2019 – 2020

PERPICH

STUDENT-PARENT HANDBOOK

It is the responsibility of all students, parents, and staff to read and abide by the student handbook and corresponding school policies. All policies and procedures are subject to change. Any changes made will be reflected on the Perpich website. This Handbook does not cover all situations. Therefore, the administration reserves the right to sanction students for violating school rules and expectations not specifically covered in this publication. The Principal, or designated representative, may impose or recommend suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. This handbook may be changed or amended during the school year. Changes will be posted online. In the event, changes are made after publication of this document the new policy shall be followed. If you have any questions about a provision, contact a principal. The contents of this handbook were reviewed during the annual updating procedures and approved by the board.

Perpich Center for Arts Education Board of Directors
Chair: Julie Workman
Directors: Linda Brobeck, Roque Diaz, Jody Grams, Leslie LeCuyer, Dan Loritz, Mikal Nabors, Mathew Ollig, Michael Wilhelmi, Gregory Winter, and Mary Catherine Ricker, Minnesota Department of Education Ex-Officio Member

History

Perpich Center for Arts Education was born as the Minnesota Center for Arts Education in 1985, created by the state legislature at the urging of then Governor Rudy Perpich. It was renamed in his honor after his death in 1995. Minnesota is one of only a handful of states in the nation with a dedicated state agency supporting arts education.

Perpich Arts High School opened its doors in 1989 and graduated its first class in 1991. It is a tuition-free, public, residential high school for students in 11th and 12th grades. The school is part of Perpich Center for Arts Education, a state agency funded by the Minnesota legislature.

Students who wish to attend Perpich Arts High School must go through a competitive application and review process. Those accepted have shown artistic promise and artistic promise and a passion for serious study in the arts and academics. The school stresses arts and academics equally and emphasizes creative and analytical thinking, problem solving, and decision-making.

Land

The state of Minnesota encompasses Dakota and Ojibwe homeland, including 11 tribes and communities. As a community motivated to understanding aesthetic, cultural, and political history, we acknowledge that the land Perpich resides on is the homeland of the Dakota people, the original caretakers of the land.

Foreword

This handbook is provided to parents, students, and staff of Perpich Arts High School in an effort to provide basic information about the school, its programs and services, and the rights and responsibilities of the various constituencies. The handbook is not intended to be an all-inclusive source of information, but rather serves as a resource available to explain various aspects of the Perpich programs. It is our sincere desire that parents be aware of and involved with the activities of their children at school. The staff and the administration are available to discuss issues or concerns you may have. We are hopeful that this handbook will prove beneficial in clarifying the policies and procedures of Perpich Arts High School.

Mission Statement

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

Vision Statement

Perpich Center for Arts Education, a Minnesota public education institution, as a recognized national leader uniquely positioned to fuse artistic passion and academic excellence, producing creative critical thinkers.

Perpich Values

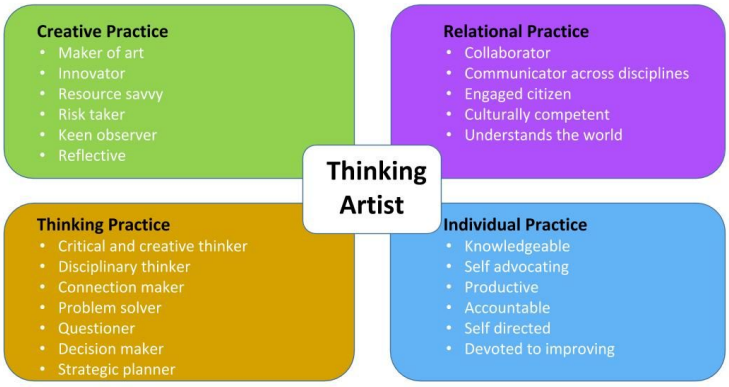
Perpich Arts High School is a place of education where each student has the right to learn and grow in a supportive environment among people who are caring and cooperative. Perpich is committed to working with our students and staff to create a system of accountability that sets clear limits and supports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

At Perpich we believe:

- All members of the learning community are essential to creating and maintaining a positive learning environment.
- The school environment must be physically, socially, and emotionally safe for everyone.
- Equity, Diversity, and Representation matter.
- Teaching and learning are facilitated by establishing clear expectations and accountability.
- Desired behaviors should be communicated, taught, and modeled at all levels.
- Systematic communication and reflection, based on data and observations are vital to success.
- Conflicts will be handled with respect for the rights of all involved.

The Perpich Competencies

Through rigorous work in both artistic and academic disciplines,
the Perpich student develops competencies that prepare them for a creative life.



Equal Opportunity Policy

It is the policy of 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.

TABLE OF CONTENTS

Perpich Arts High School Calendar 6

PART I –OVERVIEW 7

Schedule 7

Daily Schedule 7

Half-Day Schedule 7

Cafeteria 8

Campus Guidelines 8

Age of Majority 8

Student Expectations 8

Open Lunch 8

Communication with Students 8

Email Accounts 8

Message Boxes 8

School Phones 9

Contact Us 9

School Address 9

Residence Hall Address 9

Employee Directory 9

Admin/Student Services 9

Perpich Faculty 10

Equal Access to School Facilities 10

School Activities 10

Fees 11

Graduation 11

Library 11

Hours 11

Materials check out and returns 12

Late return of library materials 12

Bills for lost or damaged library materials 12

Review of Content 12

Gallery and Performance Policies by Art Area 12

Multimedia Equipment Center 13

Equipment Care 13

Check out Procedures 13

Fines 13

Non-Discrimination Statement 13

Notice of Violent Behavior by Students 13

School Closing Procedures 14

Weather Alert 14

Late Start Schedules 14

School Building Hours 14

Searches 14

Student Publications and Materials 15
Student Records 15
Surveillance 15
Transportation 16
Bicycles 16
Skateboards/Roller Skates, etc. 16
Vehicles on Campus 16
Patrols and Inspections 16
Search of the Interior of a Student's Motor Vehicle 16
Visitors 17

PART II — ACADEMICS 18
Academic Honesty 18
Enrollment Expectations 18
Full-Time Enrollment 18
Drop/Add Policy 18
Readmission Policy 18
Grading 18
Grading Policy 18
Course Completion 18
Grade Point Average (GPA) 19
Awarding of Arts Credits 18
Graduation Requirements 19
Honors 20
Military Recruitment 20
Withdrawal Procedure 20

PART III — RULES AND DISCIPLINE 21
Restorative Practices 21
Attendance 21
Statement of Policy 21
Tardies 21
Excused Absence 21
Unexcused Absence 22
What happens when a Student's Absence is Unexcused 23
Loss of Credit 23
Appeals Process 23
Bullying Prohibition 24
Discipline 24
Dress and Appearance 24
Drug-Free School and Workplace 25

Harassment and Violence Prohibition 25
Hazing Prohibition 25
Internet Acceptable Use 25
Offenses and Consequences 26
Parking on School District Property 26
Tobacco-Free Schools 27
Vandalism 27
Weapons Prohibition 27

PART IV — HEALTH, WELLNESS AND SAFETY 28
Accidents 28
Health Office 28
Illness During the School Day 28
All Students 28
Resident Students 28
Commuter Students who Live with Parent/Guardian 28
Commuter Students who Live on Their Own 28
Immunizations and Medical Information 29
Medication Policy 29

PART V - APPENDICES 30
Appendix 1 Attendance 30
Appendix 2 Bullying Prohibition 37
Appendix 3 Education of Students with Disabilities 44
Appendix 4 Fair Pupil Dismissal Act 45
Appendix 5 Medication Procedures 52
Appendix 6 Student Discipline 54
Perpich Arts High School Agreement Form- *SIGN and RETURN* 59

Perpich Arts High School 2019 - 2020 Calendar

JULY 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST 2019

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	●	27	28	29	30	31

SEPTEMBER 2019

S	M	T	W	T	F	S
1	2	3*	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23*	24	25	26	27	28
29	30					

OCTOBER 2019

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20*	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER 2019

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10*	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER 2019

S	M	T	W	T	F	S
1*	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JANUARY 2020

S	M	T	W	T	F	S
			1	2	3	4
5*	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22	23	24	25
26	27	28	29	30	31	

FEBRUARY 2020

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18*	19	20	21	22
23	24	25	26	27	28	29

MARCH 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29*	30	31				

APRIL 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13*	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26*	27	28	29	30
31						

JUNE 2020

S	M	T	W	T	F	S
	1	2	3	⬢	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

AUGUST	
Aug. 26	First Day of School
SEPTEMBER	
Sept. 2	No School: Labor Day
Sept. 3	No School: Teacher Workshop
Sept. 20	Half Day of School: Parent Open House 1:00 - 3:30 p.m.
Sept. 23	No School: Teacher Workshop
OCTOBER	
Oct. 16	PSAT Test - Juniors Only; Afternoon Teacher Workshop
Oct. 17 - 18	No School: Minnesota Education Academy (MEA) Conference
Oct. 30	End of 1st Quarter
NOVEMBER	
Nov. 7	Conferences 4:30 - 7:00 pm
Nov. 8	No School: Teacher Workshop; Conferences 12:00 - 4:00 p.m.
Nov. 25-27	No School: Teacher In-Service
Nov. 28-29	No School: Thanksgiving Break
DECEMBER	
Dec. 23-31	No School: Winter Break
JANUARY	
Jan. 1 - 3	No School: Winter Break
Jan. 17	End of 2nd Quarter/1st Semester
Jan. 20	No School: Martin Luther King Jr. Day
Jan. 21	No School: Grading Day
FEBRUARY	
Feb. 17	No School: Presidents' Day
Feb. 18	No School: Teacher Workshop
Feb.25	ACT Test - Juniors Only; Seniors Report 12:45 p.m.
MARCH	
Mar. 19	Parent/Teacher Conferences 4:30 - 7:00 p.m.
Mar. 20	No School: Teacher Workshop
Mar. 23 - 27	No School: Spring Break
APRIL	
April 3	End of 3rd Quarter
April 10	No School
April 13	No School: Teacher Workshop
MAY	
May 25	No School: Memorial Day
May 26	No School: Teacher Workshop
JUNE	
June 4	Half Day: Last day of school; End of 4th Quarter/2nd Semester
June 5	Graduation

Non school days

● First day of school for students

⬢ Last day of school for students

Residential Hall Closes 6 p.m.

* Residential Hall Opens 4 p.m.

PART I OVERVIEW

DAILY SCHEDULE

Full Day Schedule

Block	Monday-Friday
1	8 – 9:30
2	9:35 – 11:05
3	11:10 – 12 (Monday's will be reserved for Common Experience)
Lunch	12:00-12:45
4	12:45 – 2:05
5	2:10-3:30

Half-Day Schedule 2018 – 2019

Block	Times
1	8 – 8:45
2	8:50 – 9:35
3	9:40 – 10:20
4	10:25– 11:10
5	11:15-12:00

CAFETERIA

Cafeteria Hours

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

Breakfast	**7:15 a.m. – 7:50 a.m.**
Lunch	**11:45 a.m. – 12:50 p.m.**
Dinner	**5 – 5:30 p.m.**

Resident and commuter students may purchase breakfast, lunch, and dinner at the school. Questions and comments should be addressed to the Perpich Food Service Manager at cafeteria@pcae.k12.mn.us.

Food that is brought into the school building must be eaten in the cafeteria or at the student lounge tables by the vending machine to the east of the cafeteria. Food may not be eaten in other areas of the building, including galleries, theaters, library, classrooms, etc.

CAMPUS GUIDELINES

Age of Majority

The age of majority in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules provided in the school's handbook and policies.

Student Expectations

Students, regardless of age, must sign in and out at the Receptionist Desk anytime they leave or enter campus during the day with the exception of open lunch. Parent permission must be communicated via parent note or verified phone call to the attendance clerk in advance of the student's release from campus during the school day. Doctor's verification may be required for medical appointments. Students going to their cars or residential hall during the day must receive prior written permission from the front desk receptionist.

Open Lunch

Perpich Arts High School has an "Open Lunch" during which students may leave campus without following the procedures listed immediately above. Open Lunch is a privilege and not a right, and can be withheld by the administration per the Discipline Policy listed in this handbook.

COMMUNICATION WITH STUDENTS

Email Accounts

All students will be assigned a personal Perpich email account. The format for Perpich email accounts: firstname.lastname@pcae.k12.mn.us. It is the student's responsibility to check their accounts daily for important school information.

Message Boxes

Resident students have a locked mailbox in the residence hall. Students are expected to check their mailboxes daily.

School Phones
School phones are not for student personal use. Students will be called out of class to receive a phone call only in the case of an emergency.

CONTACT US

School Address
Perpich Arts High School
6125 Olson Memorial Highway
Golden Valley, MN 55422

Phone Number
763-279-4200

Website
perpich.mn.gov

Residence Hall Address
Perpich Center for Arts Education
Residence Hall
6135 Olson Memorial Highway
Golden Valley, MN 55422

Phone Numbers

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)
Campus Safety Staff	763-279-4202
Residence Hall Office	763-279-4201
800 number (Residence Hall)	800-657-3518
FAX number (Residence Hall)	763-591-4764
School Nurse	763-279-4193
Librarian	763-279-4170
Finance	763-279-4166
Principal	763-279-4262
Assistant Principal	763-279-4192

EMPLOYEE DIRECTORY

Administration/Student Services

Name	Title	Phone	E-mail
Rebecca Bullen	Assistant Principal	763-279-4290	rebecca.bullen@pcae.k12.mn.us
Karla Donner	Attendance Clerk/Receptionist	763-279-4200	karla.donner@pcae.k12.mn.us
Jody Gentz	Records Coordinator	763-279-4263	jody.gentz@pcae.k12.mn.us
Anne Johnson	Admissions Coordinator	763-279-4195	anne.johnson@pcae.k12.mn.us
Conn McCartan	Principal	763-279-4262	conn.mccartan@pcae.k12.mn.us
	School Counselor	763-279-4266	
Marla Riemer	Principal's Administrative Asst.	763-279-4261	marla.riemer@pcae.k12.mn.us
Cristina Silkey	Nurse	763-279-4193	cristina.silkey@pcae.k12.mn.us

Perpich Faculty

Teacher	Subject	Phone	E-mail
James Allen	Music	763-279-4269	james.allen@pcae.k12.mn.us
João Bichinho	Social Studies	763-279-4271	joao.bichinho@pcae.k12.mn.us
Rebecca Bullen	Studio Arts Chair	763-279-4290	rebecca.bullen@pcae.k12.mn.us
Cameron Browne	Visual Arts	763-279-4184	cameron.browne@pcae.k12.mn.us
Amy Burge	Mathematics	763-279-4289	amy.burge@pcae.k12.mn.us
Tom Carlson	English	763-279-4274	tom.carlson@pcae.k12.mn.us
Kevin Clark	English	763-279-4275	kevin.clark@pcae.k12.mn.us
Kathryn D'Elia	Visual Arts	763-279-4164	kathryn.d'elia@pcae.k12.mn.us
Craig Farmer	Art History	763-279-4278	craig.farmer@pcae.k12.mn.us
Bob Frey	Social Studies	763-279-4279	bob.frey@pcae.k12.mn.us
Amanda Granse	English	763/279-4294	amanda.granse@pcae.k12.mn.us
Shannon Hannigan	Literary Arts	763-279-4280	shannon.hannigan@pcae.k12.mn.us
Mary Harding	Dance	763-279-4281	mary.harding@pcae.k12.mn.us
Trina Keller	World Language - French	763-279-4286	trina.keller@pcae.k12.mn.us
Jeremy Lundquist	Visual Art	763-279-4171	jeremy.lundquist@pcae.k12.mn.us
	Special Education Instructor	763/279-4265	
Tory Peterson	Theater	763-279-4292	tory.peterson@pcae.k12.mn.us
Brian Pickerell	Science	763-279-4293	brian.pickerell@pcae.k12.mn.us
Thane Plantikow	Special Education Instructor	763/279-4265	thane.plantikow@pcae.k12.mn.us
Kevin Hohlstein	Music	763-279-4191	kevin.hohlstein@pcae.k12.mn.us
Mark Wackerfuss	Science	763-279-4296	mark.wackerfuss@pcae.k12.mn.us
Kate Vinson	Visual Art	763-279-4270	kate.vinson@pcae.k12.mn.us
Sandra Woodhull	Visual Art	763-279-4297	sandra.woodhull@pcae.k12.mn.us

EQUAL ACCESS TO SCHOOL FACILITIES

The school has created a limited open forum for students to conduct non curriculum-related meetings during non-instructional time. The school will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school people will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school. High School students can ask to utilize space available. They must be supervised by a staff member and the staff member cannot participate (ex. political group or religious group).

School Activities

The school provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct

and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate behavior at events. Perpich Arts High School is a member of the Minnesota State High School League (MSHSL) and will enforce all MSHSL rules where applicable. In specific circumstances parents can request that their child transport/drive themselves to a school-sponsored event in lieu of the school provided transportation.

FEES

Parent/guardians will receive an invoice in early August that indicates the total amount due for school fees. Payment options include cash, check, or credit card. Payment plan options and financial assistance packets are available by contacting the finance office at finance@pcae.k12.mn.us.

Fee	Amount
Residential fees for dorm residents *includes dinner M-Th	$3,600.00*
Annual Activity fee	$400.00
Vehicle permit	$200.00

The residential fees will be eliminated for students whose residence is 20 miles or more from campus. Students living within a 20 mile radius may apply for reduced fees and make arrangements for payment schedules that best fit their family finances. Residents of Hennepin and Ramsey counties are not eligible.

Cost of meals served in the cafeteria:

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

Activity fees are used for school expenses such as art-related supplies, field trips, professional artists and guest speakers. This is a non-refundable fee.

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

GRADUATION

Graduation at Perpich is a unique and memorable celebratory experience. Student participation in the graduation ceremony is a privilege, not a right. Prior to graduation, students and their parents/guardians will be notified if they have not made sufficient progress towards graduation. Students deficient by one (1) credit or less, will be allowed to walk and participate in graduation related activities. Students needing to complete more than one (1) credit will not be allowed to participate in the graduation ceremony. Students may also be barred from graduation ceremonies for violation of school or residence hall policies in addition to suspension and other appropriate disciplinary actions.

LIBRARY

Hours

During the school year, library hours are 7:30 a.m. – 4 p.m. daily. Summer hours 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. Wireless access is available for students with laptop computers. Students may also request materials from other libraries via interlibrary loan to complete school assignments. Students should check their Perpich email for information from the library, including overdue library material notices. Student use of the internet in the library is governed by the "Internet Acceptable Use and Safety Policy", *policy 524*.

Materials Check Out and Returns

Books are checked out for 21 days and all other material such as DVDs or CDs may be checked out for seven days. Book check out is not limited, but only five total media formatted materials may be checked out at one time. All materials may be renewed if they haven't been requested by another library user. Students may reserve materials that have been checked out by someone else and students will be contacted by email if an item is needed by another library user while they are using it.

Late Return of Library Materials

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. In addition, a $5.00 admin fee will be charged per item whether or not the item(s) is returned. NOTE: Students are responsible for lost or damaged materials regardless of their enrollment status. Every effort will be made to collect the outstanding balance from the student and parent. Perpich Center retains the right to forward any uncollected debt to collections per state policy and procedure.

Bills for Lost or Damaged Library Materials

A bill for replacement of long overdue library materials will be sent from Perpich Center for Arts Education accounting office to the parent(s)/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.

REVIEW OF CONTENT

For policies governing review of content see *policies 680-682*.

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. 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 administration, based upon school and departmental standards. In the event a particular work raises questions that are difficult to resolve, the instructor will consult with the Perpich Arts High School principal or designee in order to achieve a satisfactory resolution. See "Gallery and Performance Policies by Art Area" *policy, 682.*

MULTIMEDIA EQUIPMENT CENTER (AKA THE "BATCAVE")

The multimedia equipment center is responsible for supporting the agency and academic divisions with media/AV needs. Students may checkout equipment noting their 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 their access suspended or denied.

Equipment Care

Students are responsible for any equipment they check out. Access for certain equipment is subject to course enrollment and is up to the discretion of Batcave staff and Chair approval.

Check Out Procedures

Items are automatically checked out for five days unless other restrictions apply. Extensions may be permitted with special permission from Media Department Chair. Equipment is non-transferable to another student without going through the Batcave.

Fines

Students are subject to fines for tardiness or abuse of equipment or policies. Overdue notices (2) for late materials are emailed to student Perpich accounts by Batcave 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. In addition, a $5.00 admin fee will be charged per item whether or not the item(s) is returned. 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.

Equipment abandoned or left unattended in unlockable areas will result in a $10.00 fine. Fines on all other equipment are $2.00/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.

NONDISCRIMINATION STATEMENT

The school is committed to inclusive education and providing an equal educational opportunity for all students. The school does not discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The Board of Directors has designated Ekpe Akpan, as the school's human rights officer, to handle inquiries regarding nondiscrimination.

NOTICE OF VIOLENT BEHAVIOR BY STUDENTS

The school will give notice to teachers and other appropriate school staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parents/guardians that the notice will be given. The student's parents/guardians have the

right to review and challenge their child's records, including the data documenting the history of violent behavior.

SCHOOL CLOSING PROCEDURES

Weather Alert

In the event of bad weather, students and parents/guardians should listen to the radio, television, and check their email by 6 a.m. for school delays and closings. The school is listed as "Perpich Arts High School." We also will post such closings on the Perpich Facebook page, Instagram, Twitter, and website. If parents/guardians have concerns about sending their student to school because of weather, please call the Attendance Line at 763-279-4199, as soon as possible. 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 a.m. – 10 a.m.
Block 2 10:05 a.m. – 11:05 a.m.
Block 3 11:10 a.m. – 12:00 p.m.
Lunch as scheduled
Arts Block 12:45 p.m. – 3:30 p.m.

Two-hour late start

Block 1 10:05 a.m. – 11:00 a.m.
Block 2 11:05 a.m. – 12:00 p.m.
Lunch as scheduled
Arts Block 12:45 p.m. – 3:30 p.m.

SCHOOL BUILDING HOURS

School building hours are 7 a.m. to 8 p.m. Monday through Thursday and 7 a.m. to 6 p.m. on Friday.

SEARCHES

In the interest of student safety and to ensure that schools are drug free, school authorities may conduct searches legally with or without notice, and with or without student consent or the student present. Searches include but are 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. According to state law, school lockers are also the property of the school. At no time does the school relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. If a student refuses to cooperate with a search, the student may be suspended and additional disciplinary actions may be taken. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, residential hall, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school policy and/or law. If a search yields

contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials. As soon as practicable after the search of a student's personal possessions or space, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials. See "Search of Student Lockers, Desks, Personal Possessions, and Student's Person", *policy, 502*.

STUDENT PUBLICATIONS AND MATERIALS

The policy of the school is to protect students' free speech rights while, at the same time, preserving the school's obligation to provide a learning environment that is free of disruption. All publications that are school sponsored must be approved by the principal or designee prior to distribution. All non school-sponsored materials are subject to school regulations and procedures and must be distributed at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees", *policy 505*.

No signs or posters are to be posted or distributed in the building without obtaining approval in the high school office. Items or activities that are considered unhealthy or potentially harmful to students or school personnel may not be posted/advertised. Items that are contrary to school and district rules and policies will not be posted/advertised. The rule of thumb for advertising is that the school will not advertise for-profit items or activities unless they have a direct relationship with a school activity (ex. class rings). These postings will be limited to the areas determined by the high school office.

Expression in a school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of postsecondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, see *policy 515*.

SURVEILLANCE

All students, parents, and staff are advised that as a public school facility, students, staff, parents, and building visitors do not have a right to expect privacy in connection with their actions and activities while

in, on, or about the school facilities. In an effort to increase school security, provide greater safety for students, staff and building visitors, and to reduce vandalism and theft, many areas of the high school campus, both internal and external, shall be subject to observation and monitoring by video cameras. The recordings of such observations shall be available for use by the school district and its administrative staff, if necessary to enforce the law and the provisions of school district policy.

TRANSPORTATION

Bicycles

All bicycles should be locked on the outdoor bike racks. Bicycles may be stored in designated area within the school building only with the permission of the administration. Otherwise bicycles must be stored outside. Bicycle helmets are strongly recommended. Perpich Arts High School is not responsible for stolen or damaged bicycles.

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, knee pads, 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.

VEHICLES ON CAMPUS

Patrols and Inspections

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of student's motor vehicles. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle

The interior of a student's motor vehicle in a school district location, including the glove and trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon the request of a school official.

VISITORS

Parents/guardians and community members are welcome to visit the school. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the front desk upon entering the building, with the exception of events open to the public.

All visitors will be required to sign in at the front desk, show legal identification and receive a visitor badge to be worn while they are in the building. Visitor's should be accompanied by a Perpich staff or faculty member while on school premises during the school day.

An individual or group may be denied permission to visit the school or school property, or such permission may be revoked, at the discretion of the principal or designee.

Students are not allowed to bring visitors to school without prior permission from the principal.

PART II ACADEMICS

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, and/or 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; loss of credit in the class, or other disciplinary measures as deemed appropriate by the principal or designee. See "Student Discipline Policy", *policy 506*.

ENROLLMENT EXPECTATIONS

Full-Time Enrollment

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, be registered in their arts area, and be taking at least 2.5 academic credits per term. Exceptions can be made for extenuating circumstances on a case by case basis with approval of the principal or designee.

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 school counselor within the first week of a new semester. 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 dropped course. Unreturned materials must be paid for by the student/parent.

GRADING

Grading Policy

Grades are final and not subject to revision 10 days from the last day of the quarter or semester with the exception of extenuating circumstances approved by the principal or designee.

Course Completion

Teachers may give an incomplete at the end of a term with approval from the principal 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 in consultation with the principal or designee. 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 in consultation with the principal or designee will determine what work must be completed and by when in order for the incomplete to be changed to a grade. All incomplete grades should be completed within five school days following the end of the semester or quarter unless extenuating circumstances have been determined.

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 within the first week of a new semester. After the first week of a new semester deadline students are given a grade or no credit; therefore, courses for which no credit is earned do negatively impact the overall GPA.

Awarding of Arts Credits

Students must **earn eight arts credits (4 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 credit may be awarded if work fails to meet satisfactory standards.

Readmission Policy

Students who do not earn four credits in their art area 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) at the beginning of their 12th grade year, or be on track to graduate (be able to complete all required courses during blocks 1-3 in the upcoming year) in order to return to Perpich Arts High School for a second year of study.

GRADUATION REQUIREMENTS

In compliance with the state of Minnesota Graduation Standards, Perpich students must earn a minimum of 28 credits in 9th through 12th grades in the areas specified to graduate with a Perpich Arts High School diploma:

Subject	Credits	Details
Arts	8	(in students art area or with approval from the principal or designee)
English	4	
Mathematics	3	(including 1 geometry, 1 advanced algebra, and 1 statistics and probability or pre-calculus with permission from teacher)
Science	3	(including 1 biology, 1 chemistry or physics, and 1 additional lab science credit)
Social studies	3.5	(encompassing U.S. history, geography, world history, economics and government/citizenship)
Health	.25	(or have met the local district requirement of student's home school)
Physical Education	.25	(or have met the local district requirement of student's home school)
Electives	6	
Total Credits	28	

HONORS

Diplomas with honors designation are awarded based on maintaining a cumulative GPA of 3.6 or higher at the end of semester one of senior year.

MILITARY RECRUITMENT

If a family doesn't want their directory information released to military recruiters, they must notify Jody Gentz, Perpich Records Coordinator, in writing no later than October 1st of each school year. By notifying Jody Gentz, the parent(s) will have exercised their right to refuse their child's Directory Information (*policy 515*) to military recruiting officers.

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. If the student is interested in returning to Perpich, they must reapply for admission the following school year.

PART III RULES, POLICIES AND DISCIPLINE

RESTORATIVE PRACTICES

Perpich vows to utilize restorative practices whenever possible 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.

ATTENDANCE

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance", *policy 503* in *Appendix 1*.

Attendance Number: 763-279-4199

Parents/guardians are expected to call the attendance line regarding student absences and subscribe to Infinite Campus to receive student updates on attendance.

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 principal or designee 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.

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 their students and parent/guardian of their assignment make-up policy. Students who live independently off campus are required to follow the attendance policy and a **parent/guardian must call the attendance line, email the front desk receptionist, karla.donner@pcae.k12.mn.us, or present a written note within 48 hours of an absence for it to be considered excused.** If extenuating circumstances exist in which a parent/guardian cannot notify the office within 48 hours, the parent/guardian should reach out to the principal in writing, explicitly stating why contact was not able to be made within the confines of the policy to be considered for appeal.

Tardies

A student is considered tardy if they arrive to class within 10 minutes of the class start time. Five tardies equal an unexcused absence.

Excused Absence

An excused absence requires a note, email, or call from parent/guardian (or school nurse for residents on campus) within 48 hours of the absence. Examples of absences considered excused:

1. Illness. Verification from health care professional may be required.
2. Medical, dental, or counseling appointment. Verification from a health professional may be

required.

3. Funeral of student's immediate family or of a close friend or relative.
4. Court-ordered appearance (documentation required).
5. Driver's examination.
6. Physical emergency condition in home such as fire or flood.
7. Scheduled religious instruction or religious holiday observance.
8. Meeting or crisis intervention/prevention with counselors or school administrators.
9. Active duty in any military branch of the United States.
10. Removal from school due to suspension (suspension does not count against a students total excused absences).
11. Pre-arranged absence for school field trip or other approved school-sponsored activities. All family vacations must be approved in advance and will only be approved for up to 5 days, students must fill out a pre-approved absence form prior to their scheduled absence.
12. Family emergency.

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/guardian consent, for a reason not listed under Excused in the absence definitions. Students absent unexcused from school for 15 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/guardian within 48 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.

The following are examples of absences which will not be excused:

1. Truancy; an absence by a student which was not approved by the parent and/or the school district.
2. Oversleeping.
3. Work.
4. Unapproved or unverified appointments.
5. Absences resulting from accumulated tardies; five tardies convert to one unexcused absence. A student is considered absent unexcused if more than 10 minutes late for class.
6. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
7. Work at home.
8. Work at a business, except under a school-sponsored work release program.
9. Forged note or forged phone call from parent or guardian.
10. Any other absence not included under the attendance procedures set out in this policy.

What happens when a student's absence is unexcused?

After 1st Unexcused Absence per Course per Quarter

Students are given written notice and parents/guardians are mailed notification by the attendance clerk. Parents/guardians or students should contact the attendance clerk within 48 hours of the absence if they believe the absence was marked in error. **Attendance records will not be revised after 48 hours of the absence without approval from designee.**

After 2nd Unexcused Absences per Course per Quarter

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. The student will meet with the attendance counselor to discuss the impact of one more 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 3rd Unexcused Absence per Course per Quarter

Students will lose credit for the course. A student may appeal the loss of credit decision to the principal in writing within one week of the unexcused absence. Please refer to appeal procedures below. Appeals will only be considered within one week of the 3rd unexcused absence.

Loss of Credit

Students may lose credit in academic and arts area classes when a student has a total of **three unexcused absences** per course (per quarter) or a total of 6 combined excused or unexcused absences per course (per quarter). Students will receive a NC (no credit) on transcripts when credit is lost due to failure to follow the attendance policy. Students who lose credit in one quarter may still retain credit for the second quarter. Students are encouraged to still complete all work for credit to earn up to half of the allowable credit for a class. Juniors or seniors who lose credit in any class due to attendance and do not fulfill the minimum required credits may lose the privilege of continuing to be a Perpich student.

Resident students who lose credit due to attendance, do not fulfill the minimal required credits, and have previous dorm violations and/or suspensions may lose their resident status at the discretion of the school administrators.

Appeals Process

A student who wishes to appeal a no credit due to attendance because of extenuating circumstances must complete the following:

- Within one week of the 3rd unexcused absence, or 6th total absence, submit an appeal in writing to the principal.
- The appeal should include the reasons for the absence and a plan for how there will be no additional absences or tardies incurred.
- If additional absences or tardies are incurred during the appeal process the appeal may no longer be considered.
- The principal may request a meeting with the student and parents/guardians to discuss the appeal.
- The principal will take into consideration:
    - 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

Dissemination of Policy
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.

BULLYING PROHIBITION
The school is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school property, at school-related functions, or through technology (including but not limited to social media platforms). For detailed information regarding the school's "Bullying Prohibition Policy", see *policy 514*, *Appendix 2*.

DISCIPLINE
Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information and consequences for violations, see the complete "Student Discipline Policy", *policy 506*, *Appendix 6.* All discipline proceedings will follow the Fair Pupil Dismissal Act, *Appendix 4.* Perpich is committed to using restorative practices and progressive discipline when possible in responding to disciplinary incidents.

DRESS AND APPEARANCE
Students are expected to be dressed appropriately for school activities and in keeping with community standards identified below.

Appropriate clothing includes, but is not limited to, the following:
- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Community members are expected to be fully clothed and wearing appropriate footwear at all times.

Inappropriate clothing includes, but is not limited to, the following:
- Clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.

- Any apparel or footwear that would damage school property.
- Hats are not to be worn in the building if seen as disruptive.
- Jackets or blankets are not to be worn if seen as disruptive in the building because of safety and security concerns.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications. If a student refuses to make modifications to their attire, they will be sent home for the day. A parent/guardian will be notified. Additional or alternative consequences may apply. See "Student Dress and Appearance Policy", *policy 504* and "Student Discipline Policy", *policy 506*.

DRUG-FREE SCHOOL AND WORKPLACE

The possession and/or use of alcohol, controlled substances, and toxic substances are prohibited at school, on school property, or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances is also prohibited. The school will discipline or take appropriate action against anyone who violates this policy, *policy 418*.

School policy is not violated when a person brings a controlled substance which has been identified as a currently accepted medical treatment, has been documented by a medical provider and the school nurse, or if the person has a physician's prescription for the substance (with the exception of marijuana which is not allowed on school property even if prescribed). Students who have prescriptions must contact the school nurse and comply with the school's "Student Medication Policy", *policy 516*.

HARASSMENT AND VIOLENCE PROHIBITION

The school strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. See policy for detailed information on the school's "Harassment and Violence Prohibition Policy", *policy 413*.

HAZING PROHIBITION

Definition: "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose.

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school's "Student Discipline" policy. For detailed information on the school's "Hazing Prohibition Policy", see *policy 526*.

INTERNET ACCEPTABLE USE

All school district students have conditional access to the school's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges;

payments for damages and repairs; discipline under other appropriate school policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. See "Internet Acceptable Use and Safety Policy", *policy 524*.

Students will receive a copy of the school's "Internet Acceptable Use and Safety Policy" and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school's computer system must sign the Internet Use Agreement form annually. Perpich Arts High School accepts no responsibility for possible financial obligations incurred from students' email exchanges with businesses.

OFFENSES AND CONSEQUENCES

Administration reserves the right 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 school policies 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.

Discipline situations that arise which are not covered by these guidelines will be handled on a case-by-case basis. Behaviors that are willful and disruptive or potentially harmful are included. Unique or special situations may call for an adjustment in the discipline policies to meet the school and/or district's needs.

PARKING ON SCHOOL PROPERTY

Students

The school allows parking of motor vehicles by students on campus subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege.
- Parking is permitted in designated areas only, by permit.
- Students are not permitted to use motor vehicles during the school day outside of the open campus lunch hour or permission has been granted to the student by the parent/guardian and pre-approved by attendance clerk.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school may conduct routine patrols of school properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school's "Student Discipline Policy", *policy 506*.

Visitors

Visitors are permitted to park in designated school visitor parking areas. Unattended vehicles left in other locations on school property may be towed at the owner's expense.

TOBACCO-FREE SCHOOLS

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

VANDALISM

Vandalism of any school property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

WEAPONS PROHIBITION

No person will possess, use, or distribute a weapon when in a school location except as provided in school policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to: any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives (including pocket knives and switchblades); blades (including box cutters and razors); clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent/guardian notification; and recommendation to the Executive Director of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school discretion on a case-by-case basis. See "School Weapons Policy", *policy 501*.

PART IV HEALTH, WELLNESS, AND SAFETY

ACCIDENTS

All student injuries that occur at school or school-sponsored activities should be reported to the nurse and school principal or designee. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or designee will call 911 or seek emergency medical treatment and then contact the parent(s).

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 or teacher must notify the front desk or nurse. Students must report directly to the front desk receptionist. Students who are ill but who leave class or school without obtaining a pass or direct permission from the teacher and/or without reporting to the front desk will not be excused.

Resident Students

Whenever possible, the pre-arranged absence procedure will be followed. To be excused for health-related reasons, resident students must inform the nurse or residence hall office personnel and receive permission to be excused from the school nurse in consultation with administration or designee 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 of commuter students 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. Parent contact and note from a health professional will also be required for chronic absences.

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.

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. See "Student Medication Policy", *policy 516, Appendix 5.*

It is the responsibility of all students, parents, and staff to read and abide by the student handbook and corresponding school policies. All policies and procedures are subject to change. Any changes made will be reflected on the Perpich website.

PART V - APPENDICES

APPENDIX 1
ATTENDANCE

Purpose

A. The Board of Directors believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teacher, and administrators. This policy will assist students in attending class.

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 principal or designee 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.

General Statement of Policy

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent/Guardian's Responsibility

It is the responsibility of the student's parent/guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent/guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

a. It is the administrator's responsibility to require students to attend all assigned classes. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent/guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.
b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the Board of Directors from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

Dissemination of Policy

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 parents/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. Students more than 10 minutes late for class must get a pass from the attendance clerk. 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. Vehicle problems will be counted as excused absences/tardiness in the first block only.

Students not present 10 minutes after the start of class are counted absent. It is the teacher's responsibility to take attendance at the start of each class.

Absent

Students not in class for any reason are considered absent. Block 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 their students and parent/guardian of their assignment make-up policy.

Students who live independently off campus are required to follow the attendance policy and a parent/guardian must call the attendance line within 48 hours of an absence.

Excused Absence

An excused absence requires a note, email or call from parent/guardian (or school nurse for residents on campus) within 48 hours of the absence. Examples of absences considered excused:

1. Illness. Verification from health care professional may be required.
2. Medical, dental, or counseling appointment. Verification from a health professional may be required.
3. Funeral of student's immediate family or of a close friend or relative.
4. Court-ordered appearance (documentation required)
5. Driver's examination.
6. Physical emergency condition in home such as fires or flood.
7. Scheduled religious instruction or religious holiday observance.
8. Meeting or crisis intervention/prevention with counselors or school administrators.
9. Active duty in any military branch of the United States.
10. Removal from school due to suspension (suspension does not count against a students total excused absences).
11. Pre-arranged absence for school field trip or other approved school-sponsored activities. All family vacations must be approved in advance and will only be approved for up to 5 days, students must fill out a pre-approved absence form prior to their scheduled absence.
12. Family emergency.

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/guardian consent, for a reason not listed under Excused in the absence definitions. Students absent unexcused from school for 15 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/guardian within 48 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.

The following are examples of absences which will not be excused:

1. Truancy; an absence by a student which was not approved by the parent and/or the school district.
2. Oversleeping.
3. Work.

4. Unapproved or unverified appointments.
5. Absences resulting from accumulated tardies; five tardies convert to one unexcused absence. A student is considered absent unexcused if more than 10 minutes late for class.
6. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
7. Work at home.
8. Work at a business, except under a school-sponsored work release program.
9. Forged note or forged phone call from parent/guardian.
10. Any other absence not included under the attendance procedures set out in this policy.

What happens when a student's absence is recorded as excused?
A student's absence is recorded in Infinite Campus. Excused absences do not impact a student's grades unless they exceed the attendance policy.

Students with unexcused absences shall be subject to discipline in the following manner:
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 healthcare professional may be required for excessive absences. A total of 6 absences (excused or unexcused) per class is considered excessive and may result in a loss of credit. Students who have excessive absences will be referred to the principal and a meeting with student, parent/guardian, and student support team may be convened and may lose credit in that respective course. Circumstances associated with the 6 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 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 48 hours of the absence if they believe the absence was marked in error. Attendance records will not be revised after 48 hours of the absence without approval from designee.

After two unexcused absences, students are given written notice and parents/guardians are mailed notification by the attendance clerk. Students will be expected to meet with their teacher and attendance clerk within one week of the last unexcused absence. An agreement shall be reached with student, attendance clerk, and teacher which should 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. The student may appeal the loss of credit decision at a meeting that is scheduled by the principal within one week of the last unexcused absence. Please refer to appeal procedures below.

Students can lose credit in academic and arts area classes when a student has a total of three unexcused absences, or a total of 6 combined excused or unexcused absences per class. Students will receive a 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 required 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 required credits, and have previous dorm violations and/or suspensions may lose their resident status at the discretion of the school administrators.

Appeals Process

The principal or designee 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 school psychologist 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).

Tardiness

Procedures for Reporting Tardiness

- Students tardy at the start of school must report to the front office for an admission slip.
- Tardiness between class periods will be documented by the teacher.

Excused Tardiness

Valid excuses for tardiness are:

a. Illness.
b. Serious illness in the student's immediate family.
c. A death or funeral in the student's immediate family or of a close friend or relative.
d. Medical, dental, orthodontic, or mental health treatment.
e. Court appearances occasioned by family or personal action.
f. Physical emergency conditions such as fire, flood, storm, etc.
g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.

Unexcused Tardiness

Unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.

Participation in Extracurricular Activities

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if they have an unexcused absence from any class during the day.
4. If a student is suspended from any class, they may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, they must present a physician's statement or a statement from the student's parent/guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in the principal's office.

REQUIRED REPORTING

A. Continuing Truant

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

1. Three days if the child is in elementary school; or
2. Three or more class periods on three days if the child is in middle school, junior high school, or high school.

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent/guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent/guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents/guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the child's enrolling or resident district;
6. That the parent/guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension,

restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201.

C. Habitual Truant

1. A habitual truant is a child, under the age of 17 years, who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.
2. A school district attendance officer shall refer a habitual truant child and the child's parent/ legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

APPENDIX 2
BULLYING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school property and/or with or without the use of school resources.

B. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school's policies and procedures, including the school's discipline policy (Policy 506). The school may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events.

G. The school will act to investigate all complaints of bullying reported to the school and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

III. DEFINITIONS

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

A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
   1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
   2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

   The term, "bullying," specifically includes cyberbullying as defined in this policy.

B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

C. "Immediately" means as soon as possible but in no event longer than 24 hours.

D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
   1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. "On school premises, on school property, at school functions or activities, or on school transportation" means all school buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events.

F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

A. Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school official designated by this policy. A person may report bullying anonymously. However, the school may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school office, but oral reports shall be considered complaints as well.

C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school human rights officer or the executive director. If the complaint involves the building report taker, the complaint shall be made or filed directly with the executive director or the school human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

G. The school will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school shall undertake or authorize an investigation by the building report taker or a third party designated by the school.

B. The building report taker or other appropriate school officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation,

termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (*policy 506*) and other applicable school policies; and applicable regulations.

E. The school is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school. School officials will notify the parent(s)/guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s)/guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

A. The school shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. The school shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school. The school or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students

to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school will annually provide education and information to students regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (*policy 515*) in the student handbook.

VIII. NOTICE

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

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (*policy 506*) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school's or a school's website.

F. The school shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

APPENDIX 3
EDUCATION OF STUDENTS WITH DISABILITIES

Perpich Arts High School will 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 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)]

APPENDIX 4
FAIR PUPIL DISMISSAL ACT

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 re-enrollment 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, & 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/guardian before subsequently removing the pupil from school and, with the permission of the parent/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/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/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/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/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/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/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/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, or parent/guardian.

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

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

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

(a) an independent hearing officer;

(b) a member of the school board;

(c) a committee of the school board; or

(d) 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/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/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/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 readmission 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/guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent/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/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 10 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:

(a) in violation of constitutional provisions;

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

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

(d) affected by other error of law;

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

(f) 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 NON APPLICATION 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.

APPENDIX 5
MEDICATION PROCEDURES

Prescription medications

1. A physician's order/authorization form signed by a parent and attending health professional, must be received by the school nurse before a student may receive medications from the school nurse or designated unlicensed staff.
2. All 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. All prescription medications will be stored in the school nurse's office at all times and administered to students as prescribed. Students may get these medications from the school nurse's office when needed/as prescribed during the school day. Medications may not be administered without a signed prescriber's order. Unlicensed dorm staff may administer medications as needed to students living in the dorm at the school nurse's discretion, when the school nurse is not on campus, after school hours.
4. Asthmatic students are required to keep inhalers with them at all times while on campus. Please provide the most current Asthma Action Plan from your student's provider to the school nurse. Asthma Action Plans are to be renewed annually. Students with certain allergies that may require use of an EpiPen are required to keep an EpiPen with them at all times. Please provide the most recent Anaphylaxis Action Plan to the school nurse. Anaphylaxis Action Plans are to be renewed annually. 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 medication(s), and EpiPen in the school nurse's office. 911 will be called after EpiPen is administered.
5. The parent/guardian or student must contact the school nurse if there is a change in a student's prescription medication regimen, including dosage change, or discontinuation of medication(s). Prescription medications left on campus at the end of the school year will be disposed of appropriately.
6. 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 receive over the counter medications from the school health office.
2. Medications allowed to be administered on 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. The school stocks these OTC medications, so it is not necessary for your student to bring their own supply of these products. If a parent/guardian wishes for an unlisted OTC medication to be administered to the student, this must be communicated to the school nurse. Written authorization must be received within 3 days of notification. OTC medications

may be administered by unlicensed school or dorm staff, per the nurse's discretion, when the school nurse is not on campus. 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.

APPENDIX 6
STUDENT DISCIPLINE
Excerpts from policy 506

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school Board of Directors recognizes that individual responsibility and mutual respect are essential components of the educational process. The school Board of Directors further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school Board of Directors, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board of Directors. The School Board of Directors holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Executive Director/Superintendent. The Executive Director/Superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The Executive Director/Superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the School Board of Directors for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board of Directors approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the Executive Director/Superintendent. A school employee, school bus driver, or other agent of a school district, in exercising their lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
D. To make necessary arrangements for making up work when absent from school;
E. To assist the school staff in maintaining a safe school for all students;
F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
H. To be aware of and comply with federal, state, and local laws;
I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
J. To respect and maintain the school's property and the property of others;
K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
M. To conduct themselves in an appropriate physical or verbal manner; and
N. To recognize and respect the rights of others.

VI. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning. Restorative conference when possible;
B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
C. Parent contact;

D. Parent conference;
E. Removal from class;
F. Suspension from extracurricular activities;
G. Detention or restriction of privileges;
H. Loss of school privileges;
I. In-school monitoring or revised class schedule;
J. Referral to in-school support services;
K. Referral to community resources or outside agency services;
L. Financial restitution;
M. Referral to police, other law enforcement agencies, or other appropriate authorities;
N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
O. Out-of-school suspension under the Pupil Fair Dismissal Act;
P. Preparation of an admission or readmission plan;
Q. Saturday school;
R. Expulsion under the Pupil Fair Dismissal Act;
S. Exclusion under the Pupil Fair Dismissal Act; and/or
T. Other disciplinary action as deemed appropriate by the school district.

VII DISMISSAL

"Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class. The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion. The school shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

A. Willful violation of any reasonable Board of Directors regulation, including those found in this policy;
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 student or other students, or surrounding persons, including school employees, or property of the school.

VIII. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

IX. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The

teacher, principal, or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

X. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

Perpich Arts High School Agreement Form - SIGN AND RETURN

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 handbook does not cover all situations. Therefore, the administration reserves the right to sanction students for violating school rules and expectations not specifically covered in this publication. The Principal, or designated representative, may impose or recommend suspension, expulsion, or any other discipline as appropriate on a case-by-case basis. This handbook may be changed or amended during the school year. Changes will be posted online. In the event changes are made after publication of this document the new policy shall be followed. If you have any questions about a provision, contact a principal. The contents of this handbook were reviewed during the annual updating procedures and approved by the board.*

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 grade: _____

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 student. To make sure that every student enjoys that right, the school has 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 "Internet Acceptable Use and Safety Policy"*policy, 524*.

_____

Signature of parent/guardian Date

_____

Signature of student Date