Perpich Arts High School

Student & Parent Handbook

2013

2014

PERPICH
TEACHING IN AND
THROUGH THE ARTS

September 2013

Welcome to Perpich Arts High School!

I hope you and your student enjoyed a relaxing summer and are ready for a fabulous school year. Our goal is to assist our students in their pursuit of an excellent education by offering a rich variety of academic and extra-curricular activities. The teachers and administrative team have been working hard to prepare for a productive and rewarding year. We truly look forward to working with all of you and your students as they move forward in their educational journey centered in the arts. The items listed below are important components in ensuring the year at Perpich will run smoothly. Please take a moment to review them.

Attendance Policy
Attendance is critical for the success of your student's education. Our teachers' class time is valuable. Educational experiences are planned for your student each class period. Tardiness or absence limits the benefits to your student and her or his chance for success. Being on time for class also teaches a life skill that our students will need for college, home and career. Please review the attendance policy on page 40 and discuss it with your student.

Parent Communication
We believe that communication is instrumental in our partnership with you. Our staff will work hard to provide timely and effective communication with you and any party who is involved in your student's academic success. Email is usually the primary source of communication regarding scheduling, testing, classroom concerns and school events. Please also read our twice-monthly newsletters, which will highlight performances and school events.

To review your student's attendance records and academic progress you can check in on our parent portal (SchoolView). We strongly suggest that you check the parent portal weekly and communicate with your student's teachers with any questions or concerns that you have. If you do not have a Parent Portal username and password yet, or you are experiencing technical difficulties, please contact my office immediately. This is an important tool for parents, so we want to be sure you have convenient access.

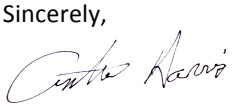
Learning Climate/ Positive Behavior
Our staff promotes an encouraging and welcoming atmosphere. Students are expected to demonstrate positive behaviors that maintain a constructive and respectful learning environment for all. Students are also expected to take responsibility for their own work, their actions and their part in building positive relationships with the Perpich family. You can help by emphasizing these expectations with your student.

Students with involved parents/guardians are often more successful and enjoy their experience here more fully. We strongly encourage you to communicate with us regularly and become involved in as many ways as you are able.

Please review our discipline policy with your student. Every student and his/her parents/guardians are required to read, sign and return the discipline policy in this handbook.

We look forward to a fantastic year with you and your student. Please feel free to contact me at Antwan.harris@pcae.k12mn.us or 763-279-4262.

Sincerely,



Antwan Harris
Assistant Principal

Perpich Arts High School Agreement Form

Student and Parent Handbook
Acknowledgements and Verification of Discipline Procedures

By signing this page, you are acknowledging and verifying that you have received and have reviewed with your child the documents referenced below, which can be found in this handbook, including and without limitation, the Family Educational Rights and Privacy Act (FERPA), due process and dress code.

This form must be returned to Perpich Arts High School within 10 days of receipt.

Parent name (print): _____ Student name (print): _____

Student's ID number: _____ Student's _____

Parent signature: _____ Date: _____

Discipline Procedures – Discipline Expectations and Consequences

As a parent/guardian of a Perpich Arts High School student, you have the right to a quality education for your children. To make sure that every student enjoys that right, the school has grade:
established procedures and policies regarding student conduct. The procedures for student responsibilities are designed to create an orderly environment that is safe for all students and staff. The rules are reasonable and fair, and we ask that you carefully read the infractions and consequences. Perpich Arts High School has severe consequences for drugs, weapons or threatening behavior. Any such act may result in a recommendation for long-term suspension or expulsion. Some infractions result in referral to the appropriate law enforcement agency(ies) in addition to school consequences such as suspension or expulsion, including cancellation of residence hall contract.

_____ _____
Signature of parent/guardian Date

_____ _____
Signature of student Date

Please note: Federal privacy laws prohibit the school from naming students involved in disciplinary actions and from revealing the consequences of those actions to the parents of other students.

Technology Use Agreement

Your signature below acknowledges and verifies that you have received and reviewed with your child the section entitled Technology and Internet Acceptable Use Policy.

_____ _____
Signature of parent/guardian Date

_____ _____
Signature of student Date

Perpich Center For Arts Education And Perpich Arts High School

Vision And Mission Statements

Perpich Center For Arts Education

Vision

Perpich Center for Arts Education is a recognized national leader uniquely positioned to fuse artistic passion and academic excellence, producing creative thinkers who contribute valued perspectives in society.

Mission

To provide all Minnesota students the opportunity to develop and integrate their artistic and academic abilities to their highest potential

Perpich Arts High School

Vision

Perpich Arts High School is a public school with a residential component that serves 11th- and 12th-grade students from the state of Minnesota. We empower students who have a passion for the arts to participate creatively, critically and confidently in the global community. Across a comprehensive curriculum, we commit to strengthening individual voices as they contribute to a collaborative process.

Mission

To move the vision forward, Perpich Arts High School faculty and staff consistently:

- Engage the educational community with the broader communities of which it is a part
- Define and transcend boundaries between varied disciplines and diverse communities in learning and relationships
- Develop student creativity through risk-taking, reflection, partnerships and critical thinking

EQUAL OPPORTUNITY POLICY

It is the policy of the Perpich Center for Arts Education not to discriminate on the basis of gender, race, color, creed, religion, national origin, sexual orientation, marital status, disability, age, or status with regards to public assistance in all areas including recruitment, enrollment, access to course offerings and curriculum content.

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School Calendar 2013 – 2014

August 25	New residents move in 1 – 6 p.m.
August 26	New student orientation, returning residents move in 1 – 4 p.m.
August 27	First day of classes
September 2	No classes – Labor Day holiday
September 3	Classes resume
September 27	Half-day of school – parent open house
September 30	No classes – teacher workshop
October 1	Classes resume
October 16	Late start – PSAT Test (9:30 a.m. juniors only) Art 1 p.m.
October 17 – 18	No classes – Education Minnesota Conference
October 21	Classes resume
November 1	End of quarter
November 7	Half-day of school – parent/teacher conferences
November 8	No classes – parent/teacher conferences
November 11	Classes resume
November 27 – 29	No classes – Thanksgiving holiday
December 2	Classes resume
December 12	Late start – Block 1 10:00 a.m.
December 23 – January 3	Winter break
January 6	Classes resume
January 17	Half-day of school – end of term
January 20 – 21	No classes – holiday, January 22 teacher workday
January 22	Classes resume
February 17 – 18	No classes – holiday, February 18 teacher workshop
February 19	Classes resume
March 7	Early release – Arts Block ends 12:25 p.m.
March 21	End of quarter, half-day of school – parent/teacher conferences
March 24 – March 28	No classes – spring break
March 31	Classes resume
April 18 – April 21	No classes – holiday, April 21 teacher workshop
April 22	Classes resume
April 15 – 16	MCA/GRAD math test (8 a.m. juniors only) Classes start 11:20 a.m.
May 6	AP art history test
May 7	AP calculus test
May 8	AP literature and composition test
May 9	AP 2D studio submission
May 12	AP music theory test
May 26 – 27	No classes – holiday, May 27 teacher workshop
May 28	Classes resume
June 5	Half-day of school – End of term
June 6	Graduation

2013-2014 Daily Schedule

Monday through Thursday classes begin at 8 a.m. and end at 4 p.m. Friday classes begin at 8 a.m. but end at 3:30 p.m. Blocks 1, 2 and 3 are 80-minute classes. These classes can be a quarter classes or semester classes. Monday, the block titled "Our Time" will be used for remediation, make up work, teacher/student contact, clubs and presentations.

Block	Monday	Tuesday	Wednesday	Thursday	Friday
1	8 – 9:05	8 – 9:20	8 – 9:20	8 – 9:20	8 – 9:20
2	9:15 – 10:20	9:30 – 10:50	9:30 – 10:50	9:30 – 10:50	9:30 – 10:50
Our Time	10:25 – 11:10				
Lunch	11:15 – 12:55	11:15 – 12:55	11:15 – 12:55	11:15 – 12:55	11:15 – 12:55
3	11:15 – 12:20	11 – 12:20	11 – 12:20	11 – 12:20	11 – 12:20
Arts Block	1 – 4	1 – 4	1 – 4	1 – 4	1 – 3:30

Half-Day Schedule 2013 – 2014

School will be in session for a half-day on the following dates:

September 27, 2013 – Parent open house
November 7, 2013 – Parent/teacher conferences
January 17, 2014 – End of term
March 21, 2014 – Parent/teacher conferences
June 5, 2014 – Last day of school

Block	Times
1	8 – 8:45
2	8:55 – 9:40
3	9:50 – 10:35
Arts Block	10:45 – 12:25

Addresses And Telephone Numbers

School address

Perpich Center for Arts Education
Perpich Arts High School
6125 Olson Memorial Highway
Golden Valley, MN 55422
Web site: perpich.mn.gov
Individual staff email addresses may be accessed through the website.

Campus numbers

Receptionist, school building	763-279-4200
Attendance Line	763-279-4199
800 number (school building)	800-657-3515
FAX number (school building)	763-591-4646
FAX number (student services)	763-591-4747
TTY/TDD	711 (MN Relay Service)

Residence hall address

Residence Hall
6135 Olson Memorial Highway
Golden Valley, MN 55422

Residence hall office	763-279-4201
School nurse	763-279-4193
800 number (residence hall)	800-657-3518
FAX number (residence hall)	763-591-4764

Administration/student services

Campus safety staff	763-279-4202
Student records	763-279-4263

Perpich Center For Arts Education Library

Librarian	763-279-4170

Residence hall/student life

Antwan Harris, assistant principal	763-279-4262

Student Fees for 2013-2014

Parent/guardian: You will receive an invoice in early August that indicates the amount due. Payment options include cash, check or credit card. Payment plan options and financial assistance packets are available by contacting the finance office.

Fee	Amount
Residential fees for dorm residents	$3,600
Activity fee	$400
Vehicle permit	$200

Residential fees are used for salaries of dorm staff, utilities and regular maintenance to the dormitory facilities. Cafeteria meals are not included in the residential fees.

Activity fees are used for school expenses such as art-related supplies, field trips, professional artists and graduation.

Transportation: Student cars in the lot are required to be registered with campus security by purchasing a parking permit. The parking permit must be visible in the car while parked in designated student lots. Parking permit forms are available in the orientation packet and at the Perpich front desk. Vehicles not properly registered with Perpich and/or not parked in designated areas are subject to penalties including fines and tow.

Metro Transit bus passes are available for purchase.

Cost of meals served in the cafeteria:

Meal	Amount
Breakfast	$2.50
Lunch	$3.50
Dinner	$3.50
Adult meals	$4.00

*Parents may monitor their student's meal account balance via the TIES SchoolView system.

Emergency Procedures

Weather alert

Perpich Arts High School rarely closes. However, in the event of bad weather, students and parents/guardians should listen between 5:30 – 7 a.m. to radio station WCC0 830 AM or watch television stations WCCO Channel 4, KSTP Channel 5, FOX Channel 9 and KARE Channel 11 for school delays and school closings. Perpich Arts High School is listed as "Perpich Arts High School" on these stations. Even if we do not have an official late start or school closing, parents/guardians have the option to keep their students at home when they determine that the weather conditions would prevent the student's safe arrival. We expect parents/guardians who choose to keep their students home or delay their arrival at school will notify the Attendance Line by calling 763-279-4199, as soon as possible, so that we will know that they are safe at home. In the event of an early release or closing, notifications will be made as listed above. At times of severe weather, students will not be allowed to leave campus until the "all clear" has been sounded.

If Perpich Arts High School decides to delay beginning classes due to weather or other emergency, the following schedules will be used:

Late start schedules

One-hour late start
Block 1 9 – 10
Block 2 10:10 – 11:10
Block 3 11:20 – 12:20
Lunch as scheduled
Arts Block 1 – 4

Two-hour late start
Block 1 10 – 10:40
Block 2 10:50 – 11:30
Block 3 11:40 – 12:20
Lunch as scheduled
Arts Block 1 – 4

Emergency notification service

The safety of the students, faculty and staff at Perpich Arts High School is among our top priorities. For that reason, we have chosen to adopt the Alert Now Emergency Notification Service. If an emergency or incident occurs on campus, a message will be sent by phone to our students' parents'/guardians' home and work numbers (provided to us on the parent/guardian information form), as submitted by parents/guardians. In order for this system to work at the optimal level, we MUST have the most current home and work phone numbers. If these numbers change, please contact our records coordinator immediately by fax at 763-591-4747, email at jody.gentz@pcae.k12.mn.us or by phone at 763-279-4263 or 800-657-3515.

Drills

Minnesota Statutes 121A.037 and 123B.90 require schools to conduct at least five school lockdown drills, five school fire drills and one tornado drill each year. Students are expected to be present and participate in all drills. Students should follow the procedures listed on the next two pages during an emergency.

Evacuation procedures

Evacuate (Fire-alert will be sounded by the fire alarm)

Upon discovery of fire or smoke, pull the nearest fire alarm station. Call the fire department by dialing 9-911.

- ✓ Follow faculty/staff directions.
- ✓ Follow last person out.
- ✓ Close door.
- ✓ Report to designated area.
- ✓ Faculty/staff will take attendance and report missing students to administrator.
- ✓ Remain in assigned area until advised by faculty/staff.

Evacuate (Code Green Evacuate alert will be heard over PA system several times)

Code Green Evacuate is used for situations such as a hazardous material spill, a bomb or other incendiary device in the building or on campus or some other incident that would require the buildings/campus to be evacuated.

- ✓ Follow faculty/staff directions.
- ✓ Follow last person out.
- ✓ Close door.
- ✓ Report to designated safe area.
- ✓ Faculty/staff will take attendance and report missing students to administrator.
- ✓ Remain in designated safe area until advised by faculty/staff.

Secure (Code Red Secure alert will be heard over PA system several times)

Code Red Secure is used for situations when there is a dangerous person on campus or there are threats of violence, actual violence or weapons on campus.

- ✓ Faculty/staff will clear all students, staff and visitors from hallways immediately and report to nearest classroom/secure area.
- ✓ Faculty/staff will lock doors, windows, close blinds and hold students in room. Do not release or admit anyone.
- ✓ Turn off lights.
- ✓ Students will crouch under desks away from doors and windows and maintain silence.
- ✓ Remain in classroom/secure area until advised by faculty/staff.
- ✓ If you are outside and it is safe to do so, go inside the nearest building as soon as possible and maintain silence.
- ✓ If you are unable to get inside, make yourself as compact as possible and put something between you and the intruder. Do not gather in groups.
- ✓ Listen for “all clear” signal when threat has ceased.

Secure (Code Yellow Secure alert will be heard over PA system several times)

Code Yellow Secure is used for situations when there is a threat outside the building or there are non-threatening circumstances that people need to be kept away from (e.g. medical emergency or disturbance)

- ✓ Faculty/staff will close classroom doors and hold students in room. Do not release anyone.
- ✓ Students return to class documented with their exact return time.
- ✓ Class attendance is taken.
- ✓ Continue class or work as usual.

- ✓ Email will be used to update staff.
- ✓ Follow faculty/staff directions.
- ✓ Listen for “all clear” signal.

Shelter (Code Orange Shelter alert will be heard over PA system several times)

Code Orange Shelter is used when evacuation would put people at risk (e.g. environmental hazard, blocked evacuation route).

- ✓ Faculty/staff will clear all students, staff and visitors from hallways immediately and report to nearest classroom.
- ✓ Admit no one, release no one.
- ✓ Turn off air handlers, uni-vents, and exhaust fans.
- ✓ Tape doors, windows if air is leaking in.
- ✓ Block air flow into room (i.e. place wet towels across bottom of doors and cover vents that cannot be closed.
- ✓ Turn off pilot lights and leave electricity on.
- ✓ Faculty/staff take attendance. Use classroom phone or email to contact office if needed.

Tornado (Tornado Take Cover will be heard over the PA system several times)

A tornado/severe thunderstorm warning is issued when a tornado or severe thunderstorm has developed and has been spotted in the area. The safe area in the west wing is the first floor hallway by the red lockers, between the choir room and the theater rehearsal room. Safe area in the east wing is the first floor hallway adjacent to the men’s and women’s locker rooms, near the dance studio and the Black Box Theater. Safe area in the Gaia building is the basement. Safe area in the residence hall is the first floor interior quad areas.

- ✓ Faculty/staff will evacuate students to safe areas. Stay away from glass and windows.
- ✓ Faculty/staff will take attendance and report missing students to administrator.
- ✓ Once in safe area, if appropriate, implement “drop and tuck” procedures (drop to your knees and roll forward to the balls of your feet). Tuck your head down and place your hands on top of your head and neck; do not lie flat on the ground. If physically unable to perform “drop and tuck” sit on the floor.
- ✓ Listen for “all clear” signal.

Campus Visit Information

Visitors

All visitors must register with the receptionist and wear a visitor badge. Identification may be required prior to the issuance of the badge. Visits determined to be disruptive to staff and students will be denied and rescheduled when convenient to all parties. Violations of this policy can result in misdemeanor charges under Minnesota Statutes 609.606 (Criminal Code), Trespasses and Other Acts.

Parents are welcome to visit classes at Perpich Arts High School and are asked to contact Perpich Arts High School director or designee prior to the visit.

Perpich Arts High School students are **not** permitted to have visitors during the school day, other than parents. The school day is 8 a.m. – 4 p.m. Monday through Thursday and 8 a.m. – 3:30 p.m. on Friday. Visitors who drop in will not be permitted to stay and will be asked to leave campus immediately.

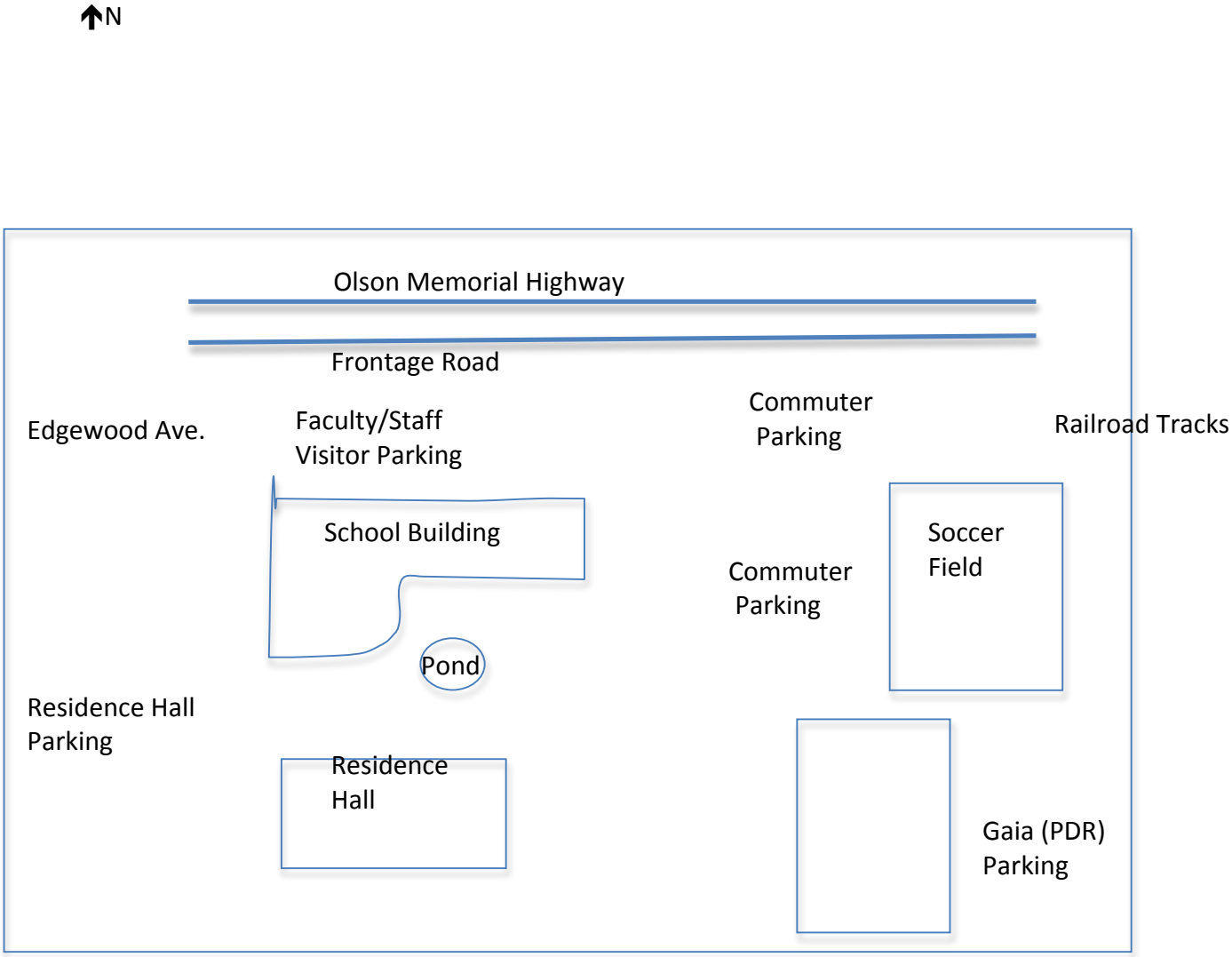
Students must receive special permission from the appropriate faculty and campus safety team for non-Perpich students to work with them in the school building during the evening. Visitors with prior permission must sign in with the campus safety team and wear a visitor badge.

Shadowing

The only students that may visit during the day are potential Perpich Arts High School students who have received **prior** approval from the assistant principal at 763-279-4262.

Information sessions/tours

Information sessions and/or tours are held at Perpich Arts High School to provide information to prospective students and their parents/guardians about the school's programs and facilities. Please visit our website for dates and times.



Campus

Neighbors and their property

Perpich Arts High School is situated in the center of a neighborhood. We ask all campus community members to be good neighbors and respect the rights and needs of the community. Because good relations with our neighbors are essential to the school and its future, students will be required to make restitution when applicable and formally apologize for misbehavior directed at neighbors. Students must abide by the following: no trespassing, loitering, littering, smoking or pranking on or near neighbors' property or other property bordering our campus, including the frontage road and bridge over the railroad tracks. Students who are seen committing any of the above infractions are subject to disciplinary action including suspension.

Students and staff are asked to report any suspicious activity in the neighborhood to the Golden Valley police and Perpich Center adults. Neighbors are likewise advised to contact the police when disruptive loitering, littering or trespassing occurs on or near their property.

Railroad tracks – no trespassing!

The railroad tracks and adjacent property are private property belonging to the railroad company. **NO TRESPASSING!** Individuals who are on this property are trespassing and can be arrested and/or fined by the railroad police. Students must stay off all railroad property bordering the campus on the east. The railroad tracks are used regularly and are potentially dangerous. Trains can be difficult to hear, especially when there is traffic noise coming from the highway.

Soccer fields

The soccer fields are located on the east side of campus. The fields are a cooperative project between the Perpich Center for Arts Education and the city of Golden Valley. City soccer teams use the fields after 6 p.m. on weekdays during soccer season and at other specified times on the weekends. Perpich Arts High School students are welcome to use the fields when they are not in use by soccer teams.

Ponds, wildlife and trees

Please respect the wildlife and animals on our campus. Failure to do so will result in disciplinary action including, but not limited to, campus community service. Access to ALL ponds on our campus is limited to the wildlife animals of our area. No human or domesticated animals are allowed in or on the ponds at any time due to safety and health concerns. In order to protect the trees on our campus, students are not allowed to climb the trees and/or place objects or materials that could be detrimental to the trees.

Animals

Students are not allowed to have animals, except licensed service animals, in the buildings or on campus. If an animal is brought to campus the student and animal will be required to leave immediately. Questions about this policy should be directed to Perpich Arts High School director or designee.

Recycling

All students and staff are urged to recycle everything possible in an effort to make the earth a safer, healthier place to live. Perpich Arts High School recycles paper, glass, plastic and metal products. All recyclable items should be placed in designated recycling bins located at convenient locations throughout the campus. All other items are considered trash and should be thrown in the appropriate bins.

Community Resources – Off Campus

BANKS
BNC National Bank
650 N. Douglas Dr.
Golden Valley, MN
763-593-4600

Central Bank
945 Winnetka Ave. N.
Golden Valley, MN
763-545-9005

First Advantage
108 Maddaus Ln.
Golden Valley, MN
763-377-9558

US Bank
5725 Duluth St.
Golden Valley, MN
763-593-5405

Wells Fargo Bank
8200 Golden Valley Rd.
Golden Valley, MN
612-316-2401

GROCERY STORES
Byerly's
5725 Duluth St.
Golden Valley, MN
763-544-8846

Cub Foods
5301 36th Ave. N.
Crystal, MN
763-287-9797

Rainbow
5370 West 16th St.
St. Louis Park, MN
952-546-1665

Super Valu
2326 Louisiana Ave. S.
St. Louis Park, MN
952-545-1894

Target
3601 South Hwy. 100
St. Louis Park, MN
952-926-8855

Target
13201 Ridgedale Dr.
Minnetonka, MN
952-542-8250

HEALTH SERVICES
NorthPoint Health & Wellness Center
1313 Penn Ave. N.
Minneapolis, MN
612-543-2500

North Memorial Hospital
3300 Oakdale Ave. N.
Robbinsdale, MN
763-520-5200

Park Nicollet Methodist Hospital
6500 Excelsior Blvd.
St. Louis Park, MN
952-993-5000

POST OFFICE
U.S. Post Office
7701 Golden Valley Rd.
Golden Valley, MN
1-800-275-8777

PUBLIC LIBRARY
Golden Valley Library
830 Winnetka Ave. N.
Golden Valley, MN
612-543-6375

SERVICE STATIONS
Boulevard Automotive & Towing
904 Pennsylvania Ave. S.
Golden Valley, MN
763-544-6867

Feist Towing/Automotive
1875 Lilac Dr. N.
Golden Valley, MN
763-544-5512

Holiday Station Store
7925 Wayzata Blvd.
Golden Valley, MN
763-546-738

Medicine Lake Winner
9405 Medicine Lake Rd.
Golden Valley, MN
763-545-9001

Midland Auto Service
2550 Winnetka Ave. N.
Golden Valley, MN
763-545-5754

SuperAmerica
1930 Douglas Dr./Duluth St.
Golden Valley, MN
763-542-9133

TRANSPORTATION
Airport Taxi
763-544-0000

Gold Star Taxi
952-833-3333

International Airport Taxi
763-535-1000

Minneapolis West Taxi
612-275-0000

MTC Bus (Metro Transit)
612-373-3333

Greyhound Bus Lines
800-231-2222
612-371-3325

Jefferson Bus Lines
612-371-3326

AAA
Hwy. 100 and Excelsior Blvd.
5400 Auto Club Way
St. Louis Park, MN
952-927-2525

Parents/guardians of resident students are encouraged to purchase emergency road service (AAA, etc.) for students commuting to and from home.

Parent Information

Disciplinary committee

A disciplinary committee handles a variety of situations including, but not limited to, any violation of the Student Handbook, residence contract and academic issues. This committee will meet when necessary to discuss any and all circumstances involving students and violations of school policies. The committee will be made up of pre-selected administration, faculty and staff, and the committee will provide recommendations for disciplinary consequences to the assistant principal. The committee will follow "school due process" and students may appeal recommendations.

Change of address, telephone numbers, custody or moving out of minnesota

Parents/guardians and students MUST notify the records coordinator in writing when addresses, telephone numbers, email addresses or custody stipulations change or if the primary parent plans to move out of state. In the event the custodial parent moves out of Minnesota during the student's tenure at the school, the student may complete the remainder of the school year in progress under the following conditions: before moving, the parent must provide the records coordinator the name of the person designated to serve as the primary local contact to address financial, personal or academic issues related to the student and the parent and student must sign a release of information form giving the Center permission to share appropriate private data with the local contact. See residence hall contract for additional conditions applicable for resident students.

Directory information

Directory information as defined by the Federal Family Educational Rights and Privacy Act (FERPA) is public information. Directory information at Perpich Arts High School will include the following information: a student's and his/her parents' or guardians' names, addresses, telephone numbers, email addresses and a student's date and place of birth, major field of study, participation in official school activities, dates of enrollment, degrees received, the most recent previous school attended, photograph and the student's school living status (resident or commuter).

Parents/guardians may request that any or all of the directory information relating to their student not be disclosed. They may do this by addressing their request in writing to the records coordinator before the beginning of each school year. The request to withhold directory information will be effective for one school year.

Carpools and transportation

Perpich Arts High School encourages carpools but cannot be responsible for forming them. Prior to the beginning of the school year, commuter students and parents/guardians receive the names and telephone numbers of other Perpich Arts High School students in the metropolitan area. Students may purchase Metro Transit bus passes at a sliding scale rate from the attendance clerk.

Vehicle problems will be counted as excused absences/tardiness **in the first block only,** up to five occurrences each term. This applies to all members of a carpool. Students who are late to school or who miss a day of school because of vehicle problems must inform the attendance clerk as soon as possible or the absence/tardy will be counted as unexcused. In addition, a written excuse from the parent/guardian is required.

What happens when a Perpich student turns 18?

Participation in Perpich Arts High School and residence hall programs is a privilege. We require that all students, regardless of age, follow all policies and procedures. Perpich Arts High School requires that a parent or legal guardian serve as a contact for permission, emergencies and routine correspondence, regardless of the age of the student, the

student's emancipation from or relationship with his or her parents/guardians or the student's financial independence from his or her parents/guardians.

What happens when a Perpich student lives independently off campus?

Students who live independently off campus are required to provide parental contact information. Students are required to follow the attendance policy. A note from a parent/guardian and/or a health professional will be required for chronic absences.

Perpich Arts High School students are expected to use good judgment if other Perpich Arts High School students visit their residences. If illegal, inappropriate or unsafe activities (i.e., drug or alcohol use, harassment, sexual misconduct, etc.) allegedly occur at a student's residence AND are reported to Perpich Arts High School staff, it is understood Perpich Arts High School staff will take the following actions:

- A conference with the student and involved students will be held to review allegations.
- Parents of all involved students will be notified.
- Police will be notified of illegal activities as appropriate.
- Management or owner of residence will be notified.
- School consequences apply to both hosting student and the perpetrator(s).

Pre-arranged absence

When school absences are anticipated, students must do the following:

- Bring or fax (763-591-4646) a note from the parent/guardian to the attendance clerk before the absence explaining the reason for absence and the dates/times the student will be absent.
- Complete a pre-arranged absence form available from the attendance clerk prior to the absence. This form requires the signature of all the student's teachers whose classes will be missed. Until this form is completed and returned to the attendance clerk before the absence, the absence will be counted as unexcused.
- Check in and out with the attendance clerk if the absences occur during the school day.

SchoolView

Perpich Arts High School provides parent/guardian and student online access to the individual student's attendance, schedule, grades and homework assignments by using SchoolView to promote educational excellence and enhance communications. Prior to the beginning of the school year, students and parents/guardians will receive a copy of the SchoolView acceptable use policy and must sign the agreement to act in a responsible, ethical and legal manner. When the signed agreement is received, each student and parent/guardian will receive the web address and an individual access code in order to set up their own user names and passwords.

Communication With Students

Email accounts

Email communication is a standard practice for almost every career, profession and post-secondary pursuit. Students need to learn to communicate electronically – including attending to email messages, writing email messages and collaborating electronically on projects. All students will be assigned a personal Perpich email account. The format is john.doe@students.pcae.k12.mn.us.

Email greatly reduces the amount of paper exchanged and is the most cost-effective communication tool used among Perpich Arts High School students, faculty and staff. The assigned Perpich Arts High School email accounts may also be used for frequent communication with family and friends. It is the students' responsibility to check their accounts frequently for important school information. Perpich Arts High School accepts no responsibility for possible financial obligations incurred from students' email exchanges with businesses.

Message boxes

Each student is assigned an unlocked message box in the school building for telephone messages and notices from school faculty and staff. Resident students have a locked mailbox in the residence hall. Students should check their mailboxes daily.

Bulletin boards /electronic message boards

Electronic message boards are on the main-floor atrium and the lower-level atrium in the school building and are used to communicate important announcements to all students. Students are responsible for reading the information on the electronic message boards.

Students who wish to put up postings in the school must have materials approved and initialed by Perpich Arts High School director or designee **prior** to posting. Postings must be removed by the individual or group after the meeting or event is completed. For security and safety purposes, posters may not be placed on the front entrance doors. Postings not following procedure will be removed.

Distribution of materials

Perpich Arts High School is committed to the free exchange of ideas. However, certain materials are not appropriate in the educational setting of a public school and may not be distributed on campus. Prohibited materials include those that are libelous, obscene or vulgar, materials that are disruptive to the educational setting and advertisements for products or services illegal for minors.

Perpich Arts High School will determine the time, manner and place in which appropriate materials may be made available to the student body. All postings must be pre-approved and signed by Perpich Arts High School director or designee. Materials not pre-approved will be removed.

Graduation Requirements

Minnesota Graduation Standards

In compliance with the state of Minnesota Graduation Standards, Perpich students must earn a minimum of 24 credits for 2014 graduates and a minimum of 28 credits for 2015 graduates in ninth through 12th grades to graduate with a Perpich Arts High School diploma:

Arts	=	6 (2014 graduates) 8 (2015 graduates)
English	=	4
Mathematics	=	3 (including algebra, geometry, statistics and probability sufficient to satisfy the standards. Graduates of 2015 and beyond must complete algebra 2 credit or its equivalent as part of the 3-credit requirement. In addition to high school credits, graduates of 2015 and beyond must also complete an algebra 1 credit by the end of eighth grade.)
Science	=	3 (including a biology credit. In addition, graduates of 2015 and beyond must complete a chemistry, physics, or career and technical education (CTE) credit as part of the 3-credit requirement. The CTE credit must meet the standards underlying the chemistry or physics credit.)
Social studies	=	3.5 (encompassing U.S. history, geography, world history, economics and government/citizenship)
Health	=	.5 (or have met the local district requirement of student's home school)
Physical education	=	.5 (or have met the local district requirement of student's home school)
Miscellaneous	=	3.5 (2014 graduates); 5.5 (2015 graduates)
Total credits		**24 (2014 graduates); 28 (2015 graduates)**

Assessments

Based on new legislation, the graduation assessment requirements have changed. Additional information will be provided as soon as possible once a comprehensive review of the new requirements is completed.

Perpich Arts High School credit requirements for graduation

Two-year students

Enrolled students must earn a combined total of 18 credits in grades 11 and 12. These credits must include two English credits, eight art credits and eight additional credits to meet our graduation requirements to be in compliance with the state of Minnesota Graduation Standards.

One-year students

Students enrolled in grade 12 only must earn nine total credits. These credits include one English credit, four art credits and four additional credits to meet our graduation requirements to be in compliance with the state of Minnesota Graduation Standards.

*Returning seniors

In grade 12, seniors must earn four arts credits and the additional credits needed to meet the Minnesota Graduation Standards. For example, if they have earned three credits in English, then they need to earn one more English credit. If they have earned two credits in social studies, then they need to earn 1.5 credits in social studies, etc. Students who have completed all Minnesota Graduation Standards are still expected to carry a full credit load of classes at Perpich.

Returning seniors for the 2013-2014 school year must have earned a minimum of nine Perpich credits (two in arts and three in academics/electives) in 11th grade in order to return to Perpich Arts High School for a second year of study.

Honors diploma

Students must be responsible for contacting the guidance counselor regarding the possibility of graduating with honors from Perpich Arts High School. Students must be aware that the 14 earned credits and 3.60 GPA are requirements for being recognized as an honor student by the end of third quarter of senior year. Students and parents should contact the guidance counselor early in the school year if they are concerned about honor diploma status.

Diplomas with honors designation are awarded to students who attend Perpich Arts High School and meet the following criteria:

Returning seniors

1. 17 credits earned in grades 11 and 12 **and**
2. Cumulative GPA (calculated from grade 9 through first semester, grade 12) of **3.60/4.0** point scale (A-) or higher

New seniors

1. Ten credits earned in grade 12 **and**
2. Cumulative GPA (calculated from grade 9 through first semester, grade 12) of **3.60/4.0** point scale (A-) or higher

Participation in graduation ceremonies

New seniors who are more than one credit short and two-year students who are more than two credits short of Perpich Arts High School's graduation requirements (including missing credits from ninth and 10th grades) will not be allowed to participate in graduation ceremonies including the rehearsal, class picture and the graduation celebration meal.

Prior to graduation, the guidance counselor will inform the students and the parents/guardians of those students who are deficient in graduation requirements.

Students may also be barred from graduation ceremonies for violation of school or residence hall policies. During the last week of school, offenses of the campus behavior policy or disregard of authority or chemical use policy violations may result in barring from graduation festivities and ceremonies in addition to suspension and other appropriate disciplinary actions.

Grading

Academic honesty

Students who engage in academic misbehavior violate community values (honesty, trust and integrity). Examples of academic misbehavior include cheating on tests and assignments, plagiarizing the work of others, including the failure to make proper attribution to others or contributing to someone else's cheating or plagiarism. Consequences for violation of this policy may include loss of credit for the assignment, test, or paper; administrative conference with parents, student and teacher; or loss of credit in the class.

Grading policy

All grades are final and not subject to revision after four weeks have passed from the date that grades have been mailed to the students/parents/guardians. A student may contest a grade within the four weeks after grades have been mailed to students/parents/guardians by making a written request to Perpich Arts High School director who will review the request and render a prompt decision. If the student remains unsatisfied, he/she may appeal the decision in writing to the executive director who will also review the appeal and render a prompt decision. The decision of the executive director is final and cannot be appealed to the Board of Directors.

Course completion

Teachers may give an incomplete at the end of a term when exceptional circumstances prevent a student from completing class work within the normal time frame. Teachers will determine which students are eligible for this extension. This extension is intended only for students who have been working consistently throughout the term, not for those who have ignored their class responsibilities. Teachers will determine what work must be completed and by when in order for the incomplete to be changed to a grade. Students will be given 15 calendar days to complete necessary work. Quarter 4 incompletes must be completed within 10 days after the last day of school.

Grade point average (GPA)

A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.00, D- = 0.67, NC = 0
All classes attempted are included in the calculation of the GPA. If a student wants to drop or withdraw from a class, the student must meet with the teacher and guidance counselor **before** the published deadline has passed. After the deadline students are given a grade or no credit; therefore, courses for which no credit is earned do negatively impact the overall GPA.

Calculation of the cumulative GPA

The number equivalent given to each grade (i.e., A= 4.0, B- = 2.67) is multiplied by the number of credits earned in that class to give honor points for each class. The total number of honors points for each school year are added together and divided by the number of credits earned. Honor points divided by credits earned = GPA. Example: 55.52 honor points divided by 16 credits earned = 3.47 GPA. These points add up over time, which makes it harder to increase the GPA as a student goes from ninth grade to 12th grade.

Awarding of arts credits

Students must **earn eight arts credits (four each year)** in order to graduate from Perpich Arts High School.
During the junior year, four arts credits are awarded at the conclusion of the year if outcomes are met at or above a satisfactory level. No credits or partial credit may be awarded if work fails to meet satisfactory standards. Students who do not earn the four credits will not be readmitted for a second year**. Returning seniors must have earned a minimum of nine Perpich credits (four in arts and five in academics/electives) in 11th grade in order to return to Perpich Arts High School for a second year of study.**

During the senior year, one credit is awarded each term. Students must earn two full credits each term in order to graduate. Students may receive only partial credit if outcomes are not met at a satisfactory level. Students receiving less than full credit may contract with their art teachers to make up the missing credits. The contract will include classes or experiences completed through other programs at the student's own expense. The teachers and Perpich Arts High School director or designee must approve the contract. A maximum of .5 art credit may be earned through an outside program and applied toward graduation from Perpich Arts High School.

Student Support Services

Full-time student enrollment policy

Perpich Arts High School does not enroll part-time students. Full-time students at Perpich Arts High School must earn enough credits to meet graduation requirements, and be registered in their arts area and be taking at least 2.5 additional credits per term. A resident student who carries less than 2.5 academic credits in addition to their art area class may be removed from the residence hall until the next term when 2.5 academic credits are taken. Enrolled students must earn 18 total credits in grades 11 and 12. One-year students enrolled in grade 12 must earn nine total credits.

Re-admission policy

In order for 11th-grade students to return to Perpich Arts High School for a second year of study they must:

- Earn at least nine of the 12 credits required for graduation during grade 11, **and**
- Earn these nine credits at Perpich Arts High School in the following areas: five credits in academic/arts elective classes and four credits in their art program

Changing arts area

Information regarding switching to an alternate arts area for the senior year will be posted on the electronic bulletin boards in the spring. Acceptance into a new art area is based upon available space, successful completion of the current art area, earning five credits in the junior year at Perpich Arts High School, having no disciplinary issues and successful completion of the admissions review process in the new art area. If the requested art area change is not approved, the student will remain in the original art area for his/her senior year.

Withdrawal procedure

To voluntarily withdraw, the student should meet with the guidance counselor to discuss withdrawal plans and procedures. At that time, the parent/guardian will be contacted. All school materials must be returned and financial obligations met at the time the student withdraws from school. The responsible student and/or parent/guardian must pay for books, materials and equipment that are lost or not returned. Collection of unpaid fees or fines for unreturned items will be referred to the Minnesota Department of Revenue. Resident students must also complete the residence hall move-out procedure form before the appropriate refunds are processed.

Drop/add policy

A student's schedule is only changed when a different academic-level course is needed or a credit review indicates a needed change. If either situation occurs, the student must meet first with the teacher and then with the guidance counselor before the published deadline has passed. The request to drop or add a class is reviewed on a case-by-case basis. The student must immediately return all course materials to the teacher of the course that is dropped. Unreturned materials must be paid for by the student/parent.

Academic support plan

The academic support plan is a tool for supervising and supporting students. This tool is designed to alert students who are in serious academic jeopardy and to support these students in their efforts to improve. Students are in serious academic jeopardy when, at a marking period, they are failing their arts areas and/or two or more academic subjects. Students may be notified at any marking period. Students will remain on an academic support plan for the duration of the school year or until the support team determines they are no longer in serious academic jeopardy.

The assistant principal will initiate and monitor academic issues and will be the contact to the student, parent/guardian and teachers.

Placement on an academic support plan includes the following:

- Notification: The parent/guardian is notified about the academic support plan by assistant principal.
- Support team meeting: A support team including the student, parents/guardians, instructors and student services staff is formed. When appropriate, the student's residence hall adviser will also be notified. This team will analyze the reasons that satisfactory progress is not being made and describe a program of support.
- Support plan: Depending on the analysis outcome, the support plan may include academic and behavioral monitoring, meeting with the school guidance counselor, special education/learning differences evaluation, weekly updates sent to the student's parent/guardian, extra help sessions with the arts and/or academic teachers, restriction from participating in field trips, classroom activities and school events, etc.
- Removal from the residence hall if applicable and deemed necessary

Post-secondary enrollment options (PSEO)

Perpich Arts High School participates in the PSEO program, but, as students attending a school of choice, our students need to experience the full Perpich Arts High School curriculum and not use PSEO as a substitute for our academic or arts offerings. We see PSEO as a way to supplement, not replace, our programs. If students want to enroll full-time PSEO, we recommend that they stay at their home schools.

Students who participate in PSEO must provide their own transportation to the postsecondary institution and must schedule those classes so that they are on time to classes at Perpich.

Perpich students who are eligible by mileage to live in the Perpich residence hall but choose to participate in PSEO full-time cannot live in the Perpich residence hall.

Perpich students who are eligible by mileage to live in the Perpich residence hall and choose to participate in PSEO on a part-time basis must be enrolled at Perpich Arts High School in at least two full academic credit each semester (term) in addition to their arts area.

Students interested in more information about PSEO should speak with the guidance counselor or career resource/visitor coordinator.

Earning credits outside of Perpich Arts High School

Perpich Arts High School is a school of choice and requires acceptance through a competitive admissions process. Therefore, two-year students can earn no more than two of the 18 credits required for graduation from Perpich Arts High School through an area-learning center or other non-postsecondary program. First-year senior students can earn no more than one of the nine credits required for graduation from Perpich Arts High School through an area learning center or other non-post-secondary program.

Students who are eligible and wish to participate in post-secondary options must meet with the guidance counselor for more information. Credits and grades earned through outside programs will be entered on Perpich Arts High School transcript. The student's GPA will reflect grades earned both at the program and at Perpich Arts High School.

College or university credits will be transferred to the nearest Perpich Arts High School equivalent and listed with the credit and grade on the student's transcript.

College Credit	=	High School Credit
5		1.25
4		1.00
3		0.75
2		0.50
1		0.25

Students planning to take courses through an outside program to apply toward Perpich Arts High School graduation should use the following procedures:

- Students must receive approval of the courses they plan to take for high school credit from the guidance counselor.
- Students who successfully complete course work at outside programs are responsible for seeing that all official transcripts of grades are forwarded to Perpich Arts High School. No high school credit will be given until the guidance counselor has reviewed an official transcript from the program.

Independent study

Students interested in earning a credit through independent study must start the process with the guidance counselor to determine the appropriateness of the request. Courses that are offered at Perpich Arts High School cannot be taken as independent study courses. Students will arrange independent study courses with faculty members only after the independent study course is approved and the necessary documentation is prepared and signed by the instructor, parent and student. No exceptions will be made to this process.

Online study

Perpich recognizes the increasing opportunities for online or distance learning available to students. Perpich endorses learning options and courses which represent quality teaching and learning in accordance with Minnesota statutes, including MN Statute 124D.095, Online Learning Option.

To meet the challenge of ensuring that online courses are of the highest quality, students must complete the online course request form that is available in the guidance counselor's office. Perpich pays tuition for courses approved by the guidance counselor if the course is not available for the student at Perpich and the credit is needed to meet graduation requirements.

Tuition is not paid by Perpich a second time if a student fails and needs to retake the online class or if the online teacher drops student from the class due to lack of progress.

Students are responsible for ensuring that all official transcripts for credits earned online are forwarded to Perpich no later than July 31 each year. Diplomas cannot be awarded to seniors until the guidance counselor has reviewed final transcripts for all credits needed to fulfill high school graduation requirements.

More information about online learning (OLL) in Minnesota and a list of OLL providers is available on the Minnesota Department of Education website at http://education.state.mn.us/.

Postsecondary-related information

Military contacts The "Military Recruiter Access to Student Data" form is mailed to students' families prior to the beginning of the first year students attend Perpich Arts High School.

College admissions representatives are scheduled to meet with students during lunchtime whenever possible, or at the time most convenient to fit the representative's schedule. If a student wishes to visit with a representative during class time, the student must receive a pass from student services prior to the visit. A schedule of college admissions representatives' visits is posted on school bulletin boards, including the electronic bulletin boards.

The College and Career Resource Center is located in the library and contains a wide variety of materials online about four-year colleges, community colleges, technical colleges, financial aid, scholarships and careers. There are several computer areas in the high school and residence hall with internet access available for student use to practice for the ACT and SAT tests and to gather information about specific colleges, scholarships and financial aid and career searches.

Health And Wellness

In accordance with the requirements of the federal government, the Perpich Center for Arts Education has written and instituted an approved health and wellness policy committed to providing a school environment that promotes and protects students' health, well being and ability to learn by supporting healthy eating and physical activity.

Automated external defibrillators (AED's) are available in several locations of Perpich Arts High School and Perpich Center should there be a medical emergency requiring the implementation of an AED.

Immunizations and medical information

Each student must provide a student medical history form to Perpich Arts High School before attending classes. A resident student must provide this form prior to moving into the residence hall. Minnesota Statutes Section 121A.15 requires children enrolled in Minnesota schools to be immunized against certain diseases, allowing for specified exceptions. Enrollment will be delayed should the required documentation not be provided in accordance with this law: http://www.health.state.mn.us/divs/idepc/immunize/arekidseng.pdf.

Health office

A medication administration log is kept for each medication retained in and administered from the nurse's office. Students and parents will be notified when replenishment of medications is needed. Student visits to the nurse's office are confidential and documented with discretion to protect the privacy of students.

Illness during the school day

All students

Parents/guardians and students should thoroughly read the school's attendance policy for complete details about attendance policy and procedures. When a student becomes ill at school, he/she must get a pass from his/her teacher and report directly to the front desk receptionist. Students who are ill but who leave class or school without obtaining a pass from the teacher and/or without reporting to the front desk will not be excused.

Resident students

Whenever possible, the prearranged absence procedure will be followed. To be excused for health-related reasons, resident students must inform the nurse or residence hall staff office personnel and receive permission before their first class begins. Parents/guardians cannot excuse resident students from class due to illness if the student has stayed in the residence hall the night before the absence occurs. Verification of the reason for the absence is also required. Failure to follow procedures will result in unexcused absences. Students excused from class are expected to remain in the residence hall for the evening if they are not going home.

Commuter students who live with parent/guardian

Parents/guardians should call the attendance line (763-279-4199) before the student's first class when their student is ill. Voicemail is available at this number. The attendance clerk may return calls for clarification as needed. A note from the parent/guardian must be turned in to the attendance clerk on the day the student returns to school. Illness without a phone call or note from a parent/guardian will be counted as unexcused.

Commuter students who live on their own

If students who live on their own are too sick to attend school, the student must call the attendance line at 763-279-4199 before the school day begins in order to be excused. Students living on their own must remember that attending school every day and on time is their top priority. A parental contact and note from a health professional will also be

required for chronic absences.

Medical leave

Students who require long-term medical care for eight school days or more may request to be put on medical leave. **Medical verification from a health professional is required**. Students cannot be removed from a class as a result of a medical leave. Perpich Arts High School will provide homework and other support to help these students complete their classes. Prior to the student returning to campus, the student and parent/guardian must contact the school social worker at Perpich Arts High School. The school social worker or designee will convene a reentry meeting with the student, parent and appropriate faculty and staff. A statement from a health professional may be required prior to the reentry meeting. Parents assume full financial responsibility related to health care appointments and follow up with health care professionals.

Medication policy

Medications may not be brought to campus for self-administration or staff administration without the required student medical history form and applicable medication authorization forms on file. The decision for self-administration of any medication, prescription or over-the-counter, while on Perpich Arts High School campus is made at the school nurse's discretion. Misuse of any medication, or any failure to comply with the medication policy is a violation of the chemical use policy. Strict adherence to the medication policy and procedures is required.

Medication procedures

Prescription medications

1. A physician's order/authorization form signed by a parent and attending health professional must be received by the nurse before students may carry and/or self-administer prescription medications on campus or before staff will administer prescription medications to students.
2. Prescription medications must be brought to the school nurse in the original pharmacy container. If a prescription is to be taken both during the school week while on campus and on the weekends at home, please direct the pharmacist to supply the medication in two separate, correctly-labeled containers. (Keep one container at home and one in the school nurse's office.)
3. Prescription medications such as narcotics/analgesics, stimulants, anti-psychotics, miscellaneous medications for central nervous system, antidepressants and antitussives (with codeine) will be stored in the school nurse's office at all times and dispersed to students as prescribed. Students may get these medications from the school nurse's office when needed.
4. Prescription medications such as antibiotics, antihistamines, birth control pills, nasal/asthma inhalers, creams/lotions, eye/ear drops, etc. may be permitted for self-carry and administration at the school nurse's discretion.
5. Asthmatic students are required to keep inhalers with them at all times while on campus. Students with certain allergies that may require use of an Epipen are required to keep an Epipen with them at all times. 911 will likely be called if a student has an allergy or asthma attack and does not have the respective Epipen or inhaler readily available. Students are encouraged to keep an extra inhaler or asthma medications and Epipen in the school nurse's office and the student services office for back-up.
6. The parent/guardian or student must contact the school nurse when the student's prescription medication type or dosage changes or is discontinued. Prescription medications left on campus at the end of the school year will be disposed of appropriately.
7. Sharing prescription medications with other students is strictly prohibited and is a violation of the chemical use policy and is against the law.

Over-the-counter (OTC) medications

1. An over-the-counter medication authorization form signed by a parent must be received by the school nurse before students can carry and/or self-administer OTC medications on campus and before staff can administer OTC medications to students.
2. Medications allowed to be brought to campus are listed on the OTC medication authorization form. All OTC medications must be brought to campus and kept only in the labeled container in which they were purchased and must be taken only in the dosage recommended on the container. OTC medications left on campus at the end of the school year will be disposed of appropriately.
3. Sharing OTC medications with other students is strictly prohibited and is a violation of the chemical use policy.

Campus And Community Life

Lockers and combination locks

Students may request a locker and lock to store belongings. Only locks issued by student services are permitted on school lockers; all others will be cut and removed at the student's expense. At the end of the school year items left in lockers are disposed of or donated to charity.

Lockers are the property of Perpich Arts High School and should be treated accordingly. Students are liable for any damages that occur to the locker, and will be charged accordingly. Under state law, school authorities may inspect the interior of lockers at any time, without notice, without student consent and without a search warrant. Students' personal possessions may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions and as soon as practical, the school authorities will provide notice of the search to the student unless disclosure would impede an ongoing investigation by police or school authorities.

ID card

It is essential that staff members know the identity of students they encounter in the school.

1. An identification card will be issued to every student.
2. Lost ID cards will be replaced by purchasing a new one. The cost is $5. Go to the attendance clerk for a new card.
3. Students must carry their ID cards during school hours. Refusal to identify oneself after repeated requests can be grounds for immediate suspension from Perpich Arts High School.
4. You must have your ID card for:
    a. Checking out materials from the resource centers and the media centers
    b. Admission to dances
    c. Using your lunch account
    d. Personal identification when necessary for staff or faculty who request it

Lost and found

The security office and the residence hall office have "lost and found" boxes. Students should put names on their possessions and use lockers and locks to avoid loss of possessions. Unclaimed items are donated to charity.

Dress code

Perpich Art High School believes that student dress helps to set the tone of the school and has an influence on school environment and behavior. Generally, student dress must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of safety and decency at school. Exceptions may be granted within the context of requirements for specific classes, dress rehearsals and performances, as determined by instructors. Otherwise the following dress code will be enforced during school hours and at school-sponsored events such as dances.

1. Clothing with inappropriate, offensive or vulgar slogans is not allowed. These include references to sexual activity, alcohol, gangs, tobacco and other drugs.
2. Shoes must be worn in school at all times.
3. Student will not wear sunglasses inside campus buildings.
4. Bare midriffs, strapless shirts and tube tops are not allowed.
5. Shorts, skirts and dresses not reaching mid-thigh will not be allowed.
6. Clothing worn in a way that undergarments are visible is not allowed.

Skateboards/roller skates/blades/scooters/shoes with wheels

Skateboards, roller-skates, rollerblades, scooters, shoes with wheels and other similar items cannot be used in the campus buildings. They must be carried while inside and stored in a locker or residence hall room. Perpich Arts High School cannot be responsible for students' safety when using these items.

- Students who do not follow these guidelines will have the equipment confiscated.
- Students should wear proper protective equipment (i.e. helmet, elbow and kneepads, etc.).
- Students are not allowed to use these items on ramps or jump off anything larger than a curb.
- Grinding and rails and other activities are destructive to property and are not permitted.
- Students are not allowed to use these items in areas with pedestrian and vehicle traffic.

Bicycles

All bicycles should be locked on the outdoor bike racks. Bicycles are not allowed in school buildings. Bicycle helmets are strongly recommended. Perpich Arts High School is not responsible for stolen or damaged bicycles.

Activities (extra-curricular)

Any student group that sponsors an event at Perpich Arts High School to raise funds, organizes an event to which guests are invited or requires special use of school facilities or equipment must have a faculty or staff member to work with the assistant principal or designee to make arrangements for space use and student safety.

The assistant principal or designee must approve all activities held in the school building at least two weeks in advance. The assistant principal or designee will determine the number of chaperones needed for each event and their duties. The sponsoring organization (student government, gala committee, etc.) is responsible for the cost of hiring additional security or police if they are determined to be necessary.

Student groups

Student groups are established as needed or interest is expressed. There are a variety of clubs that form each year. Students interested in starting a club may pick up an application form from the assistant principal or designee.

Tour guides

Informational sessions and tours are held at Perpich Arts High School to provide information to prospective students and their parents/guardians about the school's programs and facilities. Current students interested in being tour guides and/or making presentations at other events are asked to speak to the assistant principal or designee.

Cafeteria

Cafeteria hours

The school cafeteria serves breakfast and lunch Monday – Friday and dinner Monday – Thursday.

Breakfast	**7:15 – 7:50 a.m.**
Lunch	**12:15 – 12:55 p.m.**
Dinner	**5 – 6 p.m.**

Resident and commuter students may purchase breakfast, lunch and dinner at the school. More detailed information about the school's meal program is mailed to students/parents/guardians prior to the beginning of the school year. Questions and comments should be addressed to student services.

Perpich Arts High School sponsors a free and reduced lunch program in accordance with the National School Lunch and Breakfast Program guidelines. Student applications for participation in this program are mailed to all students' families prior to the beginning of the school year. This program reimburses the school for providing free and reduced breakfasts and lunches to students who qualify according to federal income guidelines. To be counted for reimbursement, a meal must meet criteria for portion size and meal components. Students are not permitted to share or borrow ID cards or ID numbers.

State of Minnesota health code requires that shoes must be worn in the cafeteria at all times. Flatware, silverware, glasses, cups and trays, etc. may NOT be taken out of the cafeteria. Food purchased in the cafeteria may be eaten outdoors or in the residence hall ONLY if disposable containers and disposable utensils are used and if everything is disposed of in appropriate trash receptacles.

Food that is brought into the school building must be eaten in the cafeteria or at the tables by the vending machine to the east of the cafeteria. A water and juice machine is located in the lower-level student lounge and water fountains are on all floors of the school building. Just as is the case for professional art galleries, studios and theaters, food may not be eaten in other areas of the building, including classrooms.

New federal requirements for cafeteria

Students must adhere to the new requirements:
1. Fruit and vegetable are mandatory daily.
2. Students may choose one additional item to complete a full-meal minimum: A protein (meat/meat alternative), bread or milk.

We encourage all students to take all five components (there is no additional charge).
Portion control packets of condiments are limited to one. Extra will cost.
Portion control packets of salad dressing are limited to one. Extra will cost.
A-la-carte items are an additional cost.
Students can take two milks or two waters with a meal, or one of each. Water doesn't count in the food program, so they must make sure they take enough of the other components to qualify. Otherwise they will be charged an additional fee.

Library

General information

The Perpich Arts Library, located on the lower east level of the main building, is staffed by professional librarians who provide reference and resource assistance and library-related instruction to students. The library collection contains more than 15,000 print and non-print items including diverse, academically supportive and artistically centered resources that provide students with information and inspiration to support them for all of their academic and arts area needs. A complete orientation to the library is provided for all new incoming students at the beginning of the school year. In addition, teachers regularly schedule the library for classes doing research or other classroom activities for which library resources or librarian instruction is needed.

The library is open Monday – Friday from 7:30 a.m. – 5 p.m. Summer hours also are: 7:30 a.m. – 4 p.m. Parents are encouraged to visit the library anytime and may check out library materials if they wish. Library hours may change over the course of the year. Please check the website for up-to-date information as well as signage on the library door and around the building.

Computers in the library provide students with access to:

- The library collection via the online catalog
- Electronic news and information databases to complete research assignments
- Public and academic libraries across Minnesota

Wireless access is available for students with laptop computers. Students may also request materials from other libraries via inter-library loan when needed to complete school assignments. Two small rooms with comfortable seating in the library have CD, DVD and videotape players as a relaxing space away from the general library to view a movie, listen to music or read a book. Students should check their Perpich email at least once per week for information from the library, including overdue library materials notices. Student use of the internet in the library is governed by the Perpich technology and internet acceptable use policy.

Materials check out and returns

Books are checked out for 21 days and all other material such as DVDs, CDs and videotapes may be checked out for seven days. Book check out is not limited (except reference books – two-day check out only) but only five total media formatted materials may be checked out at one time. All materials may be renewed once if not needed by another library user. A second renewal may be made with permission from library staff. Students may reserve materials if they are checked out by someone else and students will be contacted by email or telephone if an item is needed by another library user while they are using it.

Library use form and late return of library materials

New and returning students and parents/guardians of these students must sign a form mailed or given to them before the start of the school year stating they understand the library policy related to payment for library materials that are damaged or not returned to the library in a timely manner. Overdue notices (2) for late materials are emailed to student Perpich accounts by library staff. Students are expected to respond to these notices by returning or renewing items promptly, otherwise they will be blocked from further check out, and a bill will be sent for replacement charges to parents/guardians for the overdue items. NOTE: Students withdrawing from Perpich Arts High School will be required to return or pay for lost or damaged materials before they can officially be withdrawn from enrollment.

Bills for lost or damaged library materials

A bill for replacement of long overdue library materials will be sent from the Perpich Center for Arts Education accounting office to the parent(s) or guardian(s) with the type(s) of item(s) noted on the statement along with the cost to replace each individual item. Titles are not stated on the bill in accordance with data privacy laws. **Students will not be allowed to order Gala tickets or pick up their yearbooks if library materials are not returned or payment is not made for lost materials.**

Data privacy

In accordance with Minnesota State Statute 13.40 regarding the Data Practice Act the Perpich Arts Library follows this policy:

Subdivision 1(b) Data collected, maintained, used or disseminated by a library or historical records repository operated by any state agency, political subdivision or statewide system shall be administered in accordance with the provisions of this chapter.

Subdivision 2. Private data; library borrowers
Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:
(1) Data that link a library patron's name with a specific subject about which the patron has requested information or materials; or
(2) Data in applications for borrower cards, other than the name of the borrower.
A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

Reevaluation and reconsideration policy

This is a summary of the reevaluation policy in place at the Perpich Center for Arts Education; this policy permits anyone to challenge the appropriateness of learning materials. Anyone with a complaint can voice his or her concern. The complaint should first be made to the person immediately responsible for the program. For example, if the complaint is in regard to classroom curriculum or student-generated work, the teacher should be contacted; or, if the complaint is about library materials, the librarians should be contacted first. If not resolved at that level, the complaint may then be presented to Perpich Arts High School director or another member of the Reevaluation Committee which includes two students, two parents, two faculty, two staff, one person from the Professional Development and Research Group, a librarian and Perpich Arts High School director. A formal complaint form must be completed and presented to the committee to receive notice of the final internal decision.

Gallery And Performance Policies By Art Area

Student-generated classroom and studio work: Consistent with its mission as an educational institution for young artists, Perpich Arts High School provides considerable freedom to its students in the exploration of artistic expression. This freedom is particularly evident within the classroom or studio as students give shape to emerging ideas and images under the guidance of their teachers. The artist carefully weighs questions dealing with the purpose of the work and the audience to be served, other members of the class and the instructor. Instructors will make every effort to honor the effort and intention of the young artist. Ultimately, after considerable discussion, the determination regarding which work is to be viewed publicly shall rest with the instructor, based upon written departmental standards. In the event a particular work raises questions that are difficult to resolve, the instructor will consult with Perpich Arts High School director or designee in order to achieve a satisfactory resolution. Each art area has its own specific guidelines for controversial issues such as politics, drugs, alcohol, violence, nudity, etc. that are followed for gallery shows and performances. These policies are consistent with overall school policies and are included together in the "Gallery and Performance Policies by Art Area" (107.13). Instructors discuss their particular policy with students in their art area at the beginning of the school year. This policy is available from Perpich Arts High School director or a librarian upon request.

Instructional Materials And Selection Policy

This policy is used as the guide and directive for the selection of library and classroom related curriculum materials. A committee consisting of Perpich Arts High School director, a librarian, two Perpich Arts High School instructors, one member each from the professional development and research group and from Perpich Center administration, two students (one junior and one senior) and two parents (one junior parent and one senior parent) meet one to two times per year to approve the selection of recommended library materials.

Policies And Procedures

Campus Code Of Conduct Policy

Philosophy

Perpich Arts High School is a place of education where each student has the right to learn and grow in a supportive environment among people who are caring and cooperative. Perpich is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community.

The code of conduct has been guided by the following philosophy:

- All members of the learning community (students, staff, parents and community) are essential to creating and maintaining a positive learning environment.
- The school environment must be physically, socially and emotionally safe for everyone.
- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught and modeled continually throughout the school year at all levels.
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved. The code of conduct that follows assists both students and teachers/staff in creating a safe community, which fosters personal growth both behaviorally and academically.

Consistent with these philosophies, Perpich may utilize restorative practices as a response to behavior that impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community. Parents/guardians are valued members of our learning community and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates a safe learning environment for all. We will encourage and support parents/guardians in playing an active role in the decision process.

Cyber bullying

Cyber bullying—using electronic technology such as cell phones and social networking sites to humiliate, spread rumors, slam or be mean to someone—also can cause disruption to the learning environment and emotional pain to a child's or youth's health and spirit. A target of bullying often experiences face-to-face bullying in addition to electronic bullying.

Research on bullying prevention indicates that to effectively reduce bullying and cyber-bullying, the entire school must be involved: adults, students and family members. Curriculum alone is not as effective in reducing bullying as a comprehensive year-round program. Bystanders—students and adults—need education and skills to help change the expectations of all members of the school to help, not hurt, each other.

Educating students and adults about the dynamics of bullying is a key element in a whole school program. Parents and family members can help by monitoring their children's use of electronic media.

Offenses and consequences

Administration reserves the rights to assign consequences to students that engage in conduct which materially or substantially disrupts the rights of others or which endangers the student and/or other students on campus, including in the residence hall. The lists of offenses and consequences outlined throughout the Student Handbook and code of conduct chart are not intended to be all-inclusive. Administration reserves the right to assign consequences that seem warranted under the circumstances and add or alter definitions of violations and/or their consequences throughout the school year. Students will be notified of additions and/or alterations to policies that may not be outlined in this Student Handbook.

The standards of behavior and consequences for violation of rules outlined in this policy govern student behavior wherever and whenever the school has a duty to care for the student; this includes, but is not limited to, when the student is on campus, on a field trip or at an off-campus performance. In cases where violation of residence hall rules or behavior off campus results in substantial disruption to the school, appropriate disciplinary action in school will be taken.

As appropriate, and depending on the nature and degree of the offense and the number of prior offenses, any one or any combination of consequences may be assigned by administration.

End-of-the-year discipline

Beginning on May 1 of each school year, violations of the code of conduct policy that result in suspension will also result in being barred from campus-sponsored events for the remainder of the school year, including graduation festivities and ceremonies.

Violations of the code of conduct policies by resident students as of May 1 of each school year will result in suspension of the residence hall contract for the remainder of the school year. Consequences, including suspension of the residence hall contract, may also be carried over into the next school year.

Attendance Policy

Attendance Number: 763-279-4199

Parents/guardians are strongly encouraged to subscribe to SchoolView to receive the automatic email notifications each time an absence or tardy occurs.

Purpose of policy

The Perpich Center for Arts Education board of directors believes that, as a school of choice with acceptance through a competitive process, school attendance should be a top priority every day by every student. The purpose of this policy is to encourage regular school attendance. This policy also recognizes that class attendance is a joint responsibility shared by the student, parent or guardian, teacher and administrators.

Statement of policy

In accordance with the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. Section 120A.22, students are required to attend all assigned classes each day school is in session unless the student has already been excused by the Perpich Center for Arts Education board of directors from attendance because the student has completed all standards required to graduate from high school, has withdrawn or has a valid reason for the absence.

Responsibilities

Students

It is the student's right to attend school. It is also the student's responsibility to attend school. Students are expected to attend every scheduled class and field trip on time. The right to attend school can be exercised at schools other than Perpich Arts High School for students that cannot adhere to Perpich Arts High School attendance policy. It is the student's responsibility to connect directly with the teacher regarding missing assignments when absences occur. Students are expected to talk with teachers directly when a one-day absence is anticipated for appointments, etc., and submit a pre-arranged absence form for longer absences for college visits, etc. The pre-arranged absence form can be obtained from the attendance clerk.

Parents or guardians

It is the responsibility of the student's parent or guardian to ensure the student is attending school and on time every day, to notify the school in the event of an absence and to work cooperatively with the school to resolve any attendance problems that may arise. Parents and/or guardians are obligated to compel school attendance pursuant to Minn. Stat. Section 120A.22.

Teachers

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class or field trip. It is also the teacher's responsibility to be familiar with all procedures governing the attendance policy and to apply these procedures uniformly. It is also the teacher's responsibility to communicate concerns about attendance issues to the student, student's parents or guardians and Perpich Arts High School administration and to provide missed assignments upon request to students who have been absent.

Administrators

It is the administrators' responsibility to require students to attend all assigned classes and field trips. It is also the administrators' responsibility to be familiar with all procedures governing the attendance policy and to apply these procedures uniformly. It is the administrators' responsibility to inform a student's parents or guardians of the

student's attendance status and to work cooperatively with them, the student and teachers to solve attendance problems.

Dissemination of policy

The attendance policy is mailed to each family. The policy is also listed in the Student Handbook on the Perpich website at perpich.mn.gov. The attendance policy and procedures will be reviewed with students the first week of school.

Required reporting

Perpich Arts High School administration will first intervene and work closely with students and parent or guardians to support regular school attendance before implementing reports to appropriate services and procedures per Minn. Stat. Section 260A.

A. Continuing Truant ~ Minn. Stat. Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. Section 120A.22 and is absent from school as defined in Minn. Stat. Section 120A.05 without valid excuse within a single school year for ***three*** or more class periods on three days (for students in high school).

B. Habitual Truant ~ Minn. Stat. Section 260C.007 defines a habitual truant high school student as a student, 16 or 17 years of age, who is absent from school without lawful excuse for one or more class periods on ***seven*** days and who has not lawfully withdrawn from school.

Definitions

Tardies

Students late for class for any reason are considered tardy and must get an admit slip from the attendance clerk before going to class. Five tardies will convert to one unexcused absence. Students commuting to campus will be granted up to five morning traffic passes each semester for classes that start at 8 a.m. Traffic passes are not recorded as tardies. Administration will advise the attendance clerk on rare occasions that tardies may be left unrecorded due to travel conditions.

Students not present at the start of class are counted absent. It is the teacher's responsibility to take attendance at the start of each class. A marked absence will be changed to tardy by the teacher if the student submits a tardy admit slip to the teacher.

Absent

Students not in class for any reason are considered absent. Class periods at Perpich Arts High School are almost twice as long as classes in traditional settings, and students miss twice as much instructional time when absent. Grades are based heavily on class participation in many classes and typically cannot be duplicated for students to earn full credit. Each teacher will notify his/her students and parent or guardian of his/her assignment make-up policy.

Students that live independently off campus are required to follow the attendance policy and a parent/guardian must call the attendance line within 24 hours of an absence.

Excused absence

An excused absence requires a note or call from parent or guardian (or school nurse for residents on campus) within 24 hours of the absence. Examples of absences considered excused:

1. Illness. Verification from health care professional may be required.
2. Medical or dental appointments. Verification from a health professional may be required.
3. Funerals of student's immediate family or of a close friend or relative

4. Court-ordered appearances (documentation required)
5. Drivers' examination
6. Physical emergency conditions in home such as fire or flood
7. Scheduled religious instruction or religious holiday observation
8. Meetings or crisis intervention/prevention with school social worker or school administrators
9. Active duty in any military branch of the United States
10. Removal from school due to suspension
11. Pre-arranged absence for school field trip or other approved school-sponsored activities
12. Pre-arranged absences for family vacations or non-school related rehearsals/performances
13. Pre-arranged absences for college visits
14. Severe weather

Note: Pre-arranged absences require completion of the pre-arranged absence form and may not be approved if student has excessive absences or if student is not passing respective class(es).

Unexcused absence

An unexcused absence indicates that the student is absent from class, with or without parent or guardian consent, for a reason not listed under Excused in the absence definitions. **Students absent unexcused from school for 10 consecutive days will be officially withdrawn from Perpich Arts High School.** Unexcused absences are absences for which proper procedures were not followed such as failure to check in at health office (residents), to check out with attendance clerk, provide verification from parent or guardian within 24 hours of absence or submit pre-arranged absence slip before absence occurs. Make-up work may be required and credit will be given at the discretion of the teacher, based on classroom policy. Other examples of absences considered unexcused:

1. Oversleeping
2. Forged note or forged phone call from parent or guardian
3. Truancy
4. Work
5. Baby-sitting
6. Unapproved or unverified appointments, vacations or non-school rehearsals/performances
7. Absences resulting in accumulated tardies (five tardies convert to one unexcused absence)
8. Any other absence not listed under excused

What happens when a student's absence is recorded as excused?

Absences are closely monitored and are recorded daily in a student's attendance record. Students must pick up an admit slip from the attendance clerk before returning to class.

Documentation from a health care professional may be required for excessive absences. A total of 12 absences (excused or unexcused) for any class is considered excessive and may result in a loss of credit recommendation. Students who have excessive absences will be referred to the student support liaison and a meeting with student, parent or guardian and student support team may be convened. The student support team includes the student support liaison, social worker, nurse, guidance counselor, assistant principal and respective teacher(s).

Circumstances associated with the 12 absences, such as medical leave, IEP or 504 plan, family crisis, etc., will be taken into consideration by the student support team.

What happens when's a student's absence is recorded as unexcused?

After One Unexcused Absence Students are given written notice and parents/guardians are mailed notification by the attendance clerk. Parents/guardians or student should contact the attendance clerk within three days of the

absence if they believe the absence was marked in error. Attendance records **will not** be revised after three days of the absence.

After two unexcused absences Students are given written notice and parents/guardians are mailed notification by the attendance clerk. An attendance agreement is developed between the student and teacher within one week of the last unexcused absence. A copy of the agreement is mailed to parents/guardians. The agreement will include deadlines to make up work if applicable and outline the next steps should absences continue.

After three unexcused absences Students are in jeopardy of losing credit in the class. Student may appeal the loss of credit decision at a meeting that is scheduled by the student support liaison within one week of the last unexcused absence. Please refer to appeal procedures below.

Loss of credit Students can lose credit in academic and arts area classes when a student has a total of three unexcused absences, or a total of 12 combined excused or unexcused absences. Students will receive an NC (no credit) on transcripts when credit is lost due to attendance issues.

Juniors who lose credit in any class due to attendance and do not fulfill the minimal require credits may lose the privilege of returning to Perpich for their senior year.

Resident students who lose credit due to attendance, do not fulfill the minimal require credits and had previous dorm violations and/or suspensions may lose their resident status at the discretion of the student support team.

Appeals process

The student support team will determine if the appeal to remain in class will be denied or granted. The student and parent/ guardian will be notified of the decision within three days of the meeting. Criteria considered before making the decision include:

- Reasons for the absences
- Student's academic standing in the class
- Options of student making up missed work (i.e., class participation cannot be duplicated)
- Commitment demonstrated by classroom behaviors
- Student's communication with the teacher regarding the absences

The student support team, teachers, student and parent/guardian are invited to attend any appeals meeting scheduled. The student must remain in the class pending the outcome of the meeting. Loss of credit will be effective the date of the scheduled meeting if the student does not attend the meeting.

If the appeal is granted, a student support plan will be written to serve as a probationary tool that indicates that future absences will subject student to loss of credit proceedings with no further opportunity for appeal. Conditions in the plan may also include deadlines for make-up work, mandatory remedial time, referral to social worker or guidance counselor, etc.

If the appeal is not granted, the student will be referred to the guidance counselor to review other possible options to earn needed credits. Withdrawal proceedings will be discussed if alternative credit options are not possible and this leaves the student short credits to graduate (seniors) or to return to Perpich for the senior year (juniors).

Campus Media Content Policy

Students should be aware that many topics are highly sensitive to other students and parents, especially in a school setting where students should always feel safe and comfortable. These topics include: gender, race, ethnicity, sex, drugs, violence, religion, language and politics. The position of the school in regard to printed or audio/visual materials that deal with these or other potentially sensitive topics are to promote healthy socialization with understanding, safety and a sense of community. Some materials are not appropriate on campus, even when the materials may have artistic merit.

In conjunction with the code of conduct policy, the following are not permitted on Perpich Arts High School campus: Audio/visual materials (computer-generated, tapes, DVDs, video games) or printed materials that depict sexual acts, full nudity in sexual context, pro-drug messages, repetitive profanity, inflammatory religious, sexual or racial content or extreme violence and gore (body mutilation/blood). Parents will be notified of any possession of such materials and consequences may result in confiscation of materials and school suspension; sharing such materials with other students may also result in school suspension or expulsion.

Administration must approve any audio/visual materials that students intend to view with other students on campus before the material is shown or shared with others.

Printed materials (including photos/posters) that display nudity in sexual context, sexual acts or extreme violence and gore are prohibited from public display on Perpich Arts High School campus. Staff will refer questionable materials posted anywhere on campus to Perpich Arts High School director or designee for determination of appropriateness. Materials that promote unsafe or inappropriate practices including internet dating, escort services, personals soliciting for relationships or materials that promote drugs or ways to alter drug tests will be confiscated.

Chemical Use Policy

Philosophy

Chemical use is detrimental to individuals and their development, the learning process and to a school community. The residence hall and Perpich Arts High School administration will not assume responsibility or liability for students who make decisions to use drugs or alcohol. Possession of drugs or drug paraphernalia and selling or supplying drugs (including prescription drugs) to others are a violation of criminal statute. Therefore, since chemical use is a serious legal and health issue, the possession, use and/or supplying of alcohol, other drugs and/or drug paraphernalia on campus or when returning to campus is prohibited under any circumstances. Assistance is provided to students who are interested in getting help before use becomes a disciplinary issue.

Zero tolerance

Perpich Arts High School has adopted a zero tolerance approach to drug and alcohol use and/or possession or supply**.** Zero tolerance defined by Perpich administration means disciplinary action **will** be taken for any possession, use or supplying of any drugs or drug paraphernalia on the Perpich Center for Arts Education campus.

Definitions

Alcohol and/or other drugs

Any controlled or illicit mind/mood altering substance or uncontrolled substances misused; this includes but is not limited to alcohol of any kind, marijuana, speed, ecstasy, inhalants, LSD/acid, cocaine/crack, opiates, methamphetamines, PCP, K2, mushrooms, Datura, weight loss pills, Ephedra or derivatives of these listed and various herbal pills or remedies not checked in with the nurse.

Misuse of medication

Per the arts high school's medication policy, the following may also be defined as a violation of the chemical use policy: exceeding recommended dosages of prescription or OTC medications, use of other people's OTC medications or prescription drugs or providing prescription or OTC medications to others.

Paraphernalia

Tools associated with the preparation, storage, transfer or use of drugs and/or alcohol or materials designed to alter urinalysis. This includes but is not limited to beverage containers, papers, bongs, pipes, syringes, bags, clips, burners, screens, rolling papers.

Use

Ingesting, smoking, inhaling, injecting or otherwise taking into the body any of the substances considered to be alcohol and/or other drugs on campus or at off-campus school/residence hall-related events and activities or at any time while under the school or residence hall care. "Use" includes returning to campus after having used alcohol or other drugs or intending to return to campus after having used (for example, if not signed out for the day from school or overnight from the residence hall). Any trace of alcohol or other drugs detected in a urinalysis would indicate returning to campus after using and constitute a violation of this policy.

Possession

Holding alcohol, drugs and/or paraphernalia on one's person (i.e. pockets), belongings (i.e. vehicles, books, purse, book bag) or in Perpich Arts High School property (i.e. residence hall rooms, lockers). This includes storing, producing or cultivating a drug.

Supplying

Any involvement in the exchange, sale and/or transfer of drugs, alcohol and/or paraphernalia

Searches

See "Searches" (page 75) in the school policies section of this handbook for school policy regarding searches of property and person.

Provisions for resident students

The residence hall staff cannot assume responsibility for students who make decisions that jeopardize the safety of themselves or the community. One violation of the chemical use policy will result in cancellation of the student's residence hall contract. Resident students with a history of drug use or who have been in treatment will be required to agree to a no-use contract before moving into the residence hall. The purpose of the no-use contract is to support students in their commitment to stay drug-free while living away from home. This contract will include meetings with staff or other resource people, counseling or referral to student support groups depending on a student's specific issues and concerns.

Violations and consequences

Drug testing

When more than one staff member has a reasonable suspicion that a student may be in possession of or is under the influence of drugs or alcohol, the student will be asked to take a chemical test at a pre-determined local clinic to disprove that determination and/or a search will be conducted. Students must contact parent/guardian before the test is administered, and student or parents must cover clinic expenses. When a student admits or staff has a reasonable suspicion that a student is under the influence, the student's parent/guardian is contacted and required to take his/her student off campus right away. If the parent/guardian is unable or unwilling to remove the student from campus, 911 will be called to transport the student to the hospital for medical evaluation or to police custody.

Required no-use contracts

Students (residents and commuters) who receive a positive result from a drug or alcohol screen (i.e., DWI) performed by the police or a licensed facility while off campus at any time may be required to enter into a no-use contract with criteria based on individual circumstances.

Code of Conduct outlines possible consequences

Recommended consequences for violations of the chemical use policy are detailed on the code of conduct chart. Depending on the nature and degree of the offense and the number of prior offenses, any one or combination of the list of consequences found in the Other Actions section may also be assigned by Perpich Arts High School administration. The code of conduct chart is not intended to be all-inclusive. Consequences may carry into the next school year.

Cancellation of residence hall contracts

If Perpich Arts High School determines the quantity and nature of the alcohol, or other drugs and/or paraphernalia being used, possessed and/or supplied at any time presents a substantial danger to Perpich Arts High School community, school expulsion procedures and/or cancellation of the residence hall contract may be implemented.

Harassment and Hazing Policy
(policy against discrimination and offensive behavior/bullying)

Summary statement
Everyone at Perpich Arts High School has the right to feel safe from discrimination, violence and offensive or degrading remarks or behavior related to their group affiliations, including but not limited to: race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation or age. The arts high school upholds a policy specifically prohibiting such behavior and it will respond promptly and fairly to all allegations.

All students, staff and faculty at Perpich Art High School are responsible for respecting this policy. Discrimination and offensive behavior/bullying may include any words or actions that are related to one of the protected categories listed above that make others feel uncomfortable, degraded, fearful or discriminated against. Some examples include: name calling, unwelcome touch of person or clothing, posting or circulation of written material and sexual jokes.

If any words or actions make an individual feel uncomfortable, degraded, fearful or discriminated against, the individual should tell a school adult, her/his supervisor, the executive director or designee.

To end the discrimination or offensive behavior, an individual can confront the situation with or without assistance or she/he can make a report to the executive director or designee. Any trusted school adult can assist in making such a report. The privacy of all involved will be respected as much as possible, but confidentiality cannot be guaranteed.

The arts high school will investigate all reports of discrimination or offensive behavior and take action to resolve the situation. In addition to educational efforts, disciplinary measures may be appropriate. Depending on the nature and degree of the violation and the number of prior violations, any one or combination of consequences will be assigned. Consequences range from informal meetings to suspension, expulsion or exclusion from the school and suspension and/or termination of the residence hall contract, and police notification at the discretion of Perpich Arts High School director or designee.

The arts high school will take action if anyone tries to retaliate against another for reporting discrimination or offensive behavior or for participating in any way in the investigation of a report. In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 625 Robert Street, St. Paul, MN 55155 (telephone: 651-539-1100; TTY at 651-296-1283).

Definitions
Discrimination
Unwelcome behavior of any form when based on race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age. This behavior has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities or creating an intimidating, hostile or offensive working or educational environment.

Offensive behavior
Behavior of any form for any reason that has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities or creating an intimidating, hostile or offensive working or educational environment.

Harassment
A pattern of offensive behaviors that continues even after the recipient of the behaviors has indicated they want the behaviors to stop.

Sexual harassment
Such behavior is one form of illegal discrimination and offensive behavior. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working or educational environment.

Violence
Some acts of violence can be considered discriminatory and offensive behavior. Such acts would be physical aggression, assault, force or threat thereof upon another because of, or in a manner reasonably related to, race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age.

Bullying
Intentional or non-intentional acts of intimidation

Sexual misconduct
Involves the touching of another's intimate parts, or forcing a person to touch another's intimate parts. Intimate parts, as defined by Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. State law mandates the reporting of physical abuse, sexual abuse (including sexual violence) and neglect against minors by persons responsible for a child's care, pursuant to Minnesota Statutes 626.556.

Center adult
All Perpich Center for Arts Education employees, independent contractors and their employees, volunteers and adult visitors

Student
Any individual enrolled as a student at Perpich Arts High School and any visitor who is a minor

Further clarifying discrimination and offensive behavior/harassment

Behaviors that violate this policy are by their nature difficult to define with precision. Individuals react differently to certain behaviors, and they may disagree about whether the same specific behaviors are violations of this policy. It is important to remember that others may feel discriminated against or offended even if you do not feel that way or if you had no intention to offend. Therefore, it is possible for an individual to unintentionally violate this policy. The key to a working and educational environment free from discrimination and offensive behavior is respect for others' differences.

To help individuals understand what is inappropriate behavior that may violate this policy, a partial list of behaviors that may take place on or off campus, either in person, electronically, by phone or in writing is presented below:

- Sexual gestures (i.e. gestures indicating masturbation or intercourse, grabbing one's groin area when another walks by)
- 'Rating' of students, faculty, staff or visitors (i.e. the arbitrary or systematic assigning of a value to the appearance, character or behavior of another person)
- Displaying or circulating centerfolds or sexually explicit materials
- "Slam books" which include sexual commentary and/or remarks about any individual's sexual reputation
- Teasing others about body development (including overdevelopment/underdevelopment)
- Whistling or cat calls
- Sexually descriptive or suggestive graffiti on desks, blackboards or bathroom walls
- Grabbing or pinching others (touch does not necessarily have to be sexual to violate this policy)
- Displays of affection between students (i.e. "making out" in the hallway)
- Sexist remarks or dirty jokes
- "Cornering" an individual in an intimidating manner
- Making suggestive comments about someone's attire
- Spreading sexual rumors about another
- Pressuring another for a date
- Insulting noises
- Racial slurs or stereotypical jokes
- Unwelcome references to racially stereotyped features
- Slurs or facetious remarks about assumed religious or cultural practice
- Name calling
- Profanity or pornography on internet/computer sources

Stopping the behavior

Incidents of discrimination and offensive behavior are often best resolved at the lowest and most direct level. Accordingly, an individual may choose to deal personally with the individual she/he believes committed the discrimination or offensive behavior and try to resolve the situation. In these instances, the individual is encouraged to document his/her efforts to resolve the situation in case the problem continues. The individual is also encouraged to report the behavior, with the help of any arts high school adult if necessary, to the executive director or designee. Once notified a behavior is offensive, the offender should refrain from repeating the same or similar behavior.

Although an individual may choose to resolve a situation without assistance from others, this is not necessary. At any time, the individual may report the discrimination or offensive behavior directly to the executive director or designee. The individual may ask any trusted arts high school adult or his/her supervisor for help making the report. Individuals are encouraged to report the behavior as soon as possible after the behavior occurs. In all cases,

the executive director or designee may wish for the report to be put in writing. Information related to any report is shared only with those who have a “need to know” and as required by the circumstances.

Each year, the executive director designates a behavior committee including representatives from administration, student services and faculty. At any time during the processing of a report, the executive director may seek the involvement of this committee. The purpose of the committee is to review the conclusions of an investigation and help determine the most appropriate response. Both the complainant and the accused may address the committee during the investigation.

Report procedures

Student to student

As soon as the behavior occurs, the student may report the discrimination or offensive behavior directly to the assistant principal or designee or the student may also ask any trusted arts high school adult (i.e. teacher, residence hall staff, counselor, administrator, member of the behavior committee) for help in bringing the report to the executive director or designee.

Center adult to student

Students who experience discrimination or offensive behavior from an arts high school adult should report the behavior directly to the executive director or designee or the student may also go to any trusted school adult (i.e. teacher, residence hall staff, counselor, administrator, member of the behavior committee). Staff who have knowledge of the occurrence of such behavior are mandated to report, as explained below.

Mandatory reporting

All faculty and arts high school staff are mandated reporters. Knowledge of discrimination or offensive behavior by an employee, contractor or volunteer toward a student must be reported to the assistant principal or designee for review and action. Such behavior may constitute a criminal violation. Incidents involving sexual or physical abuse must be reported directly by the reporting employee to the local police department pursuant to M.S. 626.556, subdivision 3. After reporting the incident to one of the authorities listed above, the executive director or designee must also be notified of the violation.

Student to Center adult

As soon as the behavior occurs, the arts high school adult should report the behavior to their immediate supervisor or any trusted adult (i.e. teacher, residence hall staff, counselor, administrator, member of the behavior committee) who will help bring the report to the executive director or designee. The report may also be made directly to the executive director. It is expected that the reporting adult, her/his supervisor and/or the executive director or designee document all such incident(s) of the behavior in the event the problem recurs.

Investigation of report and resolution

When appropriate, the executive director will designate an individual(s) to help resolve the situation or to investigate the report. This investigation may include interviews with, or statements from, all involved parties, including witnesses, supervisors and arts high school officials, as well as a review of all relevant documentation or records relating to the complaint.

The executive director may request the involvement of the behavior committee to review the conclusions of the investigation and/or determine the appropriate course of action.

As soon as possible, or within five working days after the report is made, the executive director or a designated individual will give a verbal or written response to the individual who made the report. The response will include appropriate information regarding the status of the report and efforts to resolve the situation.

Alternative reporting procedures

In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 625 Robert Street North, St. Paul, MN 55155 (telephone: 651-539-1100; TTY/TDD at 711).

Retaliation

This policy prohibits retaliation against any person who has reported discrimination or offensive behavior or participated in any way in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, imposition of unwarranted discipline, reprisal or harassment. Any arts high school adult or student who feels he/she has been the target of retaliation should contact a trusted school adult or the executive director.

Consequences for violations of this policy

The list of consequences presented here is not intended to be all-inclusive; Perpich has a **zero** tolerance stance against harassment and hazing. It is presented as a guideline for arts high school adults and students. Depending on the nature, frequency, intensity, location, context and duration of the reported behavior, any or all of the following consequences may be assigned: meetings mediated by staff, assignments designed to increase awareness and sensitivity to the issue in question, referral for mental health assessment at family expense, administrative conferences, suspension, expulsion or exclusion from school and/or residence hall contract suspension and cancellation.

Hazing is not acceptable at Perpich Arts High School. This policy applies to student behavior that occurs on and off school property both during and after school hours.

Definition

Hazing is defined as the following:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on or in the body
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of a student or discourages a student from remaining in school
- Any activity that causes or requires a student to perform a task that involves violation of local, state or federal law or of Perpich Arts High School policies or regulations
- Any activity that puts a student at risk health-wise (forced contact, coerced kissing, etc.) that may occur on campus or in proximity to campus

Reporting procedures

Anyone with knowledge of an incident of hazing should report the incident directly to Perpich Arts High School director or designee. Students may ask any trusted arts high school adult (i.e. teacher, residence hall staff, social worker and administrator) for help bringing the report to Perpich Arts High School director or designee.

Investigation

Perpich Arts High School director or designee will investigate all reports of hazing. Any person who reported hazing or assisted with the investigation will be protected from retaliation. If the results of the investigation determine violation of the anti-hazing policy, discipline of the individuals involved may include: mediation when appropriate and facilitated by staff, assignments designed to increase awareness and sensitivity, referral for mental health assessment at family expense, administrative conferences, suspension, expulsion or exclusion from school and/or residence hall contract suspension and cancellation.

Prohibited Objects Policy

When working on school projects, students sometimes may bring to campus objects that are prohibited by school policy. Prohibited objects include, but are not limited to, alcoholic beverage containers, drug paraphernalia, cigarettes, weapons and look-alike weapons (i.e. toy weapons). Regardless of a student's intent, failure to receive prior authorization and failure to follow procedures for possessing prohibited objects on campus will result in consequences that may include suspension or expulsion.

Because of the safety issues involved, weapons are of special concern. Equipment that is used in the visual arts department such as Exacto knives, staple guns, etc. are considered weapons outside the visual arts classroom. This type of equipment must be stored in the visual arts classroom and is not permitted on key chains, in lockers, backpacks, etc. Weapons include firearms and look-alikes, knives and look-alikes, and any objects or substances that could reasonably be considered weapons given the circumstances. Weapons and look-alike weapons and ammunition are not permitted on school property. Regardless of intent, possessing, storing or keeping a weapon or look-alike weapon on school property is a violation of law and of school policy. See the school's behavior policy for consequences that include suspension or expulsion and a report to the police.

Before bringing any prohibited object to school, authorization must be received and the procedures below must be followed:

Authorization: Before bringing the object to campus, a student must receive authorization to use the prohibited object from the teacher overseeing the project, Perpich Arts High School director or designee and campus safety team.

Notification: The teacher and the campus safety team will determine the appropriate use and storage of the object. The student will be notified of the arrangements and only then may bring the object to campus.

Storage: The object will be stored by the teacher or by the campus safety team and checked in and out each time it is used.

Additional notice: Dependent on the nature, location and timing of the project, the entire school may be notified through public postings.

Technology And Internet Acceptable Use Policy

Philosophy

The purpose of offering individuals at Perpich Arts High School access to technology resources and the internet is to promote excellence in research and education consistent with the school's mission and policies. Technology skills are now fundamental to the preparation of citizens and future employees. Students will develop these skills as they interact with the unique resources available through computer technology. With access to some computer technology like the internet comes a danger of encountering materials and participating in activities inappropriate for students at our school.

We believe that with education, along with parent/guardian guidance, the benefits of responsible use exceed potential risks. Access to computer technology is a privilege provided by the school and it carries with it the responsibility to use resources appropriately. Failure to adhere to school policy regarding acceptable use of computer technology and the internet will result in restrictions or loss of school-sponsored access to computer technology (including access to the internet) and other appropriate disciplinary action.

Computer use

Macintosh computers are available for student use. Students are encouraged to purchase writable media (CDs, DVDs), USB flash drives and/or external hard drives for personal back-up of their important computer work and for year-end back-up of their data. Most computers on campus have the capability of writing CDs and DVDs for this purpose (most can also connect to external storage as well). These are available at most retailers. If you are unsure of how to use computers/technology or have questions, please see a member of information technology services.

Students are expected to abide by the following rules when using Perpich Arts High School computers:

- No misuse of school computer (i.e. inappropriate websites, bullying, etc.).
- No rough play is allowed in the computer labs.
- No beverages or food are allowed in the computer labs.
- Respect the work of others.
- Do not add or delete programs from the computers.
- Log out when you leave your computer station.

Acceptable use

Individuals are expected to use access to computer technologies to further their educational and personal goals consistent with Perpich Arts High School mission and school policies. The guidelines of responsible, considerate and ethical behavior expected of students at Perpich Arts High School extend to the use of all campus computers, all campus network resources and networks throughout the world to which the school provides access.

The following are some examples of acceptable use of school-sponsored computer technology:

- Complete class work and personal projects.
- Locate information needed to complete class required research or personal research.
- Participate in distance learning projects.
- Download appropriate information from the internet to personal network folders provided by the school.

Unacceptable use

The following examples of unacceptable use and possible consequences listed are not intended to be all-inclusive. They are presented as guidelines for administrators, teachers, students and parents.

Students are expected to refrain from accessing internet sites that promote unsafe or inappropriate practices including software piracy, copyright violation, illegal file sharing, internet dating, escort services or personal advertisements soliciting for relationships.

Consequences for unacceptable use

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school-sponsored computer technologies will result in one or more of the following consequences: warnings, restrictions on use, suspension of use, fines for damages and repairs and discipline under any appropriate school policies up to and including suspension, expulsion and exclusion from school and suspension or cancellation of the residence hall contract.

Notice to users and parents/guardians

Perpich Arts High School does not control information on the internet. While Perpich Arts High School has taken measures to restrict access to inappropriate materials, it cannot always prevent individuals from finding such materials. Some sites on the internet may contain materials that are illegal, defamatory, inaccurate or potentially offensive to some people. Information literacy skills integrated into the school's curriculum teach responsible and effective use of the internet. In the interest of preventing internet access to materials that, taken as a whole, lack serious artistic and educational value, filtering software is in use on the school's network connection to the internet (which includes all personal devices and computers that connect to our network). This software blocks or filters access to internet content that may reasonably be considered harmful to minors and/or illegal as defined by state and federal law.

The school does not guarantee the privacy of individuals using any computer technology resources while on campus, including personal devices. Staff has the responsibility and retains the right to monitor and review the content of individual files, accounts or devices in order to support the safe and appropriate use of resources consistent with school mission and policies. In addition, data may become accessible to unauthorized individuals because of software or hardware failures or other means.

Perpich Arts High School makes no warranties of any kind for the computer technology access it provides, and it is not responsible for the accuracy, nature or quality of information gathered through that access. The school is not responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in the service, equipment failure or financial obligations that may result from misuse.

Residence hall users

A series of wireless access points are configured in the residence hall for residence hall residents' use. This network is password protected and the password should not be shared with anyone except other residence hall residents. The login credentials for the wireless network are available in the residence hall office.

Multi-media equipment center (aka the "Batcave")

The multimedia equipment center is responsible for supporting the agency and academic divisions with media/AV needs. Students, faculty and staff wishing to use the Batcave's equipment/facilities must present a valid ID. This card acknowledges your responsibility for any damage, loss (theft included) or replacement of equipment you borrow. Anyone abusing access privileges (overdue fines, misuse of equipment, etc.) may have his/her access suspended or denied.

Equipment care

Students are responsible for any equipment they check out. Technical equipment must be handled with care. If you lack the operational knowledge to use an item, please ask for help. You may be denied access if your knowledge seems inadequate. When checking out or returning equipment, it is the student's responsibility to make sure the transaction is accurate and complete before leaving the equipment room.

Check-out procedures

When checking out items from the Batcave be prepared to accurately describe the equipment you wish to borrow. Please plan for time to test equipment and receive equipment operation instruction. Items are automatically checked out for two days unless other restrictions apply. A one-day extension may be permitted during the week. Equipment checked out on Friday is due by 2 p.m. on Monday. There is no extension on a weekend checkout. Separate notices listed at the Batcave about check out/in times may apply for some equipment.

Equipment is non-transferable. If you choose to pass equipment to another classmate, you must both complete the transaction at the Batcave in person. If your name is on the checkout record, you are responsible for it.

Fines

All patrons (students, staff and faculty) are subject to fines for tardiness or abuse of equipment or policies. This policy is strictly enforced and insures equipment will be available for those who have items reserved. If fines are due, access privileges will be denied. Any unpaid fines at the end of the semester will cause charges to be added to your account. Equipment abandoned or left unattended will result in a $10 fine. Fines on all other equipment are $2/day and a hold is put on all further access. Students who have signed out equipment that is subsequently lost or stolen will pay the replacement cost of the item and any late fees associated with the item. If an item is lost or stolen, it is in a student's best interests to report it immediately to Batcave staff.

Tobacco-Free Campus Policy

Philosophy

The Perpich Center for Arts Education is a state agency mandated as tobacco-free. The use of tobacco is illegal for individuals under eighteen years of age. Smoking is not allowed anywhere on our campus. The bus shelter is within the boundaries of our campus and therefore, smoking/tobacco use is not allowed in it by students. In order to maintain a respectful relationship with the neighbors of the Perpich Center for Arts Education, students may not smoke near or on neighbors' property or on the bridge over the railroad tracks.

Definitions

On-campus

Includes all property owned by the Perpich Center for Arts Education, the bus shelter, the frontage road, median and the highway bordering our property on the north

Tobacco products

Tobacco leaves in any form (cigarettes, pipe tobacco, chew, dip) and any tobacco substitutes (clove cigarettes, herbal cigarettes)

Use of tobacco products

Smoking, chewing or dipping tobacco products on campus or at school/residence hall-related events

Suspension, expulsion, exclusion

Definitions are found in the Due Process section of the Student Handbook.

Searches

See Searches (page 75) in the Student Handbook for school policy regarding searches of property and person and vehicles.

Violations and consequences

If Perpich Arts High School determines the manner of tobacco product use presents a substantial danger to Perpich Arts High School community, it reserves the right to take immediate and appropriate disciplinary action up to and including suspension, exclusion and expulsion from school and suspension or cancellation of the residence hall contract.

Staff will confiscate tobacco products they see or find in students' possession in any school building and on school property. Possible consequences for violation of this policy are in the code of conduct chart. Depending on the nature, location and degree of the offense and the number of prior offenses, any one or combination of consequences found in the Other Actions section may be assigned. The consequences listed in the code of conduct chart are not intended to be all-inclusive; they are presented as guidelines for staff and students.

Vehicle Policy

Registration

It is required that students who bring a vehicle to campus must register and keep that vehicle on campus as space permits. Registration includes: completion of car on campus permission form and purchase of a $200 parking permit. (Permits will not be issued until all other campus fee obligations have been paid.) If Perpich students carpool with other Perpich students, up to four students may share one $200 parking permit. Only one of the four vehicles is allowed on campus each day. Students are responsible for completing all paperwork associated with parking permits and parking permits must be displayed appropriately when cars are parked in our lots. If a student drives more than one vehicle to campus, each vehicle must be registered and display a permit.

Unregistered vehicles will be fined, towed or booted at owner's expense until a permit is purchased.

Vehicle use

Resident and commuter students may use their vehicles during non-class time without special permission. Students who transport other students do so at their own liability. Students and parents/guardians assume all liability in the case of accidents and injury.

Violations

Students are expected to use their vehicles safely and responsibly at all times while on campus. Security staff may give fines for failure to register vehicles, display permits or repeatedly parking in the wrong parking area. Police notification, loss of car privileges and/or school suspensions will be imposed for:

- Multiple ticketed violations of the vehicle policy can incur fines up to $25 per violation
- Students who park illegally in handicap spaces will be ticketed by the Golden Valley Police Department
- Violation of the chemical use policy
- Driving in a reckless manner on campus that threatens the safety of self or others
- Driving on the campus lawn
- Use of vehicle for inappropriate or illegal activities by owner or other students
- Consistent use of vehicle by other students without parental consent

Students are advised that their vehicles are subject to searches at any time as a condition of parking on campus. Car privileges are automatically restricted or revoked when students violate the chemical use policy.

Vehicle problems

The school does not provide services related to vehicle problems such as dead battery, keys locked in vehicle, flat tires, etc. Families are encouraged to have backup transportation plans for those times when students have vehicle problems while at school. In addition, families should consider purchasing emergency road service.

Vehicle parking

The campus map shows the parking lots and their designations on campus. Residents are required to park in the residence hall lot only; commuters are required to park in the commuter lots only. Failure to use the appropriate parking lot may result in a warning ticket, fines up to $25 per violation, boot or tow and/or revocation of permit. Unauthorized parking in handicapped designated spaces or fire lanes will be ticketed and fined without warning by the Golden Valley police.

Code Of Conduct Chart

Offenses that warrant disciplinary action including school/residence hall expulsion, exclusion or suspension

Unless otherwise noted, school and/or residence hall suspensions range from one to 15 days at the discretion of administration, depending on the nature of a violation, circumstances, attitude and discipline history of student. Parental contact and administrative conferences are automatic for incidents that may merit suspension. Consistent and/or intentional violations of a rule or combination of rules or failure to complete assigned consequences may result in a student being barred from performances/arts openings, suspension or expulsion.

Police will be notified of violation of local, state or federal laws.

Campus behavior		
Violation	**Description or example**	**Recommended actions**
Academic dishonesty	Cheating on tests and assignments, plagiarizing the work of others, including the failure to make proper attribution to others or contributing to someone else's cheating or plagiarism	Loss of credit for assignment, test, paper Administrative conference with parents, student, teacher Loss of credit in the class
Alcohol and other drugs	Use, possession or supplying of any drugs or alcohol	School suspension or expulsion See chemical use policy
Arson	The malicious or fraudulent burning of property on campus	School expulsion Police referral
Assault	Aggravated assault: Assaulting another person with a dangerous weapon or an assault that inflicts great bodily harm of another student or staff on or off campus. This includes negligent or malicious use of mace on another person. Physical assault: Committing an act (including pranks) with intent to cause fear of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm of another.	School expulsion See harassment policy Police notification
Attendance	See attendance policy	Loss of credit Attendance contract Collaborative problem solving conference Detention Law enforcement Involvement Loss of privileges (i.e. field trips, parking, events) Suspension

Violation	Description or example	Recommended actions
Chemical use	See chemical policy	Residence hall contract cancellation (residents) Restricted campus access after school hours (commuters) Closed campus restrictions A three-to-15-day school suspension Search of person and property Restricted or revoked car privileges Referral to a licensed chemical health counselor Participation in licensed drug education program No-use contract Drug testing at family expense Assessment at licensed treatment facility paid by family and follow-through of assessor's recommendations Campus restrictions while student is in treatment and/or during and after student's tenure at Perpich Arts High School Police notification Barring from school/residence hall sponsored activities, performances and ceremonies, including graduation Restitution if costs incurred School exclusion or expulsion
Dangerous threats/false alarms	Verbal, written or threats by any communication method that interfere with normal campus operations or activities. These include, but are not limited to, reporting of dangerous or hazardous situations that do not exist that merit emergency evacuation or other safety measures (false fire, bomb or dangerous person alerts).	School suspension or expulsion Police or fire marshal notification (possible fine) Residence hall contract cancellation

Violation	Description or example	Recommended actions
Discrimination and offensive behaviors/bullying	Unwelcome behaviors directed toward another person as defined in policy.	School suspension or expulsion See harassment and anti-hazing policies Residence hall contract cancellation
Disregard of authority	Failure to comply with consequences of policy violations or inappropriate response to any staff member, including use of profanity, refusal to cooperate with staff's directives, lying, cheating, plagiarism, etc. This may also include being present during commission of an act in violation of school policy (i.e. watching vandalism, thefts, being with smoker in bathroom). This also includes exhibiting pieces or changing performance and/or body language at an arts high school public performance, event or show that was not previously approved by faculty/staff during review, auditions or rehearsal.	School and/or residence hall suspension Referral for counseling Removal from specific class one to three days when appropriate Loss of credit Restricted from performing/showing work at next event
Disruptive behaviors	Offensive, disruptive, noisy or inappropriate actions or language or items that disrupt the safe learning and living environment in campus buildings. This may include vulgar language anywhere, cell phones ringing in class or any unsolicited disruptions. (Teachers may determine what is disruptive in their classrooms and refer to administration when appropriate.) (Read handbook section pertaining to skateboards, rollerblades, etc.)	Suspension when necessary Confiscations Removal from class one to three days if necessary Behavior contracts with teachers upon return to class
False notes, passes or phone calls	Falsifying note from parents or instigating fake phone call permissions to excuse tardies, absences or to be out of the residence hall overnight (residents) or falsifying information on school passes.	See attendance policy Absences/tardies are unexcused Administrative conference Loss of weekend privileges
Field trip /study abroad trip/class trip misconduct	Failure to return on an assigned bus from school/residence hall-sponsored off-campus field trip or event without prior authorization to make other arrangements Violation of any campus behavior policies while on class trips to other states or countries	School suspension Restitution Student sent home at parents' expense; no compensation or reimbursement
Fighting	Physical altercations/combat in which any parties involved contribute to the situation by verbal or physical action	School suspension or expulsion Police notification See harassment and anti-hazing policies
Harassment/hazing	Unconditionally prohibited	School suspension or expulsion See anti- hazing policy

Violation	Description or example	Recommended actions
Inappropriate dress	Student apparel must be appropriate for a public high school. Staff will be the final arbitrators of what constitutes appropriateness. Appropriate dress, as determined by staff, is required on campus and at school functions and events off campus. Inappropriate dress includes clothes or jewelry that display obscenities or offensive statements, advertise drugs/alcohol or sex, or clothing that disrupts the teaching, learning or living area of others. Students will not wear sunglasses in campus buildings. Full or partial nudity on campus is not permitted. Resident students are required to wear clothes or robes when outside of their residence hall rooms.	Change of clothing Subsequent incidents would result in additional consequences as needed, up to suspension
Medications	See medication policy	See medication policy
Prohibited objects	Regardless of intent, any item that could be offensive or mistaken for a real weapon at first glance such as water pistols, toy guns, pocketknives or laser pointers are prohibited from campus. Use of items in unsupervised settings outside the classroom, such as Exacto knives, staple guns, props resembling prohibited items, is equally unacceptable. Props must be approved by Perpich Arts High School director or designee prior to being brought to campus and must be stored by the campus safety team when not in use as a prop. Mace and other protective repellents carried during the school day could be considered weapons. Such items must be stored in students' lockers or in the security office during the school day and carried responsibly after the school day.	School suspension or expulsion Residence hall suspension and/or weekends or residence hall expulsion

Violation	Description or example	Recommended actions
Public expressions of affection	Because each individual has different standards for what are appropriate displays of affection in public, staff will be the final arbitrators of what constitutes appropriateness. Lying in embrace with another, prolonged kissing, and intimate lap sitting are examples of inappropriate expressions. Showering together is also strictly prohibited in the residence hall. Students involved in romantic relationships must follow all integration and visitor rules in the residence hall policy.	Administrative conference with students and parents Subsequent incidents would result in additional consequences as needed, up to suspension
Sexual activity	Sexual activity with others is prohibited anywhere within the campus boundaries.	Administrative conference Suspension
Smoking	Possession or use of any tobacco product or look-alike product	Parent notification School suspension or expulsion See tobacco policy
Tattooing / body piercing	These are practices that should be done in clean, sterile environments by professionals to avoid infection. Tattooing and piercing (including ears) may not be performed on self or others on campus. Tattooing or piercing equipment or supplies may not be brought to or used on campus.	Parent notification Suspension
Theft	School property or equipment: Taking of campus keys, property or equipment (audiovisual, textbooks, library books) without authorization Personal property of students, staff or campus neighbors: the taking of personal property or equipment without authorization and without intent to return (includes food, ID cards, phone cards, etc.)	School suspension Restitution Police referral as appropriate Residence hall contract cancellation

Violation	Description or example	Recommended actions
Tobacco violation	**CATEGORY A** Use of tobacco products on campus (including in a vehicle on campus) or use of tobacco products during a school/residence-sponsored event off campus **CATEGORY B** Use of tobacco products that present **a heightened threat to the safety** of others, including use in or around any student, staff and/or faculty	**CATEGORY A** **FIRST VIOLATION** Participation in education program on campus One-day school suspension **SECOND VIOLATION** Two-day school suspension and additional consequences assigned from Other Possible Actions Subsequent violations: Progressive additional school suspensions (up to 15) and additional consequences assigned from Other Possible Actions **CATEGORY B** **FIRST VIOLATION** Participation in education program on campus Two-day school suspension and additional consequences assigned from Other Possible Actions Residents: Up to 15-day suspension of residence hall contract (if violation occurs in or around residence hall building) and weekend suspension for remainder of school year **SECOND VIOLATION** Three-to-five-day school suspension and additional consequences assigned from Other Possible Actions Residents: Cancellation of residence hall contract (if violation occurs in or around residence hall building) Subsequent violations: Progressive additional school suspensions (up to 15) and additional consequences assigned from Other Possible Actions **FOR BOTH CATEGORIES** Parent notification Police and/or fire marshal notification Community service Weekend suspension Campus/residence hall restriction Barring from school/residence hall activities and ceremonies Car privilege restricted or revoked Searches

Violation	Description or example	Recommended actions
Trespassing	Campus property: entering without permission any building, room, construction site or other areas that are deemed locked, closed or off limits to students. This includes coming to campus while on school suspension Personal property: entering without permission student or staff lockers, rooms, mailboxes, vehicles, etc. Electronic: use of others' passwords/log-ins. Refer to technology and internet acceptable use policy	Administrative conferences Police referral if appropriate Additional actions as appropriate
Unauthorized phone use	Use of campus phones without authorization, including using phone lines for internet connection Unauthorized use of long distance codes or using other students' cell phones or calling cards without permission	Restitution if needed Administrative conference Additional actions as appropriate
Vandalism or damage of property	Willful or malicious defacing or destruction of campus (i.e., furniture, lockers, computers, books, interior or exterior of buildings, parking lot signs, etc.) that results in damage to its workings, condition or appearance. Willful or malicious defacing or destruction of staff, student or visitors' personal property (i.e., vehicles, art work, bulletin board postings, personal items, etc.). This includes water pranks, shaving cream, markers, etc.	School suspension Restitution Police referral as appropriate Possible residence hall contract cancellation
Verbal abuse	Abusive, intimidating, threatening, profane, obscene language, oral or written, toward another. Verbal abuse also includes extortion (to obtain information or property of others through coercion or intimidation).	See harassment and anti-hazing policies
Vehicle violations	See vehicle policy	See vehicle policy
Weapons	Ammunition, firearms, bomb materials, knives, brass knuckles (or any object that could reasonably be considered a weapon given the circumstances) held on one's person, vehicle or campus property. Possessing, storing, constructing or keeping a dangerous weapon, as defined by statute, on school property is a felony that may result in fines and/or imprisonment.	School suspension School expulsion Police notification Department of Education notification per state law

Residence hall		
Violation	**Description or example**	**Recommended actions**
Health Issues: Irresponsible behavior related to physical or mental health conditions that adversely affect other students or staff. This includes poor hygiene practices.	Unwillingness or inability to cooperate with staff in monitoring physical or mental health conditions Suicide threats or attempts	Temporary residence hall removal until a written release of good health from a licensed medical professional (or, if requested, from a mental health professional) is provided or permanent residence hall removal
School suspension	Student is suspended from school.	Residence hall removal for duration of school suspension
School attendance	Student loses credit due to absences that result in senior not graduating or junior not being invited back for senior year.	Residence hall removal
Breach of contract	Failure to comply with individual health plan, breach of residence hall contract or providing false information on resident application	Residence hall removal

Technology		
Violation	**Description or example**	**Recommended action**
Vandalism	Intentionally degrading or disrupting equipment, software or software performance. Unauthorized monitoring, accessing editing or changing of data belonging to others.	Parent notification Restitution School suspension or expulsion
Hacking	Tampering, modification or additions to network software, hardware or wiring. Willful violation of computer system security.	Parent notification Restitution School suspension or expulsion
Inappropriate use	Wasting of finite resources (i.e. generation of excessive network traffic, excess printing). Transmitting or requesting, reviewing, downloading, storing, printing, editing or posting materials that are profane, obscene, or use of language or images that are disruptive to the educational process, including but not limited to actions which could constitute harassment or discrimination. Posting personal information about any student or staff, including telephone numbers and addresses as well as information regarding the specific location of any student or staff. Using network for financial gain, political or religious promotion or commercial purposes unrelated to the mission of the school. Plagiarism. Setting up web pages or private email accounts through external servers. Posting personal ads on external servers. Joining inappropriate chat rooms. Posing as another person (student, staff, faculty, etc.) in any manner, for any reason.	Parent notification Restitution School suspension or expulsion
Violation of state or federal law	Violation of software copyrights and usage licensing agreements	Parent notification School suspension or expulsion Restitution Police referral as appropriate
Trespassing	Use of computer files or accounts, access codes or network identifications other than those assigned to the individual	Parent notification School suspension or expulsion Restitution Police referral as appropriate

Procedures Governing Suspension, Expulsion And Exclusion From School

The Pupil Fair Dismissal Act

121A.40 CITATION.

Minnesota Statutes Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

121A.41 DEFINITIONS.

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action 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. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound

instruction, supervised homework or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding that may result in suspension, exclusion or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees or property of the school.

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. **Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 2. **Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. **Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subd. 4. **Suspension pending expulsion or exclusion hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. **Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the pupil and parent or guardian waives the right to a hearing in writing. The school board or its agent shall initiate the action.

Subd. 2. **Written notice.** Written notice of intent to take action shall:

(a) be served upon the pupil and the pupil's parent or guardian personally or by mail;

(b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;

(c) state the date, time and place of the hearing;

(d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

Subd. 3. **Hearing schedule.** The hearing shall be scheduled within 10 days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. **Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. **Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or re-admission plan.** (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section

120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within 10 days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions or decisions are:

(1) in violation of constitutional provisions;

(2) in excess of the statutory authority or jurisdiction of the school district;

(3) made upon unlawful procedure, except as provided in section 121A.48;

(4) affected by other error of law;

(5) unsupported by substantial evidence in view of the entire record submitted; or

(6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. **Exclusions and expulsions.** The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race and special education status.

Subd. 2. **Report.** The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area-learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area-learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

121A.56 APPLICATION.

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

School Due Process

(see residence hall due process as applicable)

Removal from class (definition)

"Removal from class" and "removal" mean any actions taken by a teacher or administrator to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established in the school district discipline policy adopted by the Board of Directors pursuant to MN Stat. section 121A.61.

Cause for removal from class

A student may be removed from class for the following reasons:

- Willful conduct which materially and substantially disrupts the rights of others to an education
- Willful conduct that endangers school employees, the student or other students or the property of the school
- Willful violation of any rule of conduct specified in Perpich Arts High School's behavior policy

Informing students and parent/guardian

Student rights and responsibilities governing student conduct and appropriate procedures outlined in this policy shall be included as part of information presented to each student and parent/guardian at the beginning of each school year.

The procedures for notifying students and parents/guardians of violations of the rules of conduct and of resulting disciplinary action are the responsibility of Perpich Arts High School's administration and staff.

Classroom teachers and Perpich Arts High School director or designee have the authority to remove students from the classroom pursuant to the procedures and rules here set forth. The period of time for which the student may be removed from a class may not exceed five class periods for a violation of a rule of conduct.

Removal of a student from class process

The right to remove a student from class is granted to the teacher responsible for classroom instruction and Perpich Arts High School director or designee. With reasonable cause, the teacher and Perpich Arts High School director or designee may decide to remove a student.

When circumstances permit, a student shall be removed from class upon agreement of the individual responsible for removing the student and Perpich Arts High School director or designee, following completion of a conference with the student.

Removal from class may be imposed without a conference if it appears that a student may create an immediate or substantial danger to himself/herself or to persons or property. If a student is removed from class due to concerns of immediate or substantial danger to himself/herself and no conference has been held, the individual responsible for removing the student will notify the school director immediately of the action taken.

The length of time of the removal from class shall be at the discretion of Perpich Arts High School director or designee after consultation with the individual responsible for removing the student but may not exceed five class periods.

A written disciplinary report shall be submitted to Perpich Arts High School director or designee by the individual removing the student within 24 hours of the removal of any student from a class.

A student removed from class shall be the responsibility of Perpich Arts High School director or designee.

A student removed from class must report directly to Perpich Arts High School director or designee.

The student will receive unexcused absences for the class periods from which he/she is removed.

Reporting procedures

The individual removing the student shall communicate with the legal parent/guardian in two ways:

- By telephone or email, preferably on the day of the removal, but within 24 hours, and
- By completing the class removal form, a copy of which is sent to the home. In the event that a parent/guardian cannot be reached by phone, in three attempts, the class removal form will constitute the communication with the parent/guardian.

Daily class work

Students who are removed from class may not be allowed the privilege of making up daily class activities, including test and final examinations.

Return to class

Before a student returns to class, the student must attend a conference with the assistant principal or designee and the individual responsible for his/her removal; conditions for return to class will be enumerated verbally and/or in writing. Perpich Arts High School support staff may also be asked to attend this conference.

Special education provision

For students who have IEPs where behavior is a concern, any established behavior contracts or behavior plans will be followed. If a student with an IEP is removed from class, the IEP team will consider the need for further assessment and the adequacy of the IEP.

Searches of property and person; school property and personal property

The school and residence hall staff have the right and responsibility to search school property (including but not limited to storage areas, desks, residence hall rooms, bathrooms, mail and message boxes) and personal property (including but not limited to pockets, purses, backpacks, tool boxes, cell phones including both images and messages and vehicles on campus) when there is reasonable cause to suspect a student of breaking the law or school/residence hall policies. These searches may legally occur without notice, without student consent and without a search warrant. When possible, at least two school staff and the student will be present at any searches of personal property or school property. In some instances in the residence hall, possessions of both roommates may be searched, in which case we would attempt to have both students present. If a student refuses to cooperate with a search, the student will be suspended for one to five days and additional disciplinary actions may be taken.

Access to student records

In accordance with the federal “No Child Left Behind” Act of 2001 (NCLB) and the Family Educational Rights and Privacy Act of 1974 and the Minnesota Government Data Practices Act, students’ permanent educational records are located in student services. These records contain the current transcript, transcripts from past high schools, correspondence relating to application and admission to Perpich Arts High School and correspondence relating to credits, colleges, etc.

The permanent student records and other educational records are available to school officials, students and parents as allowed by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (both as defined by FERPA) certain rights with respect to the student's educational records.

1. The right to inspect and review the student's educational records within 45 days of the date Perpich Arts High School receives a request for access. Parents and eligible students must send requests to Perpich Arts High School director and should specify the record(s) they wish to inspect. A written response to the request will be sent and will outline the time and place the records may be inspected.
2. The right to request the amendment of the student's educational records which the parent or eligible student believes is inaccurate. Requests are required in writing to Perpich Arts High School director and must specify the record they want changed, the portion of the record they want changed and the reason it is considered inaccurate. If the Perpich Center for Arts Education decides not to amend the record as requested, Perpich Arts High School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Perpich Center for Arts Education as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Perpich Arts High School has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Perpich Arts High School discloses education records without further consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Perpich Center for Arts Education to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:
   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202-5920

Notification of rights under the protection of pupil rights amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes and certain physical exams.

These include the right to:

1. Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") and the survey is funded in whole or in part by a program of the U.S. Department of Education:
   a) Political affiliations or beliefs of the student or student's parent
   b) Mental or psychological problems of the student or student's family

c) Sex behavior or attitudes
d) Illegal, anti-social, self-incriminating or demeaning behavior
e) Critical appraisals of others with whom respondents have close family relationships
f) Legally recognized privileged relationships such as with lawyers, doctors or ministers
g) Religious practices, affiliations or beliefs of the student or parents
h) Income, other than as required by law to determine program eligibility

2. Receive notice and an opportunity to opt a student out of:
   a) Any other protected information survey, regardless of funding
   b) Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law
   c) Activities involving collection, disclosure or use of personal information obtained from students for purposes of marketing or to sell or otherwise distribute the information to others
3. Inspect, upon request and before administration or use:
   a) Protected information surveys of students
   b) Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes
   c) Instructional material used as part of the educational curriculum

Perpich Arts High School develops and adopts policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Perpich Arts High School directly notifies parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Perpich Arts High School will directly notify parents and eligible students, (through U.S. mail or email) at least annually at the start of each school year, the specific or approximate dates of the following activities and provides an opportunity for a student to opt out of participating in:

- Collection or disclosure or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents/eligible students who believe their rights have been violated may file a complaint with:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

Education Of Students With Disabilities

Perpich Arts High School contracts with Innovative Special Education Services (ISES) to identify and evaluate students who, as described by the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, need special services or programs in order to receive a required free and appropriate public education.

Under IDEA, the school provides special education support to students who meet the state criteria making them eligible for services. The school ensures a free and appropriate public education (FAPE) in the least restrictive environment (LRE) through the direct and related services required to ensure students benefit from instruction.

The school must be informed of existing Individual Education Plans (IEP's) or Section 504 plans at or before the time of enrollment in order for appropriate services to be prepared. A copy of the most recent IEP and assessment summary, as well as the name of a contact person who can make additional information available, should be provided from the student's home school.

Individuals should contact the special education teacher for more information regarding the special education program. A "Parent Rights and Procedural Safeguards" brochure may be requested from the special education teacher at 763-279-4265 or at 1-800-657-3515 at any time during the school day if there are concerns about the services planned for a student. A copy of this brochure will be provided to parents/guardians routinely at the first IEP meeting. Parents/guardians have the right to have an interpreter present if the parents/guardians do not speak or understand English well, are hearing impaired or use other modes of communication.

Information regarding eligibility for services under the provisions of Section 504 is available through coordinators of this service and by the school social worker who can be reached at 763-279-4267. Section 504 defines a learner who may need special services or programs as a student who:

- Has a physical or mental impairment which substantially limits one or more major life activities, including learning; or
- Has a medical record of an impairment diagnosis; or
- Is regarded as having such impairment [34 CFR 104.3(j)]

Equal Access Policy

Unless the rights of others are violated, the Perpich Center For Arts Education board supports students' right to free speech and will provide limited open forums in which students may meet in school facilities during non-instructional time.

In accordance with the Federal Equal Access Act and Administrative Rules and Regulations, students desiring to conduct meetings within the limited open forum for the purpose of engaging in free exchange of religious, political or philosophical speech and thoughts will be afforded fair, equal and nondiscriminatory access to facilities within the school, provided that such meetings conform to the requirements of the Equal Access Act as provided in the procedures below.

The policy protects the rights of students to express opinions, post written materials and distribute literature so long as it does not disrupt the normal operations of the school and follows all procedures listed for this policy.

Nothing in the equal access policy or procedures shall:

- Authorize or require expenditure of public funds beyond the incidental cost of providing the space for student-initiated meetings
- Compel any school agent or employee to attend a student-initiated meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee
- Authorize or approve meetings that are otherwise unlawful
- Limit the authority of the school, its agents or employees to maintain order and discipline on school premises, to protect the well-being of students and faculty and/or ensure that attendance of students at meetings is voluntary

Residence Hall Life

Welcome to the residence hall

Living in Perpich Arts High School residence hall is an experience that can enhance personal growth and discovery. It requires cooperation and patience with people and tolerance for new situations. The residence hall staff strives to help students make the most of their experience at Perpich Arts High School. It is essential for students and parents/guardians to realize that living in the residence hall is a privilege that may be revoked if students do not adhere to the established guidelines, policies and procedures.

Residence hall eligibility (from the residence hall contract)

Any full-time enrolled student whose home address places them 16 miles or further from the Center as determined by MapQuest is eligible to enter into this contract following completion of the resident application and acceptance of this application by the Center. See paragraph 9 for circumstances that may result in a student's removal from the residence hall or the suspension or cancellation of a student's residence hall contract. Variances to this policy may be made in any given year depending on demand for and availability of rooms.

Students eligible to apply to live in the residence hall may waive their resident status upon acceptance to Perpich Arts High School if they elect to commute. After the school year begins, and space permitting, applications for resident status (or for the senior year) are considered providing that the student:
a) is not entering on academic probation
b) is on target to graduate on time
c) has lived with a parent/guardian at least six consecutive months prior to applying
d) has no history of campus policy violations

Residence hall rules and expectations

The residence hall is a place of education where each student has the right to learn and grow in a supportive environment among people who are caring and cooperative. The residence hall is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful community. The code of conduct has been guided by the following philosophy:

- All members of the residence hall community (students, staff, parents and community) are essential to creating and maintaining a positive environment.
- The residence hall environment must be physically, socially and emotionally safe for everyone.
- The code of conduct is a framework to facilitate appropriate behavior by establishing clear expectations and appropriate consequences.
- Desired behaviors should be communicated, taught and modeled continually throughout the school year at all levels.
- Systematic communication and reflection (based on data and observations) on an individual and collective basis are vital to the successful implementation of the code of conduct.
- Conflicts will be handled with respect for the rights of all involved. The code of conduct that follows will assist students, teachers and staff in creating a safe community that fosters personal growth both behaviorally and academically.

Consistent with these philosophies, the residence hall may utilize restorative practices as a response to behavior that impacts the residence hall community. Restorative practices are designed to resolve behavioral concerns within the residence hall community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and are encouraged to return and positively contribute to the community. Parents/guardians are valued members of our community and

are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates a safe environment for all. We will encourage and support parents/guardians in playing an active role in the decision process.

Consequences

(see Code of Conduct policy, pp. 38-39)

Residence hall administration

Assistant principal

The assistant principal serves as the primary authority in the residence hall. The assistant principal supervises and consults with the residence hall staff, represents and administers school rules and regulations through residence hall policies and serves as liaison among students, residence hall staff, faculty and administration. Students and parents/guardian(s) are encouraged to contact the assistant principal with any questions or concerns anytime.

Residence hall coordinators

Residence hall coordinators are directly responsible for the students in the residence hall and are the first line of support for students who have questions and problems within the students' living environment. Coordinators are also residence hall advisers to students to provide guidance and support for personal development and general well being. Coordinators disseminate information, hold floor meetings and help to relay, interpret and enforce the arts high school policies. Students and parents/guardians should feel free to contact residence hall coordinators with any questions or concerns regarding their students.

Nurse

The arts high school nurse authorizes and monitors all medications brought on campus and is the primary consultant for any medical concerns. The school nurse or designee can provide excused absences for illness or medical appointments for resident students. The nurse provides a confidential environment and students should feel free to consult with the nurse on any health or medical issue.

Security

The dorm security staff will create and maintain a safe and secure dorm environment and monitor safety and security concerns. Dorm security staff will regulate, monitor and patrol all floors of the dorm and parking areas. They will keep the dorm safe, locking and unlocking internal doors and monitoring the alarm system. Their first priority is to make sure that all the residents are safe and secure at all times. All incidents and reports will be reported to their supervisor and/or appropriate personnel.

Housing

Suggested things to bring to the residence hall

1. A reliable alarm clock
2. Clothes hangers
3. Big key chain to keep track of keys
4. Quarters for laundry
5. Stamps
6. Envelopes, stationary, tape, scissors, stapler and batteries needed for electronic devices
7. Basic first aid supplies (bandages, heating pad, cold packs, dehumidifier or vaporizer, humidifier, ace bandages, sunscreen) and personal toiletries
8. A floor or desk lamp with light bulbs to fit the specific wattage required for the lamp. **Paper lampshades, halogen lamps, clip-on or wrap lamps are prohibited due to fire risk.**
9. Blankets, pillows and pillowcases, twin-sized mattress pad and sheets. Mattresses are 74" x 38" and the bed has a 16" clearance for under-bed storage.
10. Towels, washcloths, hand towels and toiletry items
11. Cup, plate, small dishes, eating utensils, cookware to use in kitchen microwave and stove or oven (stored in residence hall rooms when not in use), dish soap. Plastic bins with lids are required to store all nonperishable food items kept in residence hall room.
12. Laundry detergent, basket and iron (with automatic turn-off only). Ironing boards are provided in laundry rooms.
13. Small refrigerator (no larger than 3.6 cubic feet in size) is allowed; to promote energy efficiency older models (dating before 2006) are prohibited.
14. A robe to wear to and from bathroom and crate or bag to transport personal toiletries to and from bathroom. Personal items may not be left in bathrooms.
15. Bathroom rug (optional)
16. Small electric fan (residence hall bedrooms are not air-conditioned)
17. UL-approved power strip with surge protector (extension cords are prohibited)
18. Bicycle lock (if you bring a bicycle)
19. Thumb tacks or Plasti-Tak if you plan to decorate walls (many walls are brick); adhesive remover
20. Personal recreational equipment if desired: tennis equipment (parks nearby), softball glove and ball, soccer equipment, basketball, swimsuit (swimming at the nearby community center)

TIP: Residents are encouraged to coordinate with roommates to avoid duplications (i.e., TV, stereo) and before bringing large pieces of furniture. Rooms are approximately 11' x 17' in size (187 sq. ft.).

Things not to bring to the residence hall—these items will be confiscated

1. Alcoholic beverage containers and/or drug paraphernalia (wine bottles, poppers, pipes) are not allowed in rooms for decoration or otherwise. Such items (even empty) found in rooms can subject students to a suspension or cancellation of the residence hall contract per the chemical use policy (pg. 45).
2. Soft drink bottles or cans that are look-alike alcoholic beverage containers
3. Any open heating elements or items that can cause combustion: popcorn poppers, hot plates, coffee pots, microwaves, heaters, electric potpourri pots, extension cords, toasters or other heat-producing electrical appliances not listed
4. Candles, incense, matches; cigarettes, lighters
5. Halogen or mercury light bulbs
6. Spray paint or any oil-based paint (these items must be stored at school if needed)
7. Super-soaker water guns or any toy weapon (gun, knife etc.)
8. Pets other than fish. Fish are allowed as long as water is kept clean and odor-free.

9. Audio/visual material (VHS tapes, DVDs, video games) or printed materials (posters, photos) that depict sexual acts, nudity in sexual context, repetitive profanity or extreme violence and gore (body mutilation/blood) are strictly prohibited in the residence hall.
10. **Avoid bringing items of extreme monetary or sentimental value (jewelry, cash, expensive art pieces, etc**.). Although rooms should be kept locked at all times, we cannot guarantee the safety of personal items. The Center assumes no responsibility for lost, stolen or damaged personal property.

Daily residence hall hours

The residence hall officially opens at 6 a.m. Monday - Friday. Students may leave the residence hall before 6 a.m. with parental permission only. For security reasons, the residence hall closes during the school day, 9 a.m. to 3 p.m. Students may not return to the residence hall during these hours without a pass from the attendance clerk. Students must remain in the residence hall from curfew at 10:30 p.m. until 6 a.m.

Curfew

Curfew is 10:30 p.m. Sunday - Thursday and midnight (12 a.m.) on Friday and Saturday. Students chronically late for Sunday night curfew will be asked to make arrangements to return Monday mornings. Late curfew on weekends will result in loss of weekend stay privileges. Curfew extensions are granted on rare occasions, if the student is returning to campus accompanied by an adult.

Curfew sign-in

Students are required to legibly sign their own names on a curfew sign-in sheet each evening by curfew at designated areas in the residence hall and remain in their quad after signing in for the night. Residents must be in their assigned rooms by 11 p.m. weeknights and 12:30 a.m. weekends. Visitors need to leave the residential hall by 10 p.m. every evening, including weekends. Consequences for being late for curfew, not signing in properly at curfew or being out of the residence hall without permission between curfew and 6 a.m. may include all or any of the following:
1) notice to parent/guardian
2) early curfew up to five nights
3) weekend suspension for designated period of time
4) residence hall suspension or expulsion for chronic curfew violations

Curfew quiet time

Residents are required to be in their respective quad areas after signing in for curfew and to honor the 10:30 - 11 p.m. "quiet time" expectations in the quad area. Quiet time expectations in quad areas include: no loud social activities, loud music or raised voices in the quad area after 10:30 p.m. Quiet time is in place so students who wish to go to sleep early can do so without interruption.

Residence hall closings

Holidays and mandatory weekends home

The residence hall closes at 6 p.m. on weekends and holidays as identified on the school calendar and all students are required to leave campus. It is the student's and parents'/guardians' responsibility to prepare for these closings in advance and make transportation arrangements.

Students must be out of the residence hall by 6 p.m. on the last school day before the holiday/mandatory weekend begins and may return to the residence hall **after** 4 p.m. the day before school resumes.

Weekends

Tier One students (students who live 1-50 miles from the school): must vacate the residence hall every weekend. Tier One students must leave the residence hall by 6 p.m. Fridays and may return after 4 p.m. Sundays.
Tier Two students (students who live 51 miles or farther from the school): may stay on campus weekends (not including holiday and mandatory closed weekends).

Off-campus policy/ sign in/out policy

Students may leave campus at their discretion at any time between the hours of 6 a.m. and curfew. Students are required to sign in at the residence hall at curfew each night. Students are **required** to sign in and out of the residence hall when leaving campus unless the student is:
a) going off campus for an overnight visit with parental permission
b) leaving campus on a weekend the residence hall is open
c) leaving campus on a scheduled mandatory residence hall closing date

Students must sign in and out on their individual sign in/out sheets each time they leave campus so this information can be provided to parents on request. Parents and students should discuss this together to reach a mutual agreement as a family. Staff will provide copies of the sign/in out sheets monthly to parents upon request. Consequences for not signing in and out of the residence hall for overnights or weekends may include all or any of the following:
1) notice to parent/guardian
2) early curfew for designated period of time
3) weekend suspension for designated period of time
4) residence hall suspension or expulsion for repeat sign in/out violations. Students who provide false permission from parents (false phone calls, emails or notes) for overnights or weekends off campus will be suspended from the residence hall on weekends and/or up to five weeknights.

Students going home on weekends are required to sign out of the residence hall by 6 p.m. Fridays and may return after 4 p.m. on Sundays. Students signed out for the weekend are asked to refrain from visiting in the residence hall on weekends and to sign in as soon as they return to campus. Parents should contact residence hall staff if a student is returning on a Monday morning instead of Sunday night.

Resident rooms

Residence hall rooms, closets and bathrooms are the property of Perpich Arts High School. Staff may enter rooms and closets with or without students present for the purpose of routine checks, inspections and repair and preservation of health, safety or quiet. Staff has the right to enter rooms if there is reasonable cause to suspect that laws or school policies are being violated. Unauthorized or illegal items found in rooms or on the premises will be confiscated. Residence staff will enter rooms for scheduled and unscheduled checks and, as circumstances demand, for room searches (see Room Checks and Searches (pp. 86-87). Each student will be held strictly accountable for the proper care of the flooring and furnishings in the room. Damages to rooms and quads will be assessed periodically and repair costs will be billed to parents/guardians.

Roommates

Students are typically assigned two per room. Roommates are matched based on information provided on the roommate preference form supplied to students registered for residency. Residence hall staff reserve the right to change room assignments for health, safety or repair services, for disciplinary actions, to consolidate vacancies or for irreconcilable incompatibility of roommates. Staff will consider room reassignment requests after mediation in most cases. Students involved in romantic relationships, regardless of gender or sexual preference, are not permitted to room with partners and are subject to all room visitation and integration restrictions**.**

Room visitors

Residents may visit in residence hall rooms of same-sex residents until curfew with the same restrictions as outlined for integration visitation. Integration is a two-to-three hour period typically offered one night per week at staff discretion in which residents may invite authorized guests to visit in residence hall rooms with restrictions including: doors open, lights on and both feet on the floor at all times. Unauthorized room or quad visitations that could result in residence hall suspension include:

(a) males in female quads and vice versa without authorization
(b) integration violations
(c) staying in other resident rooms or hosting other residents in room overnight
(d) visiting in unassigned rooms after curfew
(e) hosting non-resident guests in residence hall room overnight

Residents that violate room or quad visitation expectations during the week or on weekends will also lose weekend privileges for up to the remainder of the school year.

Keys

The Center is not responsible for lost, stolen or damaged items. Student rooms should be kept locked at all times when both roommates are out of the room. Room or mailbox keys should not be loaned to other students. A $25 charge is assessed and billed to parents/guardians for lost room or mailbox keys.

Windows

Damage to windows or screens on any floor or use of residence hall windows to exit or enter the building will result in compensation applicable and a residence hall suspension and/or weekend suspension; subsequent window violations will result in residence hall contract cancellation. A $10-per-room fee will be assessed for missing window sticks on first floor rooms. A fine of $25 will occur for the removal of any screen and additional fines if the screen is damaged.

Decorations/furnishings

Students may decorate rooms according to their own good judgment, providing no structural alterations or damages to facilities occur and décor is in compliance to current fire and safety regulations. Plasti-tak may be used to put up posters, pictures, etc. on walls instead of tape, staples or adhesives that damage walls, floors, doors or ceilings. Audio/visual material (VHS tapes, DVDs, video games) or printed materials (posters, photos) that depict sexual acts, nudity in sexual context, repetitive profanity or extreme violence and gore (body mutilation/blood) are strictly prohibited in the residence hall. Rooms are furnished with beds, desks, chairs and closets. These furnishings may not be dismantled.

Furnishings in residence hall rooms need to stay in respective rooms. Moving heavy furniture can damage tile floors and cause bodily injury. Students should consult with staff before rearranging room furniture to ensure the arrangement meets fire code regulations that mandate an unobstructed path from/to door and window. The Minnesota Health Department requires that mattresses have no floor contact (keep on bed frame) and beds must be kept three feet apart if two persons share a room.

Safety rules in rooms

Open flames of any kind are not permitted in the residence hall or in proximity to residence hall. Open flames include items such as candles, incense, matches, blowtorches, cigarettes or cigarette lighters or any other item that produces a flame or requires fire to be used. Avoid temptation: do not bring incense or candles. Students found with these items in or around the residence hall may be suspended or expelled from the residence hall.

Cigarettes, lighters or matches visible to staff will be confiscated and given to parents. Halogen lamps, clip-on or wrap-around bed lamps or any paper shades are also prohibited due to fire risks.

Decorative lights may be used in rooms with staff approval. **(Paper lampshades, halogen lamps, clip-on or wrap lamps are prohibited due to fire risk.)** The Golden Valley fire marshal bans the use of many electrical appliances such as microwaves, hot plates, coffee pots, popcorn poppers, toasters, electric potpourri pots or other similar appliances in student residence hall rooms.

Power strips with surge protectors may be used; electrical extension cords are not permitted. Curling irons used in rooms should have an automatic shut off. Irons may be used in laundry rooms only and must have an automatic shut off. Ironing boards are provided in residence hall laundry rooms.

Important: The Golden Valley fire marshal requires that spray paint cans, oil-based paints and paint removers be prohibited from the residence hall. All such items must be stored in the provided storage spaces in the school building. Empty spray paint cans or related containers are also prohibited in the residence hall.

Scheduled room checks

Residence hall rooms are the property of Perpich Arts High School and should be treated with care at all times. Student rooms, bathrooms and closets will be checked routinely for cleanliness and safety. Days and times of the scheduled checks are posted in advance so students can arrange to be present, if desired. Scheduled room checks will take place with or without the student present. Students who do not pass room check will have early curfew (9 p.m.) until the room meets room check expectations. Unauthorized items found in rooms or on the premises will be confiscated. Scheduled checks include inspection of:

• Smoke detector, sprinkler head and other fire and safety checks (i.e., furniture arrangement and unauthorized items such as appliances, extension cords)
• Condition of furniture, walls, floor, ceiling, blinds (no damages)
• Trash emptied and no odor in room
• Window and screen (no damages)
• Bathroom (clean with personal items stored in carry bin)
• Food storage - All food kept either in a refrigerator or in sealed plastic containers with lids (bags or cardboard boxes of food may not be stored under the bed).

Unscheduled room entry

Staff may enter rooms, bathrooms and closets with or without students present for the purpose of routine checks for maintenance needs or preservation of health, safety or quiet. Staff announce their entry before accessing the room and the door remains open except in cases of room searches. Room entry may take place to:

1) check on absent or ill students
2) close windows
3) unplug electrical items left on
4) investigate unidentified peculiar sounds or smells in quad area

In addition, staff enter rooms for safety checks each time students vacate for holiday/school breaks and when room is left empty over a weekend.

Searches

All areas of the residence hall (i.e., residence hall rooms, bathrooms, storage areas and mailboxes) are the property of the arts high school. Staff reserve the right to electronically monitor all areas of the residence hall except inside student rooms and bathrooms to determine persons responsible for vandalism or disruptive

behaviors when necessary. The school and residence hall staff reserve the right and responsibility to search these areas when there is reasonable cause to suspect a violation of local, state or federal law or any school policy. Unauthorized or illegal items found anywhere on campus will be confiscated immediately. Searches are conducted with the following persons present whenever possible: the student, at least two Center staff, and the student's roommate when appropriate. Rooms, personal belongings and cars of students found to be in violation of the Center's chemical use policy will be searched.

Quads

Each floor consists of two wings with two quad areas per wing. Quad residents are required to participate in a weekly quad cleaning schedule. Personal items (food, clothing, books, dishes, etc.) left outside of residence hall rooms are gathered and donated to a local charity.

Furniture, decorative lights or other items brought to the residence hall for the quad must be pre-approved by the respective residence hall coordinator. Audio/visual equipment (televisions and DVD/VHS tapes, video games, stereos, radios) may be used in the quads only with pre-approval from staff for special events. The rec room and romper room are available for group sharing of media materials with staff supervision.

Students will be charged for extra cleaning needed as a result of damages or vandalism to quad areas. Repair costs for damages to rooms and quads will be billed to parents/guardians. Damages may be equally assessed and billed to all residents of the particular wing the damage/vandalism occurs if the individual responsible is not identified.

Robes or clothing are required of students when out of their residence hall rooms (undergarments or towels in place of robes are not acceptable). Footwear is required when outside of quads to avoid possible injuries.

Bathrooms

Bathrooms are shared by up to four residents. Residents are required to keep personal items in their own rooms and not in the bathrooms. Plastic totes or crates are encouraged to transport toiletries. Students sharing a bathroom are required to participate in a weekly cleaning schedule to keep the bathroom clean. Hair dying and/or cutting may be done in laundry room sinks only.

Recreation areas

The first floor rec room is a co-ed space that may be used by all students during residence hall open hours before curfew. This room is furnished with foosball, air hockey and a Ping-Pong table, television and VCR/DVD player for student use. Students are required to clean up after themselves after using this space.

The second-floor romper room is also available for TV use and general socializing or public study groups.

An exercise room is available on the second floor. Students are asked to use caution when using provided exercise machines; free weights over 10 lbs. may not be used in this space.

Study room

Computers are available in the study room with limited internet access until curfew each day. The Center's technology and internet acceptable use policy governs use of residence hall computers and campus media content policy outlined on page 44 of this handbook. Additional expectations for residence hall computers use includes:
1) Misuse of computers (i.e. inappropriate websites, bullying, emails, etc..) are not tolerated.
2) Beverages and food are not allowed near the computers.
3) The study room is not available after curfew without authorization from residence hall staff.
4) Respect the work of others and do not add or delete programs from computers.

Lost and found

Items, including clothing, found in quads or public places in the residence hall are deposited in the lost and found box in the rec room. Unclaimed items may be discarded or donated to a charitable organization.

Bicycles

Biking is strongly encouraged while living on campus to promote exercise and a recreational outlet. All bicycles should be locked on the outdoor bike racks. Bicycles are not allowed in campus buildings. Bicycle helmets are strongly recommended. Perpich Arts High School is not responsible for stolen or damaged bicycles.

Communications and media

(see campus media content policy pg. 44)

In conjunction with the campus media content policy and other behavior policies, the following are not permitted on Perpich Arts High School campus: Audio/visual materials (computer generated, tapes, DVDs, video games) or printed materials that depict sexual acts, nudity in sexual context, repetitive profanity or extreme violence and gore (body mutilation/blood) may not be brought to the campus. Possession, posting or sharing such materials with others in public or private areas of campus will result in parent notification, residence hall suspension and confiscation of materials. Public areas include all areas of the campus except residence hall rooms. Printed materials (photos/posters) displaying nudity, sexual acts or extreme violence and gore are prohibited in the residential hall.

Staff must approve any audio/visual materials that residents intend to view with other students in public areas of the residence hall before the material is shown or shared with others. Residence hall staff may confiscate materials viewed by students in rooms or public areas when and if other student(s), staff or guests are subjected to seeing or hearing the material and report it to be offensive to them.

Bulletin boards

Students who wish to put up postings in the residence hall must have materials approved and initialed by the Perpich assistant principal or designee prior to posting. The individual or group must remove postings after expired date of the posting. For security and safety purposes, posters may not be placed on the front entrance doors. Postings not following procedure will be removed.

Postings are to be placed on designated bulletin boards providing that notices:
1) are not vulgar or pornographic
2) do not invade the privacy of other students or staff
3) do not demean or insult other students or staff
4) are not messages of insubordination toward Perpich staff
5) do not contain language staff deems to be inappropriate

Mail

Daily mail is left in residents' assigned mailboxes in the residence hall rec room. A $25 fee will be billed to parents and guardians for damaged boxes or lost mailbox keys. Packages may be picked up after school Monday-Friday in the residence hall office. Students may mail letters at the outdoor drop-off boxes located in the residence hall lobby and in the school building. The residence hall mailing address is:
Student Name, Perpich Arts High School (residence hall room or mailbox numbers are not needed on mail)
Residence Hall
6135 Olson Memorial Highway
Golden Valley, MN 55422

Telephones

Phones are provided for student use in each quad in the residence hall. Phone calls in the quads must be completed by 11 p.m. Sunday through Thursday and by midnight on Friday and Saturday. Messages may be left for students or staff 24 hours a day at 763-279-4201 or 1-800-657-3518.

Cell phones may also be used on campus if volume controls are turned off during classes and performances and after residence hall curfew. Residents are reminded to be respectful of other residents when using cell phones in residence hall rooms and common spaces.

Use of residence hall phones without permission, unauthorized long distance calls or use of calling cards or cell phones belonging to others (or charging calls to others without their permission) will result in compensation as applicable and confiscation of cell phone or computer if applicable.

Email

A Perpich email account is created for each student. See also Communication with Students and Technology and Internet Acceptable Use Policy sections.

Guests

Family, commuter students and other friends are welcome to visit resident students in the residence hall lobby or rec room until 10 p.m. any night of the week. Visits in the residence hall by guests other than family are limited to two hours, including on weekends. Students are responsible for informing their guests of all residence hall rules and regulations and ensure their guest has signed in and out at the front desk in the residence hall lobby. Guests found in the residence hall who have not signed in will be asked to leave and will not be allowed to visit in the residence hall again. Staff reserve the right to restrict individuals from visiting or to require guests to leave the premises in order to provide for the safe and healthy operation of the residence hall. Guests are required to use the lobby public restrooms; they are not permitted to enter student bathrooms.

Guests (including commuters and alumni) may not enter any area of the residence hall except the rec room or lobby without authorization from a residence hall staff member. Overnight guests are not allowed in student rooms. Private parent/guest rooms are available for parents/guardians at no cost. Parents/guardians may contact the residence hall office manager for reservations. Siblings or other guests may stay in the parent guest rooms when accompanied by parents of a resident. To ensure the privacy of residents, overnight guests are asked to not enter wing areas for any purpose during the hours of 10 p.m. – 10 a.m. without authorization from a residence hall staff member.

Jobs

Students and parents/guardians should consider the student's academic load and required rehearsals/performances, the residential hall curfew and the frequency of residence hall closed weekends before committing to a job off campus. Curfew is not extended to accommodate student jobs.

Laundry

Coin-operated washers and dryers are available 6 a.m. – 10 p.m. on the first and second floors of the residence hall. The cost is 50 cents per load. Ironing boards are provided. Clothing left in the laundry room overnight may be donated to charity. Students are required to pick up the room after each use.

Meal provisions

Residence hall kitchen facilities

The residence hall kitchen is located on the first floor by the rec room. The kitchen is not self-cleaning. Students are required to clean the kitchen area after each use. The kitchen is equipped with a stove and oven, coffee pots, microwaves, refrigerators and toasters. Students should bring their own supply of cookware, silverware, measuring utensils, etc., to prepare food. Such items should be cleaned and kept in student rooms between uses. Dirty dishes left in the kitchen may be donated to charity. Vending machines are available in the rec room. All students must fulfill all requirements and mandates before being allowed to cook in the kitchen.

Cafeteria services

The school cafeteria serves breakfast, lunch and dinner Monday through Thursday and breakfast and lunch on Fridays; all cafeteria meals are at student expense. Students eligible to stay in the residence hall on weekends are responsible for their own meals and group cooking is encouraged. Dinner is not served on Fridays or on days the residence hall closes for holidays or mandatory weekends home. Cafeteria meals resume at breakfast on the first full school day after students return.

Special diets

Students with special dietary needs should contact the school nurse.

Moving out

An official room condition form will be completed and signed by residence hall staff member and the student when a student moves into the residence hall and again when the student is moving out of the residence hall. Students who move out of the residence hall during the school year may not move back to the residence hall that school year.

Pets

Fish may be kept in residence hall rooms, providing water is kept clean and odor-free and fish are taken home during long residence hall closings. All other pets are prohibited.

Religious life

Arts high school students represent a wide range of spiritual affiliations and interests. The Twin Cities area offers worship opportunities for many faiths. A partial list of places of worship is available upon request.

Health Information

(Refer to medication policy on pp. 31-32 for medication procedures)

Illness

Students too ill to attend class must go to the front office in the residence hall before their first class of the day starts to request an excused absence. Only the school nurse or the nurse's designee can excuse a resident student for illness. Students excused from class are either sent home or confined to the residence hall for the day and evening. Failure to stay in the residence hall at the nurse's recommendation can result in the absence being converted to unexcused.

Serious medical and/or emotional health conditions

Parents/guardians of students with medical and/or emotional health concerns that require special precautions or accommodations must disclose this information on the residence hall application. This includes students who are participating in a chemical dependency treatment or aftercare program. It is essential that parents/guardians, students and staff recognize special needs in advance. The assistant principal or nurse must also be informed of special medical and/or emotional concerns that arise after a student has moved into the residence hall. An individual health plan may be written to clarify specific needs and accommodations required or requested. Failure to abide by individual health plans will result in removal from the residence hall.

A student may be removed from the residence hall for certain physical or emotional illnesses that are contagious or may pose a threat to the health and safety of the student or the Perpich community. (Examples include, but are not limited to: mono, certain types of strep, pink eye, lice, chicken pox, measles, mumps, extreme depression or emotional crisis.) Parents assume all responsibility for student medical appointments and transportation to/from appointments, treatments and medications. A return-to-campus form completed by a health care practitioner stating the student is safe to return to campus may be required before the student returns to the residence hall or campus.

Serious medical and/or emotional health crisis

Chronic or acute health crises, including disruptive emotional or behavioral incidents that result in emergency personnel intervention and/or overtime staffing, may merit temporary or permanent removal from the residence hall.

Appointments

Routine and non-emergency medical appointments should be scheduled while a student is home during school breaks when possible. Perpich provides transportation for emergency care only to clinics or hospitals. A minimum of $10 will be billed to the resident's parent or guardian when Perpich staff provide transportation. Students are taken to the closest clinic or hospital in medical emergencies unless a specific clinic or hospital is requested in writing by the parent. Parents/guardians assume all responsibility for student medical appointments and transportation to/from appointments, treatments and medications.

Transportation

The arts high school recognizes the need for students to leave campus at times. A list of taxi and bus services is available to students and parents/guardians upon request. Transportation to and from home is the responsibility of students and parents/guardians. Students are encouraged to pursue car pool options. Taxi charges to the bus depot or the Amtrak train station range from $10 to $25.

Frequent off-campus trips are scheduled for shopping and various recreational activities (movies, concerts, tennis, bowling, skating, etc.). Times and days of trips are posted on the activities board in the residence hall lobby. Capacity for trips is filled on a first-come, first-serve basis with sign-up sheets posted by staff.

Vehicles

(see campus vehicle policy pg. 58)

Staff do not supervise car use or keep car keys. Campus parking is very limited with only 40 available parking spaces for resident students. The school parking lot is reserved for commuter students only. Parking permits are issued on a first-come, first-serve basis as space permits with preference first given to Tier 2 residents (students who drive 50 miles or farther to campus).

Work Service

Every resident student is responsible for working 1.5 hours per week in jobs that contribute to the operation of the school or residence hall. One hour is required for work assignments somewhere on campus and a half-hour is committed to cleaning his or her own bathroom and quad area each week. A quad cleaning schedule is posted in each quad. Work service is an obligation that plays a vital role at the arts high school. In addition to reducing costs for the residents, the work service program helps increase the quality and efficiency of many services the school provides.

The expectations for work service are the same as those for any cash-paying job. Students are expected to:
1) Follow the schedule arranged with their supervisor
2) Be on time for work, complete all assigned tasks and stay the entire shift
3) Inform their supervisors when they are unable to work because of rehearsals, performances, illness, etc.
4) Arrange for a substitute when they must miss work

The work service supervisor determines the student's work schedule and duties, and records hours worked. Students are in jeopardy of being suspended from the dorm each time their work service supervisor reports the work shift was missed or work was insufficient (skipped tasks, left early). Residence hall contract suspension or cancellation will be recommended for students that chronically miss work service.

Students may trade work assignments with another student when agreed upon by students involved, their supervisors and the work service program coordinator.

Residence Hall Behavior Policy

(Refer to Code of Conduct policy on pp. 38-39)

Residence hall due process

(See school due process as applicable)

The residence hall is not bound by the Pupil Fair Dismissal Act which means residents may be removed from the residence hall more readily than from school. Please note that the residence hall due process policy is separated from Perpich Arts High School due process policy. The Perpich High School administration retains the authority to make final decisions relating to disciplinary actions that take place in the residence hall. Residents are subject to the following disciplinary actions for violations of the residence hall contract:

1) Residence hall removal
2) Weekend suspension of residence hall contract
3) Suspension of residence hall contract
4) Cancellation of residence hall contract. Administration, faculty and staff are notified of residence hall removals or disciplinary action taken on a need-to-know basis. Information shared on a need-to-know basis is generally confined to dates and length of removal or suspension; however, Perpich Arts High School does not control information shared by students or families.

Residence hall removal

A non-disciplinary measure taken for health reasons by the assistant principal when special circumstances necessitate that a student move out of the residence hall for a period of time. Examples of special circumstances include requirements set forth in an individual health plan, medical or emotional conditions, harassment incidents, family move and/or academic requirements. A student and parent/guardian who fail to fully and honestly disclose information requested in the residence hall application can also be subject to residence hall removal.

A student may be required by the assistant principal to move out of the residence hall for a specified period of time following written notice to the student. At, or before, the time of the residence hall removal, the student will be given written notice, with parent/guardian present when possible, stating the cause for imposing the residence hall removal and the length of the removal. The student's parent/guardian will be served with written notice of the residence hall removal by mail within three school days after the action is taken. Service by mail is complete upon mailing. In addition to providing written notice, residence hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the residence hall removal.

If an immediate threat to self or to surrounding persons or property is perceived, 911 will be dispatched and the student may be transported to a health facility or required to be supervised by a staff member until a parent/guardian arrives on campus. In this event, the student will be removed prior to written notice and parent/guardian will be served with written notice by mail within three school days after the action is taken. The written notice will state the grounds for the residence hall removal and the length of the removal. Service by mail is complete upon mailing. In addition, residence hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the residence hall removal.

The decision to remove a student from the residence hall is subject to review by Perpich Arts High School assistant principal upon request by the student or parent/guardian. In the event removal from the residence hall prevents a student from attending classes, the student is permitted to receive assignments from teachers and complete work assignments upon returning to school. Appropriate student services staff may or may not excuse these absences from class depending on the circumstances.

Weekend suspension of residence hall contract

A disciplinary action taken by the assistant principal or designee to prohibit a student from being in the residence hall for one weekend, or a specified number of weekends, for violation of residence hall rules or campus behavior policies following an informal administrative conference between the student and residence hall staff, with parent/guardian present when possible. If an immediate threat to self or to surrounding persons or property is perceived, 911 may be dispatched and the student may be transported to a health facility or be required to be supervised by a staff member until a parent/guardian arrives on campus.

Resident students, whose residence hall contract has been suspended for a weekend or a specified number of weekends, must vacate the residence hall by 6 p.m. on the Friday preceding the weekend suspension and may return to the residence hall after 4 p.m. on the Sunday of the weekend suspension.

If a weekend suspension prevents a student from attending classes, the student may be permitted to receive assignments from teachers and complete work assignments upon returning to school. The school will NOT excuse these absences from class.

Suspension of residence hall contract

A student's residence hall contract may be suspended for a period of time by the assistant principal or designee following an informal administrative conference between the student and residence hall staff, with parent/guardian present when possible. If an immediate threat to self or to surrounding persons or property is perceived, 911 will be dispatched and the student may be transported to a health facility or required to be supervised by a staff member until a parent/guardian arrives on campus. Resident students whose residence hall contract has been suspended must vacate the residence hall by 6 p.m. on the first day of suspension, and may return to the residence hall after 4 p.m. on the designated date of return.

If suspension of the residence hall contract prevents a student from attending classes, the student is permitted to receive assignments from teachers and complete work assignments upon returning to school. The school will NOT excuse these absences from class.

Cancellation of residence hall contract

A disciplinary action taken by the assistant principal or designee to permanently prohibit a student from returning to the residence hall for violation(s) of the residence rules or campus behavior policy. A student's residence hall contract may be cancelled following a hearing before the assistant principal. No hearing will be required if the hearing is waived in writing by the student and parent/guardian.

Informal administrative conference

A disciplinary action taken by the assistant principal or designee to prohibit a student from returning to the residence hall for a specified period of time for violation of residence hall rules or the campus behavior policy. The student will be served with written notice stating the grounds for imposing the suspension and the length of the suspension at an informal administrative conference between the student and residence hall staff. The student's parent/guardian will be served with written notice of the suspension by email and/or mail within three school days following the informal administrative conference. Service by mail is complete upon mailing. In addition to providing written notice, residence hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the suspension.

Residence hall suspension without informal administrative conference

When it has been determined by the assistant principal or designee that a student creates a threat to self or to surrounding persons or property, the student's residence hall contract may be suspended without an informal administrative conference. Written notice will be served either in person, email or by mail upon the student and the parent/guardian within three school days of the suspension. The written notice will state the grounds for and length of the suspension and will notify the student and parent/guardian that they may request an informal administrative conference. Service by mail is complete upon mailing. In addition to providing written notice, residence hall staff will make reasonable attempts to promptly notify the parent/guardian by telephone of the residence hall suspension.

Residence hall re-admission plan

When a student's residence hall contract has been suspended, the assistant principal or designee may prepare and enforce a residence hall re-admission plan for the student. If the student fails to comply fully with the re-admission plan, the school may further suspend the residence hall contract. The school may also cancel the residence hall contract following the hearing procedures described in the Cancellation of Residence Hall Contract section. The only issues determined at such a hearing will be:

a) whether the residence hall re-admission plan was reasonable

b) whether the student failed to comply fully with the re-admission plan

Notice of hearing

A student subject to cancellation of his/her residence hall contract and the student's parent/guardian will be served with written notice of the hearing by mail. Service by mail is complete upon mailing. The written notice will state the factual grounds for seeking cancellation of the residence hall contract and the date, time and place of the hearing.

The hearing will be scheduled within 10 days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the student, parent/guardian or the school. The hearing will be held at a time and place reasonably convenient for the student, parent/guardian and the school.

Hearing

The student and parent/guardian have the right to present evidence through witness testimony at the hearing, including compelling the attendance of any school employee or agent who may have evidence relating to the school's grounds for seeking cancellation of the residence hall contract, and confronting and questioning any witness testifying for the school. The student cannot be compelled to testify at the hearing. The hearing will be closed to the public unless the student or parent/guardian requests an open hearing.

Decision following hearing

Within two days following the hearing, the assistant principal will issue a recommendation to the Center's executive director. The recommendation is based upon substantial evidence presented at the hearing.

Within five days of receiving the recommendation of the assistant principal, the executive director will issue a final decision, in writing. The executive director's decision is based upon an independent review of the hearing record and the recommendation of the assistant principal, and states, in reasonable detail, the basis and reason for the decision. The executive director's decision is final and not subject to appeal.

Expulsion or exclusion from school

If the school takes action to expel or exclude a student from attending the school, the procedures governing expulsion or exclusion from school will take precedence over these procedures; however, the student's residence hall contract can be suspended pending the outcome of the school expulsion or exclusion proceeding. If final disciplinary action(s) following proceedings to expel or exclude a student from school do not adequately address the need for disciplinary action relating to the student's residence hall contract, the school may initiate separate procedures for the suspension or cancellation of the student's residence hall contract.

2013 – 2014 Perpich Center for Arts Education Residence Hall Contract

NOTICE: Read the Student Handbook and all provisions of this contract before signing this contract. By signing this contract, you are legally bound by the terms of this contract including the Student Handbook. Any exceptions to provisions contained herein must be approved by the Perpich Center for Arts Education board of directors.

1. PARTIES: This contract is made by and between the Perpich Center for Arts Education (referred to as the Center) the Resident (referred to as Resident) and the student's legal Parent/Guardian (referred to as Parent) signing the contract. The Center and Resident and Parent, in consideration of covenants and stipulations that follow, do hereby agree with each other as follows.

2. ELIGIBILITY: a) Any full-time enrolled student whose home address places them 16 miles or further from the Center as determined by MapQuest is eligible to enter into this contract following completion of the resident application and acceptance of this application by the Center. See paragraph 9 for circumstances that may result in a student's removal from the residence hall or the suspension or cancellation of a student's residence hall contract.

3. DURATION: This contract is binding for the entire academic year, starting the day of occupancy and ending one week after the last day of classes for the academic school year. This contract may be terminated before the school year begins without financial obligation, if the Resident provides written notice of termination to the assistant principal on or before the first day of class. Fees will be prorated if written notice of termination is received after the first day of school.

4. PREMISES AND FOOD SERVICES:

a) The Center agrees to assign housing in the residence hall and food service under the terms stated in this contract and described in the Student Handbook, which is, by reference, made a part of this document; all residence hall rooms remain the property of the Center and may be entered according to procedures outlined in the Student Handbook.

b) The Center does not provide housing during holiday vacation periods, or before or after move-in dates, which are listed on the school calendar.

c) Meals are available from the cafeteria—breakfast and lunch Monday through Friday and dinner Monday through Thursday, except during holiday vacation periods or before or after move-in dates, which are listed on the school calendar. A price list is located with the resident student fee schedule. **Please note: All meals are at the expense of the resident and/or parent.**

d) Weekend food service is not provided.

e) The Center reserves the right to adjust meal hours and service locations.

f) The Center will meet only those special dietary needs as provided for by an individual health plan as outlined in the Student Handbook.

5. RESIDENT AND PARENT RESPONSIBILITIES:

a) The Resident and Parent attest that they have made full and honest disclosure of the health and wellness information requested on the resident application.

b) The Resident and Parent agree to make full payment of the residential program fee as outlined in paragraph 6 and in accordance with the payment schedule outlined in the Student Handbook.

c) The Resident and Parent further agree to observe all of the rules and regulations of the Center as listed in the Student Handbook and to conduct himself/herself in a manner that shows respect for self, others and property and allows for the quiet and safe enjoyment of the residence hall by other residents.

d) The Resident and Parent agree to accept the authority and decisions of the residence hall staff that supervise the residence hall in accordance with the policies of the Center as listed in the Student Handbook.

6. RATES AND PAYMENTS:

a) Payments of the student activity and residential fees will be made in accordance with the fee schedule payment plan as outlined in the Student Handbook.

b) Residents who have not paid their fees will not be allowed to move into the residence hall until the required payments are received or proper arrangements are made and approved by the assistant principal.

c) If they are in default of payment, the Resident and Parent are liable for interest charges as set by the Minnesota Department of Revenue and all legal costs and collection fees incurred by the Center.

e) Failure of the Resident to satisfy the financial obligations stipulated in the Student Handbook will result in cancellation of the residence hall contract.

f) When the Center accounting department receives written confirmation a Resident has withdrawn from the arts high school or has moved out of the residence hall for the remainder of the academic school year, the Resident will be charged for the entire month if the student stays in the residence hall or if personal belongings remain in the residence hall after the first day of the month. The residential fee will be pro-rated and if a balance remains, also refunded.

g) No fees shall be returned until all financial obligations to the Center have been met.

7. WORK SERVICE: The Resident agrees to work up to one and one-half hours per week in a job assigned by the Center to subsidize the cost for the room provided by the Center. Failure to fulfill work service requirements will result in suspension or cancellation of the residence hall contract or other discipline as listed in the Student Handbook.

8. ROOM ASSIGNMENT:

a) The Center will not discriminate in room assignment on the basis of race, color, creed, national origin, sexual orientation, disability or status with regard to public assistance.

b) Room assignments will be made by the residence hall staff in accordance with preferences the Resident requests, when possible. No specific assignment based on Resident's requests is guaranteed. Failure to honor preferences will not void this contract.

c) The need to consolidate vacancies takes precedence over special living options. The Center reserves the right to consolidate vacancies by requiring any Resident to change room assignments.

d) The Center reserves the right to change room assignments to provide for the safe and healthy operation of the residence hall.

9. RESIDENCE HALL REMOVAL, SUSPENSION OR CANCELLATION OF THE CONTRACT:

a) The Center may immediately suspend or cancel this contract and any individual health plan, and retake the premises upon learning that Resident or Parent have failed to make full and honest disclosure of the health and wellness information requested on the resident application or to make payments as required under this contract or for any violation of the terms of this contract or the Center rules and regulations or if the Resident's actions are found to be detrimental to the mental or physical welfare of herself/himself or other residents or staff. Due process shall be provided to the Resident in accordance with the residence hall behavior policy when he/she is removed from the residence hall or when his/her contract is suspended or canceled.

b) Failure to abide by an individual health plan may result in residence hall removal or suspension or cancellation of the residence hall contract.

c) The Resident will be removed from the residence hall and the Center may cancel this contract and any individual health plan if the Resident loses status as an enrolled student during this contract period or if the Resident becomes ineligible to graduate from Perpich Arts High School due to credit loss or is not a full-time student carrying the full arts area credits and at least 1.5 academic credit at Perpich during the semester.

d) In the event the Parent moves out of the state of Minnesota during the Resident's tenure at the school, the Resident may remain in the residence hall until the end of the school year which is in progress under the following conditions:

1. The student has fully cooperated with all residence hall policies and expectations and has no behavior violations on file.
2. The student does not have chronic health issues that have merited emergency medical attention while in the residence hall to this point.
3. Before moving, the Parent must notify staff, in writing, of an adult over the age of twenty-one in Minnesota who will serve as the primary local contact authorized to vacate the Resident from the premises when necessary and to address financial, personal or academic issues related to their Resident.
4. Before moving, the Parent and Resident must sign a release of information form giving the Center permission to share appropriate private data with the local contact.

e) When the Center's decisions require a Resident to vacate the residence hall, it becomes the Resident and Parent's responsibilities to provide safe alternate living arrangements and transportation to and from school.

10. CHECK-IN AND CHECKOUT:

a) The Resident agrees to occupy his/her room on the day specified by the Center as *move-in day* for residents.

b) The Resident will, upon occupying a room, complete and sign a room condition form, which will be a record of the room condition.

c) When the room assignment ends or when a room change is made, the vacated room shall be inspected by the Center staff and the Resident and a comparison will be made between the information contained on the initial room condition form and the condition at the time of check-out. Any damages identified at checkout that are not contained on the initial room condition form shall be attributed to the Resident. Costs for these damages are added to the Resident's fee.

11. RIGHT OF ENTRY: The Center, its officers, employees and agents have the right to enter all areas in and around the residence hall, including rooms and storage areas assigned for a Resident's use, at reasonable times with or without the Resident present for the purpose of the routine inspection and repair and preservation of health, safety or quiet. School officials have the right to enter all areas in and around the residence hall, including rooms and storage areas assigned for a Resident's use when there is reasonable cause to suspect that laws or school policies are being violated.

12. THE CENTER'S NON-LIABILITY: The Center is not responsible for damage or theft of Resident's personal property, including money and cars. Residents are expected to keep their rooms and cars locked at all times and are encouraged to carry appropriate personal property insurance. The Center is not liable to the Resident for any damages of personal property due to building fires or water damage or 'acts of God' for which the Center has no control.

13. RULES AND REGULATIONS: The Resident and Parent agree to familiarize themselves with and observe all policies, regulations and guidelines published in the Student Handbook, which by reference is a part of this contract. The Student Handbook will accompany this contract in any distribution to prospective Residents and Parents. The Resident and Parent understand and agree that any Resident who breaks any of the residence hall rules or any combination of rules listed in the Student Handbook may lose his/her privilege of living in the residence hall for a period of time or permanently in accordance with the procedures outlined in the Student Handbook. Special provisions are outlined within the residence hall rules and guidelines for disciplinary actions taken during the last month of school.

14. UNAVAILABILITY OF PREMISES: In the event any of the premises that are the subject of this contract, which for the purposes of this contract shall include any and all areas in and about the residence hall, including rooms and storage areas assigned for a Resident's use, should be partially or totally lost, destroyed or otherwise unavailable because of fire, power outage, employee union strikes, 'acts of God' or other events so as to render them unfit or unavailable in whole or in part for the purpose of the Resident, then either the Resident or the Center shall have the right to immediately terminate this agreement. The Center is not liable to the Resident and/or Parent for any damage to personal property occurring as the result of such termination.

15. SPECIAL NEEDS OR SERVICES:

a) The Resident and Parent agree to disclose any special needs whether physical or emotional which may necessitate special consideration in order for the Resident to live in the residence hall and to request such special services or accommodations for the Resident before the Resident moves into the residence hall. Examples of these needs may include physical or emotional health issues that require additional supervision, on-going counseling or medications for the Resident or a Resident who is participating in an emotional health or chemical dependency treatment and/or aftercare program.

b) The Center agrees to identify in a written individual health plan the specific needs the Center can and cannot accommodate and the specific services the Center will or will not provide. The Resident and Parent must agree to terms of an individual health plan before moving into the residence hall.

c) The Resident and Parent agree to follow the medication policy as outlined in the Student Handbook and the procedures outlined in this section for handling any special needs or services that become necessary before or at any time after the Resident moves into the residence hall.

d) The Center reserves the right to initiate an individual health plan for the Resident and Parent at any time the Center identifies special needs or services which may be needed by a Resident but were not identified by the Resident or Parents.

e) Failure by the Resident and Parent to make full and honest disclosure of the health and wellness information requested in the resident application or to adhere to terms of an individual health plan may result in denial of special services, removal from the residence hall or suspension or cancellation of the residence hall contract.

16. DISCLAIMER: In the event there is a conflict with any clause in this contract and language of the Student Handbook, the Student Handbook shall prevail.

17. COMPLETE AGREEMENT: This contract, the approved residence hall application and the accompanying Student Handbook represent the entire agreement between the parties and no oral promises between the Center and the Resident and Parent are binding thereon. In Witness whereof, the parties have caused this contract to be duly executed intending to be bound thereby.

_____

Name of student (Please print)

_____

Signature of student Date

_____

Parent/guardian name (Please print)

_____

Signature of parent/guardian Date

_____

Authorized Perpich Center for Arts Education official Date

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