area Schools will maintain:

- High Academic Achievement
- Safe and Engaging Learning Environment
- Fiscal Integrity of the Organization

### SCHOOL SONG

#### Notre Dame Victory March

Cheer, cheer, for our New Prague High  
Strike out your colors, let (footballs) fly.  
New Prague High School, we're for you.  
Don't let anyone win over you.  
Let the cardinal and black lead you on.  
Don't give up until you have won.  
While our loyal boys/girls are marching  
Onward to victory. U-rah, rah!

School Colors: CARDINAL RED & BLACK  
School Mascot: TROJANS

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**DAILY SCHEDULE – MONDAY, WEDNESDAY, FRIDAY**

**Warning Bell 7:45**

**Period 1 7:50 – 8:58 [8:58-9:03=TV]**

**Period 2 9:09 – 10:17**

**Period 3 10:23 – 11:31**

**Period 4 11:37 – 1:16**

1 <sup>st</sup> Lunch	11:35 – 12:02(L)	12:02 – 1:16(C)
2 <sup>nd</sup> Lunch	12:00 – 12:27(L)	11:37 – 12:00(C) 12:27 – 1:16(C)
3 <sup>rd</sup> Lunch	12:25 – 12:52(L)	11:37 – 12:25(C) 12:52 – 1:16(C)
4 <sup>th</sup> Lunch	12:50 – 1:16(L)	11:37 – 12:50(C)

**Period 5 1:22 – 2:30**

**SUSTAINED SILENT READING SCHEDULE - TUESDAY, THURSDAY**

**Warning Bell 7:45**

**Period 1 7:50 – 8:53 [8:53-8:58=TV]**

**Period 2 9:04 – 10:27 [SSR-9:04-9:24]**

**Period 3 10:33 – 11:36**

**Period 4 11:42 – 1:21**

1 <sup>st</sup> Lunch	11:40 – 12:07(L)	12:07 – 1:21(C)
2 <sup>nd</sup> Lunch	12:05 – 12:32(L)	11:42 – 12:05(C) 12:32 – 1:20(C)
3 <sup>rd</sup> Lunch	12:30 – 12:57(L)	11:42 – 12:30(C) 12:57 – 1:21(C)
4 <sup>th</sup> Lunch	12:55 – 1:21(L)	11:42 – 12:55(C)

**Period 5 1:27 – 2:30**

### EARLY DISMISSAL SCHEDULE

<b>Period 1</b>	<b>7:50-8:34</b>
<b>Period 2</b>	<b>8:38-9:13</b>
<b>Period 3</b>	<b>9:17-9:52</b>
<b>Period 4</b>	<b>9:56-10:31</b>
<b>Period 5</b>	<b>10:35-11:10</b>

### TWO HOUR LATE START SCHEDULE

<b>Period 1</b>	<b>9:50-10:34</b>
<b>Period 2</b>	<b>10:38-11:18</b>
<b>Period 3</b>	<b>11:22-12:02</b>
<b>Period 4</b>	<b>12:06-1:46</b>
1 <sup>st</sup> Lunch	12:04-12:31      12:31-1:46
2 <sup>nd</sup> Lunch	12:29-12:55      12:06-12:29
	12:55-1:45
3 <sup>rd</sup> Lunch	12:54-1:21      12:06-12:54
	1:21-1:45
4 <sup>th</sup> Lunch	1:19-1:46      12:06-1:19
<b>Period 5</b>	<b>1:50-2:30</b>

### NEW PRAGUE HIGH SCHOOL CALENDAR

September 6	First day of school
October 18	Early release 6-12/Conferences
October 19, 20, 21	No school K-12/EM Professional Days
November 7	No School K-12/Staff Development Day
November 24, 25	No school K-12/Thanksgiving break
December 2	End of Trimester 1/ <b>SCHOOL IN SESSION</b>
December 5	No school K-12/Teacher Prep/Staff Development
December 23, 26, 27, 28, 29, 30	No school K-12/Holiday break
January 1, 2	No School K-12/Holiday break
January 16	No school K-12/MLK Day/Staff Development Day
January 26	Early release 6-12/Conferences
January 27	No school K-12
February 20	No school K-12/Presidents Day
March 8	End of Trimester 2/ <b>SCHOOL IN SESSION</b>
March 9	No school/Teacher Prep/Staff Development
April 2, 3, 4, 5, 6	No school K-12/Spring break
April 26	Early release 9-12/Conferences
May 11	No school K-12/Snow Day
May 28	No school K-12/Memorial Day
June 7	End of Trimester 3/Last day of school
June 8	Graduation

## STAFF PHONE EXTENSIONS & E-MAIL ADDRESSES

<b>High School Office</b>	<b>952-758-1200</b>	
<b>Attendance Line</b>	<b>952-758-1205</b>	
<b>Athletic Office</b>	<b>952-758-1225</b>	
Baer, Kevin – Industrial Tech/Auto	1486	<a href="mailto:kbaer@np.k12.mn.us">kbaer@np.k12.mn.us</a>
Bailey, Michael – Math	1222	<a href="mailto:mbailey@np.k12.mn.us">mbailey@np.k12.mn.us</a>
Bakke, Wayne – Paraprofessional	1336	<a href="mailto:wbakke@np.k12.mn.us">wbakke@np.k12.mn.us</a>
Bartusek, Mike – Counselor	1213	<a href="mailto:mbartuse@np.k12.mn.us">mbartuse@np.k12.mn.us</a>
Benick, Jim – Physical Education	1251	<a href="mailto:jbenick@np.k12.mn.us">jbenick@np.k12.mn.us</a>
Bisek, Joe - Math	1269	<a href="mailto:joebisek@np.k12.mn.us">joebisek@np.k12.mn.us</a>
Bishop, Dara – Language Arts	1239	<a href="mailto:dbishop@np.k12.mn.us">dbishop@np.k12.mn.us</a>
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Boll, Brittany – World Languages	1255	<a href="mailto:bboll@np.k12.mn.us">bboll@np.k12.mn.us</a>
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Cuka, Michelle – Special Services	1348	<a href="mailto:mcuka@np.k12.mn.us">mcuka@np.k12.mn.us</a>
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DeValk, Carrie - Language Arts	1242	<a href="mailto:cdevalk@np.k12.mn.us">cdevalk@np.k12.mn.us</a>
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Doig, Tom – Principal	1201	<a href="mailto:tdoig@np.k12.mn.us">tdoig@np.k12.mn.us</a>
Dolezal, Kari – Paraprofessional	1336	<a href="mailto:kdolezal@np.k12.mn.us">kdolezal@np.k12.mn.us</a>
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Jasperson, Aaron – Business Education	1276	<a href="mailto:ajasperson@np.k12.mn.us">ajasperson@np.k12.mn.us</a>
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Woodcox, Lindsey – World Languages	1284	<a href="mailto:lwoodcox@np.k12.mn.us">lwoodcox@np.k12.mn.us</a>
Zimanske, Anne – Paraprofessional	1256	<a href="mailto:azimansk@np.k12.mn.us">azimansk@np.k12.mn.us</a>
Zweber, Barb – District OT	1662	<a href="mailto:bzweber@np.k12.mn.us">bzweber@np.k12.mn.us</a>

## STUDENT SERVICES

### CO-CURRICULAR ACTIVITIES

Each student at New Prague High School is encouraged to become involved in student activities. The program attempts to provide a wide variety of activities to meet the needs and interests of all students. **Minnesota State High School League Athletics** include: **Fall** – Cheerleading, Cross Country (Boys & Girls), Football, Soccer (Boys & Girls), Adaptive Soccer, Girls Swimming and Diving, Girls Tennis, Volleyball, **Winter** – Basketball (Boys & Girls), Adaptive Floor Hockey, Wrestling, **Spring** – Baseball, Golf (Boys & Girls), Softball, Adaptive Softball, Boys Tennis, Track and Field (Boys and Girls). **Co-Curricular Activities** include: Fall Musical, Speech, Band (Pep, Jazz, Honors, Competition, Marching, Polka), German Club, Art Club, Archery Club, Spring Play, National Honor Society, Spanish Club, Equestrian Club, Scholastic Clay Targets Program, One Act Play, Choir (Pop, Honors, Competition), Yearbook, Auto Club, Academic Challenge, Youth in Government, Pickle Ball Club, Trojan Times Newspaper, Student Council, and VICA, Most Athletics/Activities require participation fees.

### CO-CURRICULAR ACTIVITIES/ATHLETIC STATEMENT:

#### **Academic Expectations for Student Athletes and all participants of Co-Curricular and Fine Arts Activities:**

Any student who wishes to participate in school activities must meet academic eligibility requirements.

#### **Eligibility Review Plan for Failing Students**

##### *First Review:*

- Passing all classes at the end of the first 10 school days of the new trimester.
- If academic eligibility is regained (no F's), he/she will be eligible until mid-trimester grade report.
- If a student were failing a class, he/she would continue to be ineligible until the mid-trimester grade report.

##### *Second Review: Mid-Trimester Grade Report*

- If academic eligibility is regained (no F's), he/she will be eligible until the end of the trimester.
- If a student is failing a class, he/she will be ineligible until the 3<sup>rd</sup> review of the trimester

##### *Third Review:*

- Passing all classes at the end of the 10 school day period immediately following the mid-trimester grade report.

##### *Notification and Reporting Procedures:*

The Athletic Director and the Assistant Principal will review the Failure Grade Report at mid-trimester and at the end of each trimester to determine which students, participating in extra-curricular activities, have received a failing grade (F's). The Athletic Director will notify these students that they are ineligible. During the 1<sup>st</sup> and 3<sup>rd</sup> review process, he will E-MAIL the teachers of these failing students, asking them to E-MAIL him back a letter grade.

- Students must be in school by the beginning of third period and remain in class for the remainder of the day in order to be eligible to practice or participate in athletics or co-curricular activities that day.
- If the Nurse sends a student home, he or she is not eligible to participate in athletics or activities that evening.
- Full day attendance is expected the day after an event. Students not complying will be dealt with on an individual basis and could potentially lose the opportunity to participate in their next event.

**Mood Altering Chemicals** - Students are subject to Minnesota State High School League Rules

**Penalties for Category I: Athletic, Activities, Debate, Speech, One Act Play**

**1st Offense**-Student will lose eligibility for the next 2 consecutive contests or 2 weeks of a season in which the student is a participant, whichever is greater.

**2nd Offense**-Student will lose eligibility for the next 6 consecutive contests or 3 weeks of a season in which the student is a participant, whichever is greater.

**3rd Offense**-Student will lose eligibility for the next 12 consecutive contests or 4 weeks of a season in which the student is a participant, whichever is greater.

**Penalties for Category II: Musical Activities, Visual Art Activities**

**1st Offense**-Student will lose eligibility for the next activity performance.

**2nd Offense**-Student will lose eligibility for the next two (2) activity performances.

**3rd Offense**-Student will lose eligibility for the next four (4) activity performances.

If a student is involved in both categories, they are required to serve penalties in each.

**\*Students with a chemical violation that have not completed their penalty are ineligible to be royalty candidates for Homecoming or Snowball or participate in other school sponsored activities.**

**Eligibility:** Any student who participates in high school interscholastic sports and cheerleading must have on file in the school a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually. The signature of the parent/guardian approving participation is required.

**Handbook:** New Prague High School Trojan Athletic/Activities Handbook is available in the Activities Office with a complete listing of athletic/activities guidelines. A complete listing of all activity/sport fees is included in the handbook.

**Class Officers and Student Council**

Students may participate in either of these activities but not in the same school year.

**ACTIVITY PASSES**

Activity passes are available from the Activity Office at any time or at the ticket window during home events. These are 10 games passes that can be used during the regular season for any home event during the fall and winter sport seasons. The cost for passes will be determined each year. Cost of individual game tickets are Adults - \$6.00 and Students - \$4.00.

## GUIDANCE OFFICE

**Last Name A-HA: Mr. Bartusek**  
**Last Name HE-O: Ms. Hengel**  
**Last Name P-Z: Ms. Erickson**  
**Social Worker: Ms. Hennessy**

Counselors are available to help all students with academic issues, personal and social concerns, and post-high school planning. In an individual session, a student may talk with a counselor about any topic that is important to him/her. Topics that students often talk about include things such as: family/friendship issues, problematic behaviors like chemical abuse or absenteeism, grief and loss, concerns about progress in school, how to apply to any college, how to decide what to do after high school, and how to get information on various careers.

Counselors also conduct large-group guidance activities. The Sophomore and Junior Information Night programs are highly informative. Each 10th and 11th grade student should attend the post-high school planning sessions in the fall. All students meet with counselors during January to review their high school plan, check their credit progress, and choose classes for the following year. Various sessions throughout the year allow counselors to share information with a large number of students.

## HEALTH SERVICES

**Nurse: Ms. Tisdell 952/758-1206**

A health assistant (Licensed Practical Nurse) staffs each nurse's office to administer medications, provide first aid for injuries and care for students who become ill at school. This is done under the supervision of the district licensed school nurse. All student entering grades 9-12 are requested to complete a confidential health history update form annually. Individual and emergency care plans are required for certain health conditions; contact the District Health Services Director at 952-758-1760.

### Illness

Ill students will be allowed to rest in the nurse's office for 20 minutes. After 20 minutes a student will return to class or a parent will be contacted and asked to pick up the student or give permission for the student to drive themselves home, if the student is unable to return to class.

**A student who leaves the building without a principal's or nurse's permission will be unexcused upon returning to school. If a student is sent home due to illness by the school nurse, the earliest they may return to school or activities is the following day.**

Many students and parent are concerned about when a student should stay home or attend school. The following information is intended to help with this decision.

- If the student has had a fever of 100 degrees or more, this student should stay home for 24 hours after the temperature returns to normal without medication.
- If the student has vomited or had diarrhea, he/she should stay home until 24 hours after the last episode.
- If the student has any rash that may be disease-related or the cause is unknown, check with your health care provider before sending him/her to school.
- If the student has open/draining skin sores or inflamed/draining eyes or ears the student should stay home until seen by your health care provider.

## Medications

Under stated law, strict requirements regarding the dispensing of medication in school exists.

- All medication must be brought to the nurse's office in its original container with the appropriate label from the pharmacy. Over the counter medication (Tylenol, Advil, Ibuprofen, etc.) must be in the original container labeled for that medication.
- A Medication Administration Form must be signed by the doctor with the medication order and parent's written authorization for all medication, prescription and over the counter. When the student has been prescribed an antibiotic; oral, injection or drops, they must have taken the medication for 24 hours before returning to school.

## Immunizations

Minnesota Statutes chapter 121A requires that all children who are enrolled in a Minnesota school be immunized before starting school. These requirements can be waived only for medical reasons or if you are conscientiously opposed to a particular immunization. New Prague Area Schools adhere to the "NO Shot, (or proof of exemption), No School" Policy. No child, unless he/she meets allowable exemptions, will be allowed to attend school if those records are not up to date. All students must have the required immunizations in order to pick up schedules to begin the school year.

## MEDIA CENTER

**Media Generalist: Ms. Lammers 952/758-1216**

The Media Center is the information and technology center of the high school. The Career Center is also located in the upper media area. Students visiting the Media Center are expected to abide by the following policies and procedures:

- Students coming to the Media Center must have their planners signed.
- Students will sign in when visiting the Media Center. This includes before school and after school.
- The Internet is to be used for educational purposes only.
- Students are expected to read, sign and abide by the Internet Acceptable Use Policy and Computer Network Policy. A parent must also sign the agreement.
- Student's use of e-mail and computer game playing is not allowed.
- Food and drink are not allowed in the Media Center.
- Students may use the Media Center during lunch if they have a written pass from a teacher.
- **Book** checkout - 2 weeks; **Magazine** checkout - 1 week; **Video** checkout - overnight
- Students need to return borrowed materials on time.
- Students will receive overdue notices at the end of each trimester.
- Overdue books and magazines will cost students 10 cents per day to a maximum \$5.00 per item. Overdue videos will cost \$1.00 per day to a maximum of \$5.00 per item.
- Students must pay for any lost or damaged materials.
- Students are expected to be responsible information seekers and to be respectful of everyone using the Media Center.
- Students not using the Media Center in a suitable studious manner will be asked to leave and will lose their media privileges.

## **POLICE LIASON**

**Officer John Madigan 952-758-1330**

New Prague High School has a police liaison whose responsibility is to promote the safety and welfare of students by working with school administration, staff and parents.

## **GENERAL INFORMATION**

### **BULLETIN BOARD/POSTINGS**

Bulletin boards located in the hall are for school-related activities. Non-school advertising must first be approved by administration and may be posted on bulletin boards only.

### **BUS TRANSPORTATION**

**Director: Mr. Most 952/758-1480**

Those who use these services are enjoying a privilege, not a right! Acceptable behavior is expected at all times. Consequences may include a warning or loss of bus privileges. Infractions will follow the District Discipline Policy.

Bus Drivers must be qualified through state examinations and they take the responsibility for all passengers. They have full authority over all students and they may request that the privilege of riding be denied to anyone violating the prescribed rules. A child may be required to walk a distance not to exceed 1/2 mile to meet the bus. Students living in town and less than one mile from school may be required to walk to school. **(Policy 709)**

### **DATA PRIVACY - CLASSIFICATION OF DATA – Board Policy #515**

- **Public Data:** Information often printed and shared in directories (e.g., personnel data/information on compensation, assignment, and discipline; student data/information such as weight, height, etc) is often published in the paper. Parents who wish to have this information excluded are to contact the school office.
- **Private Data:** Information directly related to the student, gathered and kept in an educational record. Accessible to students, parents, and school staff on “need to know” basis (e.g., identifying data, academic courses completed, level of achievement, test scores, health data, special education placement, and program information).
- **Confidential Data:** Information not accessible to the public, parent, or student (e.g., records from other agencies deemed confidential and not placed in the student’s records). Examples are reports pertaining to neglected and/or physically and/or sexually abused children, investigative data. When this information is placed in the student’s cumulative file, it becomes private data.

### **DRIVER’S TRAINING**

**Community Services: 952/758-1733**

Driver’s Training is part of the Community Education program and is not part of the high school curriculum. Questions should be directed to Community Education.

### **EIGHTEEN YEAR OLDS**

Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18-21 years of age as those imposed on students under 18. All New Prague High School students are expected to adhere to the same set of policies and guidelines.

## **FIRE DRILLS/CODE RED**

It is required by law to conduct fire drills/code red drills during the school year. When the alarm sounds, each class should walk rapidly to the nearest exit. All school personnel should advance a minimum of fifty feet beyond the point of exit. When the building has been cleared, bells will ring indicating that students should return immediately to class. Detailed information for evacuating the building will be given early in the school year. Consequences of setting a false fire alarm will follow the District Discipline Policy.

## **LEAVING THE BUILDING**

Occasionally, students will need to leave the building during the school day. All students leaving the school will be required to have parental permission and to have a signed pass from the office. Consequences for not complying with this policy will be assigned by the Principal/Assistant Principal.

## **LUNCH POLICY**

New Prague High School has a closed lunch period. All students are offered a hot lunch through the School Lunch Program. All students, including those receiving free or reduced lunch, must pay for ala carte items. The school lunch is a prepaid program. There is an automatic calling system that will notify families when their account reaches a \$20.00 balance per family. Money should be sent at that time to prevent the loss of lunch privileges.

## **PARKING**

Students who drive to school need to purchase a parking permit. The permit will cost \$120.00 for the year/\$40.00 per trimester. The parking slots in the student lots will be assigned using a lottery system, which will be tied to the students previous year attendance. Students desiring a parking slot will need to complete and return the parking permit registration form and \$120.00 to the New Prague High School office by the first Friday of August. This will enter the student in to one of the lotteries. The following week, names of students that have met the attendance standard and properly registered for a permit will be entered in to a first lottery. The first name drawn will receive slot #1, the second name slot #2, etc. A second lottery will be completed with the remaining students' names. Students or parents will be able to pick up parking permits at the end of that week. Registrations received after the deadline will be processed in the order they are received.

- No students are allowed to park in Visitor Parking.
- Parking passes must be displayed on the vehicle's rear view mirror at all times.
- Students drive and park at their own risk. The district accepts no responsibility for damage caused to cars in the parking lot.
- Exhibition or careless driving may result in loss of parking privileges or a formal complaint filed with the police.
- Students **are not permitted to loiter** in the parking lots during the school day.
- As with all other district owned property, inspection of the parking lots may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students in the parking lot

(the car itself, the trunk or bags in the car or trunk) are searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

- Tailgating is allowed in the NPHS parking lot ONLY.
- Tailgating must end before the start of the event/activity.
- NO open fires or grills are allowed on school district property.
- Failure to purchase a parking permit will result in a verbal warning.
- New Prague High School in accordance with city ordinances does not allow snowmobiles on school property.
- **Students who violate school parking regulations could have their vehicles towed. Students/Parents will be responsible for the cost of the tow.**

## **PASSES**

In order to facilitate the flow of students between classes, passes will be required when a student misses school. A note or phone call needs to be made to the attendance secretary and students are responsible for showing the pass to his/her teachers. (*Attendance line – 952-758-1205*)

## **VENDING MACHINES**

Pop and candy machines are available to students before and after school. Water and juice machines are available throughout the day.

## **SCHOOL CLOSING NOTIFICATION**

Announcements concerning school closings are given over a number of radio and TV stations whenever school is closed. Families can check with area Twin City television stations and KDRS radio, as well as WCCO radio. School closing information is available by calling the school closing line at 952-758-1780 or view the school closing posted on the web site at [www.np.k12.mn.us](http://www.np.k12.mn.us). Students are requested **not** to call faculty or school administration residences to inquire in regard to whether school will be open or closed.

## **SCHOOL DANCES**

- A student representative of a class or activity or the advisor must schedule the dance with the assistant principal at least two weeks in advance.
- All student dances will end at 11:30 p.m.
- **Student ID's will be necessary to attend school dances.**
- Students attending dances will follow **ALL** NPHS rules.
- Dances are for New Prague High School students in grades 9-12 only. (guests contracts are needed for Homecoming, SnoBall & Prom)
- Students must enter dance within one (1) hour of starting time. Permission to enter later must be received from the Administration. Doors will be locked one (1) hour after the start of the dance. Students that leave early will not be re-admitted to the dance.
- Students can only be selected as royalty (SnoBall, Homecoming) once during their high school career.
- Ninth graders are **not** allowed to attend Prom.

## **SCHOOL SPONSORED STUDENT PUBLICATIONS**

Students producing official school publication shall be under the supervision of a faculty advisor and the school principal. Official publication shall be subject to guidelines set forth in ISD #721 Policy 512. The high school administration reserves the right to approve or not approve senior pictures placed in the yearbook.

## **STUDENT OF THE MONTH**

Each department will select a student each month to be recognized as a "Student of the Month". The criteria for selection may include academic achievement, improvement, leadership, classroom contributions, classroom cooperation and behavior. Students can be selected only once during their high school years.

## **STUDENT MESSAGES/DELIVERIES**

Parent/guardians are asked to refrain from calling students during the school hours. Only urgent phone messages from parent/guardian will be delivered to students. Students are expected to stop in the office for packages delivered from parents. No work related messages from employers will be delivered. No student-to-student messages will be delivered. The school will not accept deliveries of gifts, flowers, food, etc. for students.

## **SUSTAINED SILENT READING (SSR) PROGRAM**

The scheduled days for SSR will be on Tuesdays and Thursdays for a twenty-minute block at the beginning of the second period class. Students will adhere to the following guidelines:

- During SSR periods, all teachers and students will participate in silent reading for the full twenty-minute period. There will be no interruptions to this silent time.
- Students are expected to be actively engaged in reading from their chosen SSR materials (novels, short stories, non-fiction books, or textbooks) during every SSR period.
- Students are encouraged to read for their own pleasure and utilize our library, but novels being read for classes and textbooks will be permitted.
- Students who do not have their reading material with them are expected to silently and quickly choose alternative reading material from their period 1 classroom library.
- Students who talk, visit, or otherwise chose not to read during this time period will be referred to the administration as would a student who violated any other behavior expectation set by the school.
- Period 1 Physical Education classes will use the cafeteria as their SSR reading classroom.
- School Service students report to the library.

## **TORNADO DRILLS**

- Tornado warning will be received from the New Prague Civil Defense/WCCO.
- When a tornado warning system has been sounded, all teachers and students will proceed to their designated area.

## **VISITORS**

Upon entering the building, visitors are required to stop in the office and register in the guest book. Visitor badges must be worn while they are in the building. Visitors are required to log out when leaving. **Visitors of students at NPHS are not allowed. Students are NOT allowed to bring guests with them to attend classes.**

## **WEBSITE**

The NPHS website is a collection of resources providing a variety of information for students, parents/guardians and the New Prague community. Several links are also included to provide access to teacher websites and for library research. On the NPHS Web site <http://www.np.k12.mn.us> you will find: Academic Information, Guidance Office, Daily Bulletin, Important dates, Staff Directory, Student Handbook, Media Center Resource, School Closing, Athletic Schedules, Student Organizations, and Family Access. Classroom teachers have individual websites available to public for student information, homework, etc.

# **ACADEMIC INFORMATION**

## **ACADEMIC AWARDS**

NPHS students may earn one Academic Letter award for academic achievement throughout their high school career. These awards are based on achieving a consistent standard of academic excellence for an extended period of time. Awards will be presented at the Evening of Excellence. Letters are awarded for a Cumulative Grade Point Average of 3.5 or above for the classes of 2012 and 2013. Beginning with the class of 2014, letters will be awarded for a Cumulative Grade Point Average of 3.6 or above. Letters for all students will be presented at the end of trimester two.

## **GRADUATION CEREMONY POLICY**

The determination of students who will be allowed to participate in the graduation ceremony will be made at the end of the 2<sup>nd</sup> trimester. Students must be within five trimester credits of completing their diploma program in order to participate. Those students who will not be allowed to participate will be notified by their counselor.

To be recognized as a high honor student, a senior must have a GPA of 3.5 or higher at the end of the second trimester of their senior year. To be recognized as a highest honor student, a senior must have a GPA of 3.9 or higher at the end of second trimester of their senior year. Student speakers at graduation will be selected from the highest honor students of the class. Senior members of the Honor Society will also be recognized at graduation.

## **GRADUATION REQUIREMENTS**

All students must meet the requirements for graduation as prescribed by the State of Minnesota and the School Board of Independent School District #721, New Prague, Minnesota. For a detailed explanation of graduation requirements, see Student Registration Guide.

## HONOR ROLL

The honor roll is calculated at the end of each marking period. The following numerical rating scale is used when calculating the honor roll. (*Advanced Placement (AP) and College in Schools (CIS) courses carry a weighted grade.*)

AP/CIS		AP/CIS		AP/CIS			
<b>A</b>	4.00 4.50	<b>B</b>	3.00 3.50	<b>C</b>	2.00 2.50	<b>D</b>	1.00
<b>A-</b>	3.66 4.17	<b>B-</b>	2.66 3.17	<b>C-</b>	1.66 2.17	<b>D-</b>	.66
<b>B+</b>	3.33 3.83	<b>C+</b>	2.33 2.83	<b>D+</b>	1.33 1.33	<b>F</b>	.00

In order for a student to be placed on the A Honor Roll, a student must have an average of 3.66/A. In order for a student to be placed on the B Honor Roll, a student must have an average of 3.00/B.

## INCOMPLETE

Students who receive an incomplete at the end of a grading period have 2 weeks to complete the work. After that time, work not turned in will receive a failing grade.

## INDEPENDENT STUDY GUIDELINES

The following guidelines will be used in making decisions regarding independent student requests:

- A student must be on course to graduate with regard to credits.
- A student must have an advisor for the content area they wish to study.
- A student must have a minimum GPA of 3.0.
- Administration reserves the right to deny any and all independent student courses.

## PHYSICAL EDUCATION MEDICAL STATEMENT

A student may be excused from participating in his/her physical education class for one (1) day. Additional days require a physician's note. If a student is not able to participate, the Physical Education credit will be made up at a later date. A form is available in the nurse's office for a physician to complete for more than a one-day excuse from participation.

## SCHEDULES

Students must be registered and attending NPBS for five periods each trimester. Any variation of this would be at principal's discretion and based on medical concerns. When students register, they are required to take the classes they have registered for. When students take classes that have an A and B to them, they must complete both classes unless there are unique circumstances to warrant a change.

## SCHEDULE CHANGES

Schedule changes will require counselor permission. Changes will be made for following reasons only: 1) computer error; 2) medical/physical restrictions; 3) failed pre-requisite, 4) inappropriate placement, or 5) Counselor's discretion. After 5 days into the trimester, students will not be allowed to change their schedule.

## **SECTION 504 POLICY STATEMENT**

It is the policy of the New Prague Board of Education to provide a free and appropriate education to each handicapped student within its jurisdiction, regardless of the nature of severity of the handicap.

It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Act (IDEA).

Due process rights of handicapped students and their parents under Section 504 will be enforced. Questions or concerns can be directed to the school office.

## **TESTING OUT OF CLASS**

If a student is interested in testing out of any of the academic classes offered, he/she should contact the principal by the first week of May, in order to arrange for testing out of a class before the end of current school year. Further information is available in the principal's or guidance office.

## **TEXTBOOK & INSTRUCTIONAL MATERIALS (POLICY 606)**

The school board recognizes that selection of textbooks and instructional materials is a vital component of the school district's curriculum. District 721 has a Curriculum Adoption Process. This process allows for input from staff, administration, curriculum director and Advisory Committees. The school board also recognizes that it has the authority to make final decisions on selections of all textbooks and instructional materials. A student or parent may request alternative materials when the adopted materials are incompatible with their values or beliefs. Final decisions are made by the school board. (Full policy available upon request from High School Office or District Office.)

## **ATTENDANCE**

It is the responsibility of the students, parents/guardians and the school to assure that the student attends school every day classes are in session. Absence for whatever reason is detrimental to a student's success. It is the student's responsibility to make up all work missed due to absence. In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law (MN. Stat. 120A.22), students are required to be full time students and attend all assigned classes every day school is in session. **Any student enrolled in PSEO courses, work experience programs, or on-line courses not affiliated with New Prague High School may not be in the building without prior authorization during those periods due to a lack of supervision and potential disruption of the educational setting.**

The administration has the right to determine the acceptability of using school time for personal business. Parent absence requests may be denied or counted as unexcused if they are for reasons other than those listed below

### **EXCUSED ABSENCES MAY INCLUDE:**

- illness of a student
- extended illness (doctor verification may be required)
- death of a family member
- required court appearance
- pre-approved/planned absences: The student is responsible for presenting the Office Permission Slip to teacher in order to obtain assignments for the time that he/she will be absent, this includes school related activities, dental/medical appointments which cannot be scheduled outside the school day, and vacations.
- Any other absences that are PRE-approved by the administration. Written application for approval of vacations days must be submitted to the school office by a parent/guardian.

### **UNEXCUSED ABSENCES MAY INCLUDE:**

- oversleeping
- car problems/trouble
- missing bus
- skipping class
- leaving the building without office permission
- “personal” -- if an absence is absolutely necessary but the reason is too delicate or sensitive to discuss, the parent should call the principal who will ask for just enough information to determine that the absence should be excused.

Parents should discuss, before the absence occurs, any other absences not mentioned above with the Assistant Principal.

For students’ absence to be excused, the parent or guardian shall notify the school by phone the morning of the absence. (952/758-1205)

### **WHAT TO DO IF ABSENT**

Attendance procedures are designed to address the problems of absenteeism at New Prague High School. School absences may result in one or all of the following:

- Parent notification by phone call, written communication and/or a conference.
- Remedial Intervention: detention, in-school suspension, referral to nurse or STAT team.
- Required medical verification for illness.
- Referral of student and parent for truancy to Juvenile Court, in accordance with Minnesota Statutes.
- Referral to County Social Service Department for further investigation.

Excessive absences are a concern to all involved with the student's education. When an absence is necessary, the parents or guardian must notify the school explaining the reason for the student’s absence.

- The school **requires** a phone call as early as possible. Office hours are 6:45 AM to 3:30 PM. Voice mail will be checked for those parents calling before the office is open. Absences not reported by parents will be recorded as unexcused. **The Attendance Phone number is 952-758-1205.**

- The school has the right to verify any and all absences. (*The school will make the final determination if the absence is excused or unexcused.*)
- Students returning to school from an absence need to report to the attendance window for an “Admit to Class Slip”.
- Homework - if a student is absent due to illness, homework may be obtained by calling or e-mail the individual teacher’s extension (see listing of teachers with phone extensions and e-mail addresses) before 9:00 AM. Homework may then be picked up in the office between 2:45 and 3:30.

### **PRE-EXCUSED ABSENCES**

Appointments with a doctor, dentist, campus visits, etc., should not be made during school hours. However, if a student must be absent from school, parents/guardians are to call the Assistant Principal’s office and make arrangements for the student to obtain an office permission pass that will allow the student to leave the classroom/building. **Students must obtain an office pass when leaving the building and check in upon return.** The administration reserves the right to deny requests to leave the building.

Students who become ill or injured while in school must report to the Nurses Office before going home.

### **COLLEGE VISITS**

Students are allowed a combination of 3 (three) college visits during their junior **AND** senior years. Additional days may be used with school approval. Parents should notify the attendance secretary in advance of the visit.

### **CO-CURRICULAR ACTIVITIES/ATHLETIC PARTICIPATION**

Students must be in by the beginning of third period and remain in class for the remainder of the day in order to be eligible to practice or participate in athletics or co-curricular activities that day. If the nurse sends a student home, he or she is not eligible to participate in athletics or activities that evening. Full day attendance is expected of students in co-curricular activities or athletics following an event. Students not complying could potentially lose the opportunity to participate in their next event.

### **STATE TOURNAMENT ATTENDANCE**

Students may be excused to attend championship competition. The administration will determine at what time students may leave. Students **must bring a note from parent/guardian** and purchase an advance sales ticket from the activities office the day before or the morning of the event to be excused. If tickets are sold out at the school, a ticket stub from the contest site following the event will be required. Students arrange their own transportation. Students may be excused only for championship competition when New Prague is competing.

- Varsity team members and cheerleaders may be excused to attend state tournaments in their sport.

## **MAKE UP POLICY**

- Make-up work for all absences must be completed. Failure to complete make-up work will result in an incomplete or failure in the course. Due to the nature of some activity and lab courses, make-up work may not be available.
- Student must confer with their teachers prior to all pre-excused absences including those related to school activities and state tournament play. They make-up date must be established at this conference and may not be the same as the absence policy.
- Students who are out of school suspended may be required to have their make-up work completed upon returning to school.
- The student should make every effort to schedule routine non-emergency appointments outside the school day.
- With excused absences of up to five days, the student will have the number of days missed plus one day to make up the work upon returning to school. (ex. 2 days missed – 3 days to make up work)
- When excused absences of more than five days occur, teachers and student should set a time limit that is mutually agreeable. If make up work is not finished within the time limit, a zero will be given for those assignments.
- Unexcused absences - when a student has an unexcused absence, after school detention may be used and the student will be given a zero for the days' work.
- Vacations – when students miss due to vacation, it is left to teacher's discretion if the make-up work is assigned prior to vacation or after returning. Due date should be agreed upon at the time of assignment.

## **TRUANT ABSENCES (MN. STAT. 127.20)**

All absences not otherwise excused are unexcused. Following the 3rd unexcused absence within the school year, a truancy petition will be filed with the County Court Systems. Examples of unexcused absences may include but are not limited to oversleeping, car trouble, ride did not come, baby-sitting, missed bus, skipping class, shopping, personal, or any other absence the administration judges as unexcused.

If a student is absent without lawful excuse on three or more class periods on three school days, they are considered a continuing truant. Habitual truancy will be filed on a student who is absent without an excuse for one or more class periods on seven school days. The school is required to report that the student is in violation of the state law on compulsory education to the County Attorney's office.

Any student who leaves school without permission from the office for any purpose will receive an unexcused absence. Parents/guardians may not excuse a student for leaving the building if the office has not been notified **prior** to the student leaving. Students who are ill during the day are required to check out through the nurse's office.

## **TARDINESS**

Reporting late for school, classes or any other required activities without approval of the school personnel would be counted as an unexcused absence. **For purposes of definition:**

**tardy is reporting to class/school 20 minutes or less after the beginning of the class period.** Absences of greater than 20 minutes will be considered absent. Three unexcused tardies will count as one truant (unexcused) absence with the teacher assigning the consequences. Teachers will inform students of their individual tardy policy and post that policy in the classroom. Students with six tardies will be referred to the Assistant Principal.

### **EXCUSED ABSENCES**

When excused absences reach seven (7), the classroom teacher will notify the Assistant Principal. At that time the appropriate placement will be determined. Options may include:

- Student will continue participation in the classroom based on the guidelines set out at a meeting involving the teacher, student, Assistant Principal and parent.
- At the discretion of the instructor and Assistant Principal, student may audit the class for the remainder of the trimester. Audit of the class will be done on a Pass/Fail basis (70% is passing).
- Student may be removed from the classroom and placed in the School Within a School with STAT Team referral.
- A student shall be granted additional excused absences related to a parent's deployment to combat zones at the discretion of the administration to visit with his or her parents or legal guardian relative to such leave or deployment of the parent or guardian. Notwithstanding the above, the administration may provide a maximum number of additional excused absences.

### **UNEXCUSED ABSENCES**

- After school detention may be assigned for unexcused absences.
- Each unexcused absence will result in loss of participation points which would affect the student's grade.
- Unexcused absences in excess of four may result in one or more of the following:
  - Student will lose credit in the class.
  - An F or NG will be assigned based on performance in the class at the time of the fifth unexcused absence. Student may be assigned to ISS for the rest of the trimester.
  - Student will continue to participate in the class based on guidelines set at a meeting involving the teacher, student, Assistant Principal and parent.

## **BEHAVIOR EXPECTATIONS, CONSEQUENCES & POLICIES**

It is an honor for all students, staff and support staff to be able to work and be educated in this facility. Our District and Community have sacrificed to give New Prague High School a facility that shows a commitment to education.

It is imperative that this facility is maintained to the highest standard possible. Therefore, we need to have a common understanding of the basic concepts of expectations and consequences for behavior in our classrooms and throughout the building.

The following is a general description of New Prague High School's building and classroom expectations and consequences when inappropriate behavior occurs.

## **ASSAULT**

- A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way, as could reasonably cause physical injury to any school employee, student, or other person.
- *On school property during and immediately before or after school hours.*
- *On school property at any other time when the school is being used by a school group.*
- *Off school property at any school activity, function or event.*

Neither self-defense nor action undertaken on the reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

## **CARD PLAYING/HACKEY SACK, ETC.**

Card playing, hackey sack, etc., will be allowed before school, during lunch or passing time and after school. At no time should these activities be allowed during class time. **The designated area for hackey sack is the bus entrance area.**

## **CHEATING/PLAGIARISM**

Students caught cheating in their work or tests will receive an "F" for that work or test. If the violation involves the use of the computer, the student is subject to confiscation of his/her program and/or disks. Parents will be notified of the action and consequences.

## **COMMUNICATION DEVICES**

All electronic devices including, but not limited to, cell phones, head phones, ear phones and headsets must be placed in your backpack, book bag, pocket or locker before entering the building. *These devices are not to be used at any time during the regular school day.* NPHS educational school day begins at 7:45 a.m. and ends at 2:30 p.m.

### **Consequences:**

**Referral #1:** Confiscation of the device plus verbal warning. Student will pick up the device at the end of school day from the Assistant Principal.

**Referral #2:** Confiscation of the device. Parent will pick up the device at the end of school day from the Assistant Principal.

**Referral #3:** (Insubordination) Confiscation of the device plus in-school suspension. Parent will pick up the device at the end of school day from the Assistant Principal.

**Referral #4:** (Insubordination) Confiscation of the device plus out-of-school suspension. (1 to 3 days) Parent will pick up the device at the end of school day from the Assistant Principal.

## **COMPUTER AND INTERNET USAGE**

The use of NPHS computer technology is a privilege, not a right. Students who use the school computers responsibly and adhere to the rules will maintain their computer privileges. Students who do not follow the rules and who abuse these rules will lose their computer privileges. The official Acceptable Use Policy (AUP), which is lengthier and more detailed, can be reviewed by requesting it in the high school office, media center, and computer labs.

Students who use the Internet for study and research must have the following Acceptable Use Policy (AUP) agreement signed by the student and their parents. This form will be kept on file in the NPHS media center. We, as a school district, are striving to educate students using the

vast amounts of information available. It is essential that students maximize this learning opportunity while developing the skills necessary for evaluating the quality of information, as well as navigating the vast quantity of information now available. By signing this agreement, students and parents are acknowledging the additional academic responsibilities that come with using the Internet.

By signing this form, students and parents agree that NPHS computers will be used for educational purposes only. **This means that there will be no e-mailing (unless part of a classroom assignment), no playing of games, no downloading of extraneous files, no chat rooms, and no hacking.**

Students who do not follow these rules will lose their computer privileges. For the serious offenses, students will lose their privileges for 6 months (1<sup>st</sup> offense) and/or for one full school year (2<sup>nd</sup> offense). For lesser offenses (e-mailing, game playing, chat rooms, downloading files, etc.) students may lose their privileges or be assigned detention. Criminal prosecution, fines, suspension or expulsion and community service will also be assessed to those students who are found guilty of serious abuse of their computer privileges.

### **DAMAGE OR DESTRUCTION OF PRIVATE PROPERTY**

A student shall not steal or damage private property on the school property or during a school activity, function, or event off school property. Any destruction of private property must be paid for by the student.

### **DESTRUCTION OF SCHOOL PROPERTY**

A student shall not damage or steal school property. Any destruction of school property must be paid for by the student.

### **DETENTION**

Detention may be assigned by teachers or administrators for infractions of school rules and policies. Teachers or administrators will designate time and place this detention is served. Failure to complete school detention may result in one day of In-School- Suspension. No student will be allowed to participate in any competition including extra-curricular and co-curricular functions until detention has been served.

### **DISPLAYS OF AFFECTION BY STUDENTS**

Inappropriate displays of affection will not be allowed while the student is at school, at any activity, school function or event on or off school property. Examples include kissing, necking, petting, and groping. Consequences of inappropriate displays could result in suspension as will be determined by Principal or Assistant Principal.

### **FOOD**

New Prague High School abides by State Health Department recommendations and regulations regarding the serving of food in school: This department requires that food which is served in a food establishment as defined in Minnesota Statutes, Chapter 157, shall be obtained from sources which are approved and inspected by either the federal, state or local regulatory authority. Accordingly, if a regulatory inspecting agency observes the practice of service food

obtained from sources, which do not conform to the requirements discussed herein, this situation would be construed as a violation of Minnesota Department of Health Rules, Chapter 4625.3201, subpart 1, and appropriate remedial action would be required to be taken. All food to be shared with other students must be commercially prepared, pre-packaged, unopened, when possible, individually wrapped **and must meet the requirements of the Nutrition Education Guidelines. (Policy 533)** This action is needed in order to take a firm preventative stand against the spread of germs and disease.

### **HOMECOMING and SNOBALL**

The expectations for student behavior during Homecoming and SnoBall weeks will be established.

### **INVESTIGATIONS – STUDENT COOPERATION**

Students will be provided with a copy of a Tennesson Warning, prior to being questioned regarding any school investigations. Students will surrender any electronic devices to administration during the course of an investigation. Students will participate and cooperate during any disciplinary hearings. Individuals desiring to review the Tennesson Warning may do so by contacting the high school assistant principal.

### **LUNCH**

The following rules govern students during their lunch break:

- All food must stay in the cafeteria area.
- Students may only be in the lunchroom proper, the locker bank area, or outdoors in the front of the building when weather permits. No students are allowed in any other areas unless they have a signed pass. Students are not allowed to go to the parking lot without administrative permission.
- When outside, students may not leave the Front Entrance Area of the building. Specifically, students may not go to their cars during this time without a signed pass.
- Students are not allowed to go home for lunch unless prior permission is obtained from a principal. In no cases will students be allowed to drive home for lunch.
- Students are reminded that it is against school policy to bring beverages into school in glass bottles.
- The Student Body is responsible for cleanliness in the locker/commons area.
- Students who violate these rules or display disruptive or dangerous conduct may be put in detention for their lunch for a specified period of time.

### **PICTURES/VIDEO TAPING**

Students are not allowed to take pictures or video taping of events within the school or on school property unless it is part of a class project. Cameras, phones, or other electronic devices used to take pictures or film events will be confiscated and disciplinary action will occur.

## **SMOKING POLICY**

Smoking and chewing tobacco are against state law and not allowed on school property at any time. Possession and/or use will result in confiscation of items and further disciplinary action including parental notification and police referral. MSHSL rules will also be applied.

## **STUDENT DRESS**

There is a special concern about student dress and grooming as it influences the health and safety of students as well as its affect on the learning process. The school expects students to dress in a clean, safe, and school appropriate manner. Clothing which is disruptive or displays improper language or graphics will be not allowed. There is a special concern about excessively revealing clothing including backless and low cut tops. Clothing that exposes your shoulders or abdomen is not acceptable. Student skirts and shorts will be of a length that covers to at least the mid-thigh area. Sagging pants that show undergarments will not be allowed. Sunglasses may not be worn in the building. Students will not be allowed to wear on their person any chains, spikes, or any gang related articles or dress. **Dressing in this manner is disruptive to the educational process and New Prague High School reserves the right to send a student home for appropriate dress.** In addition, state regulations must be followed such as wearing of shoes. During the school day, caps, hats, hoods, bandanas, or other head coverings are not to be worn by students.

## **STUDENT ID'S**

All students will be issued a photo ID at the start of each school year. This should be carried at all times and shown if requested by any staff member. **Student ID's will be necessary to attend school dances.**

## **STUDENT LOCKERS**

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. The inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search 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 students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Students may be held responsible for damage done to his/her locker.

## **TEXTBOOKS**

Students are responsible for all books checked out to them. The school may charge a fee for lost or damaged textbooks, workbooks, or library books.

## **VERBAL ABUSE/PROFANITY**

All language used at any time in school is expected to be appropriate. Consequences will follow District Discipline Policy.

## NEW PRAGUE HIGH SCHOOL DISCIPLINE POLICY

**STATEMENT OF POLICY:** This discipline policy applies to New Prague High School.

It is the position of School District #721 that a fair and equitable high school discipline policy will contribute to the quality of a student's educational experience. Without discipline in the schools, learning cannot occur. Therefore, this high school discipline policy has been adopted.

The school board and district administrators will support district personnel who, in dealing with students in disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

**RULES OF CONDUCT:** Students who have been expelled and/or excluded from District #721 will be re-admitted to New Prague High School only after the preparation. This plan shall include measures to improve a student's behavior and requires parental/guardian involvement in the admission or re-admission process.

In accordance with the Minnesota Pupil Fair Dismissal Act, students of the District may be suspended, expelled or excluded for the reasons delineated below in addition to other situation which fall within the grounds contained in the Minnesota Fair Pupil Dismissal Act:

- Willful violation of any reasonable school district regulation
- Willful conduct materially and substantially disrupting the rights of others to an education and
- Willful conduct which endangers the pupil or other pupils, or the property of the school.

In addition to the grounds for suspension, expulsion or exclusion, the District may take other disciplinary action for any violation of school rules or other disruptive or dangerous conduct.

If a suspension occurs, reasonable efforts will be made to contact the parents/guardian prior to a child being suspended from the building.

Disciplinary action may be taken as a result of any behavior which is disruptive of good order or which violates the rights of others. The acts set forth in the disciplinary policy are unacceptable and subject to disciplinary action in school buildings, on the school buses, school grounds and at school sponsored activities.

The listing of actions does not require that a "step-by-step" progression of increasing severity be employed by an administrator in dealing with a violation. There shall be a logical relationship between the severity of the offense and the administrative action. Administrators have broad discretion to impose penalties more severe than the minimum actions listed. In unusual situations, administrators may also impose discipline less severe than the minimum consequences listed.

In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules, the maximum penalties shall be increased to expulsion or exclusion for one calendar year. Nothing in this policy shall prohibit the School District from taking immediate action to protect individuals and property from harm. Nor shall this policy be construed to prohibit the School District from expelling students from behavior not specifically set forth if such conduct

- Materially and substantially disrupts the rights of others to an education; or
- Endangers the pupil, other pupils or individuals or property of the school.

**DEFINITION OF CONSEQUENCES:** In the following policy “suspension” is defined as in or out-of-school suspension. Suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. In no event shall suspension exceed 15 school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. (A one-day suspension is for a consecutive period of time equivalent to one school day. For example, if a student is suspended at noon, he or she may be suspended up until noon on the following school day.)

Expulsion is action taken by the school board to prohibit a student from further school attendance for up to one school year from the date the student is expelled.

Exclusion is an action taken by the School Board, pursuant to the Pupil Fair Dismissal Act, Minn. State #127.26, et seq, to prevent enrollment or re-enrollment of a pupil for a period of that shall not extend beyond the school year.

In addition to the consequences detailed, administration may respond to student misbehavior in a variety of ways which include, but are not limited to, parent conferences, mediation, restitution, reports to probation services, criminal reports, community service, fines, loss of driving and parking privileges and chemical evaluation.

**Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule, which is also a violation of a law, the student will be referred to the police in addition to being dealt with as described in this regulation.**

## **CONSEQUENCES OF VIOLATIONS TO DISCIPLINE POLICIES**

**Consequences are for grades 9-12. Consequences may include student conference, parental contact, detention, suspension, referral to law enforcement, mediation, restitution or expulsion. Principals and other administrators have broad discretion to impose a penalty less severe or more severe than guidelines set.**

**Abuse, Verbal** – Using abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, including conduct which degrades people because of their gender, race, religion, ethnic background or physical or mental handicaps.

**Consequences:**

**Minimum -student conference**

**Maximum -expulsion**

**Alcohol, Marijuana or Other Chemicals, Possession, Use or Under the Influence.**

Possessing or using any narcotic or controlled substance where possession or use is prohibited by Minnesota or federal law. (Any prescription medication a student is required to take with the exception of prescribed inhalers, must be left with and administered by the school nurse, in accordance with district administrative regulation 506.2.2AR.)

**Consequences:**

**Minimum-confiscation of drug, parent conference, suspension  
Maximum -expulsion**

**Alcohol, Possession With Intent to Distribute or Sell**

Selling or distributing, or intending to sell or distribute, alcohol where sale or distribution is prohibited by Minnesota or federal law.

**Consequences:**

**Minimum -suspension  
Maximum -expulsion**

**Ammunition, Possession** - Possession of bullets or other projectiles designed to be used in a weapon.

**Consequences:**

**Minimum -suspension  
Maximum -expulsion**

**Arson** - Intentional destruction or damage to school or district buildings or property by means of fire.

**Consequences:**

**Minimum - suspension  
Maximum -expulsion**

**Assault, Physical** - Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another student.

**Consequences:**

**Minimum -suspension  
Maximum -expulsion**

**Assault, Verbal** - Verbal confrontation with a student which is intended to cause fear of bodily harm or death.

**Consequences:**

**Minimum -suspension  
Maximum -expulsion**

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

**Consequences:**

**Minimum -five day suspension  
Maximum - expulsion**

**Bodily Harm, Inflicting** - Committing an accidental act which, although a result of poor judgment, inflicts great bodily harm upon another person.

**Consequences:**

**Minimum -suspension  
Maximum -expulsion**

**Bomb Threat, False** - Intentionally giving a false alarm of a bomb.

**Consequences:**

**Minimum - suspension**

**Maximum - expulsion**

**Burglary** - Entering a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

**Consequences:**

**Minimum – suspension**

**Maximum -expulsion**

**Chemicals, Including Marijuana, Possession With Intent to Distribute or Sell** - Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law.

**Consequences:**

**Minimum -five day suspension**

**Maximum - expulsion**

**Disorderly Conduct** – Disruptive behavior is prohibited. Disruptive behavior means acts that disrupt or threaten to disrupt the educational process.

**Consequences:**

**Minimum – student conference**

**Maximum - expulsion**

**Dress and Grooming** – Clothing may not include words or visuals which are obscene, abusive or discriminatory, or which advertise tobacco, alcohol, narcotics or any dangerous drugs. In addition, a student's manner or dress or personal grooming, which present a clear danger to the student's health and safety, causes an interference with work, or creates classroom or school disorder will not be tolerated.

**Consequences:**

**Minimum -student conference**

**Maximum -five day suspension**

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

**Consequences:**

**Minimum -student conference**

**Maximum - suspension and police referral**

**Drug Paraphernalia, Possession** – Possession of drug paraphernalia or any items designed for the use of narcotics or controlled substances where possession or use is prohibited by Minnesota or Federal Law.

**Consequences:**

**Minimum – Suspension**

**Maximum - Expulsion**

**Explosives, Possession and/or Use** - Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.

**Consequences:**

**Minimum -one day suspension**

**Maximum –expulsion**

**Fighting** – Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which one or the other party (ies) contributed to the situation by verbal and/or physical action.

**Consequences:**

**Minimum – one day suspension**

**Maximum - expulsion**

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

**Consequences:**

**Minimum -five day suspension**

**Maximum -expulsion**

**Fire extinguisher, Unauthorized Use** – Unauthorized handling of a fire extinguisher.

**Consequences:**

**Minimum -suspension**

**Maximum -expulsion**

**Fireworks, Possession** - Possessing or offering for sale any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation.

**Consequences:**

**Minimum -suspension**

**Maximum -expulsion**

**Fireworks, Use** – Using any substance or combination of substances or article prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation.

**Consequences:**

**Minimum – suspension**

**Maximum - expulsion**

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

**Consequences:**

**Minimum -suspension**

**Maximum -expulsion**

**Gang-Related Behaviors** – Students are prohibited from displaying currently recognizable gang-related hand signals, clothing, jewelry, written or oral expressions, including graffiti, and body-posturing at school, on school grounds, or at school-sponsored activities.

**Consequences:**

**Minimum - student conference/parent/guardian notification**

**Maximum - expulsion**

**Harassment, Including Sexual** - Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, and words or actions that negatively impact an individual or group based on their racial, cultural or religious background, their sex orientation, gender or any disabilities they may have. (For more information about sexual harassment, refer to district administrative regulation 503.4AR on page 26.)

**Consequences:**

**Minimum - student conference/parent/ guardian notification**

**Maximum -expulsion**

**Hazing/Bullying** – hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person in order for the student to be initiated into or affiliated with a student organization. Examples of hazing/bullying include, but are not limited to, initiating or harassing a fellow student by means of horseplay, practical jokes, or other acts often in the nature of humiliating or painful ordeals such as name calling, taping, marking, etc.

**Cyber Bullying is the use of technology/e-mail, instant messaging, sexting, text messaging, personal Web pages such as Myspace or Facebook-to bully, intimidate and harass a person or group of people. New Prague High School does not tolerate Cyber Bullying. See Hazing Policy.**

**Consequences:**

**Minimum-student conference/parent/guardian notification**

**Maximum - expulsion**

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

**Consequences:**

**Minimum -student conference**

**Maximum -expulsion**

**Interference, Disruption or Obstruction** - Any action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties.

**Consequences:**

**Minimum -student conference**

**Maximum - suspension and police referral**

**Leaving School Grounds** – leaving school grounds during school hours without proper clearance.

**Consequences:**

**Minimum - student conference**

**Maximum - suspension**

**Nuisance Devices, Possession** - Objects which cause distractions, such as pagers, radios, phones, etc.

**Consequences:**

**Minimum -student conference**

**Maximum -five day suspension**

**Pornographic or Obscene Materials** – Possession of any pornographic or obscene materials on school grounds.

**Consequences:**

**Minimum – Detention**

**Maximum - Suspension**

**Records or Identification Falsification** – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member.

**Consequences:**

**Minimum -student conference**

**Maximum -expulsion**

**Robbery or Extortion** - Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses.

**Consequences:**

**Minimum -suspension**

**Maximum -expulsion**

**Sexual Conduct, Consensual** – Engaging in consensual sexual intercourse or sexual contact with another person including, but not limited to touching of the clothing covering a person's intimate parts or removal of clothing covering a person's intimate parts or clothing covering a person's undergarments.

**Consequences:**

**Minimum – suspension**

**Maximum - Expulsion**

**Sexual Conduct, Criminal** - Engaging in non-consensual sexual intercourse or sexual contact with another person, including intentional touching of clothing covering a person's intimate parts, or intentional removal or attempted removal of clothing covering a person's intimate parts or clothing covering a person's undergarments, if the action is performed with sexual or aggressive intent.

**Consequences:**

**Minimum – suspension**  
**Maximum - expulsion**

**Terrorist Threat** - Threatening directly or indirectly, to commit any crime of violence with the purpose of terrorizing another person.

**Consequences:**

**Minimum - suspension**  
**Maximum - expulsion**

**Theft, or Knowingly Receiving or Possessing Stolen Property** - Unauthorized taking of the property of another person, or receiving or possessing such property.

**Consequences:**

**Minimum - confiscation of the stolen property, student conference & parent/guardian notification**  
**Maximum -expulsion**

**Threatening Behavior** – Threatening directly or indirectly to commit any act of violence against another person.

**Consequences**

**Minimum - suspension**  
**Maximum - expulsion**

**Tobacco** - Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulation 406.5AR, Tobacco Free Environment. Referral to Law Enforcement and possible suspension for repeat offenses

**Consequences:**

**Minimum - referral to Law Enforcement**  
**Maximum - possible suspension for repeated offenses**

**Trespassing** - Being present in any district facility or portion of a district facility, when it is closed to the public, or unauthorized presence in a district vehicle.

**Consequences:**

**Minimum -student conference**  
**Maximum - expulsion**

**Vehicle, Unauthorized Use** - Occupying or using vehicles during school hours without parental permission and school authorization.

**Consequences:**

**Minimum -detention**  
**Maximum -expulsion**

**Weapon or Look-alike Weapon, Possession (See Policy #501)** - Possessing any firearm, whether loaded or unloaded, or any device intended to look like a firearm; any device or instrument designed as a weapon and capable of producing severe bodily harm, or intended

to look like a device or instrument capable of producing severe bodily harm; or any other device, instrument or substance, which, in the manner in which it is used or intended to be used, is calculated or likely to produce severe bodily harm or looks like it is calculated or likely to produce severe bodily harm. Weapon or look-alike weapon, possession

**Consequences:**

**Minimum – suspension**

**Maximum -expulsion**

**Willful Damage of Property (Vandalism)** - Littering, defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff.

**Consequences:**

**Minimum -suspension**

**Maximum –expulsion**

**INDEPENDENT SCHOOL DISTRICT #721 POLICIES**

The following are condensed versions of district policies. Complete copies are available at the District Office, the High School Office or on the district website at [www.np.k12.mn.us](http://www.np.k12.mn.us) (select District Office, School Board Information then Board policies).

**WEAPONS POLICY**

**General Statement of Policy:** No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location.

**Definition:** Weapon: a “weapon” means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; laser pens; and objects that have been modified to serve as a weapon.

No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No student shall use articles designed for other purposes [i.e., belts, combs, pencils, files, scissors, etc.], to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

The building administrator or designee shall use his/her discretion when interpreting the use and intent of such articles at school as outlined above.

**SCHOOL LOCATION:** includes a school building, school grounds, school activities or trips, bus stops, school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school related functions.

**POSSESSION:** means having a weapon on one's person or in an area subject to one's control in a school location.

**EXCEPTIONS:** A student who finds a weapon on the way to school or in the school building, or a student who discovers that he/she accidentally has a weapon in his/her possession, and shall report the weapon immediately to an administrator or to a person of authority and, upon doing so, shall not be considered to possess a weapon. A school administrator or other person of authority shall immediately accompany student to retrieve the weapon.

- Immediate out-of-school suspension;
- Confiscation of the weapon;
- Immediate notification of police;
- Parent or guardian notification; and
- Recommendation to the superintendent of dismissal for not to exceed one year.

Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one [1] year. The school board may modify this requirement on a case-by-case basis.

### **EQUAL EDUCATION AND EMPLOYMENT OPPORTUNITY POLICY**

The educational program of New Prague Independent School District #721 has sought to provide equal educational opportunities for all.

New Prague School District #721 in compliance with current state and federal statutes and regulations and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction affirms that it will not discriminate on the basis of sex, race, color, religion, creed, national origin, status in regard to public assistance, marital status, parental status or disability in the following areas: access to course offerings, curricular materials, counseling practices, extra-curricular activities, use of school facilities or employment practices.

### **HARASSMENT AND VIOLENCE #3095**

It is the policy of Independent School District No. 721 (the "School District") to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. [For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.]

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

The School District will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action

against any pupil, teacher, administrator or other school personnel who is found to have violated this policy. Minnesota Statute 363. (MN Human rights Act; MN. Stat. 127.46. Requirement for Model Policy; Title VII (Employment); Civil Rights Act of 1964; and Title IX (Education) 1972 form the legal protections against sexual harassment.

### **HAZING POLICY**

Engaging in any behavior which constitutes hazing is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. "Hazing" is a violation of school policy regardless of time or place it occurs. Minnesota Statutes 127.465



**Complete copies of district policies are available at the District Office, the High School Office or on the district website at [www.np.k12.mn.us](http://www.np.k12.mn.us)**  
[select District Office, School Board Information, then Board policies].