

STUDENT HANDBOOK

1900 Lake Valentine Road
Arden Hills, Minnesota 55112
(651) 621-7100 Fax (651) 621-7105
www.moundsviewschools.org/moundsview



MOUNDS VIEW HIGH SCHOOL MISSION STATEMENT

*Building an inclusive community of responsible, respectful
and resourceful citizens who value learning*

School Rouser

*Go you Mustangs on down the field
Here's a cheer for Mounds View High*

*Fight you Mustangs we'll never yield
Let your colors fly, Rah, Rah, Rah,*

*Roll you Mustangs, kick out your heels
Let your spirits never die*

*For the glory of our own green and white
At Mounds View High!*

TABLE OF CONTENTS

Schedules	
Daily Schedule	4
ReFLECT Schedule	4
Pepfest Schedule.....	4
2-Hour Late Start.....	4
Bus Schedules.....	4
Building Hours.....	4
Academic Dishonesty / Cheating / Plagiarism	5
Activities.....	5-6
Activity Participation	6
Assemblies and Pepfests.....	6
Attendance	
Reporting an Absence	6
Absences	7
Pre-Arranged Absences.....	7
Unexcused Absences	7-8
Verification of Absences	8
Tardies.....	8
Automated External Defibrillators (AED).....	8
Bus Transportation.....	8
Citizenship	
Overview	9
Dress Code	9
Student Behavior	9-10
Insubordination.....	10
Disruptions.....	10
Controlled Substances	10
Detention	10
Display & Distribution of Materials.....	10
District Notices	
School Closings or Late Start.....	11
Automated Phone Messages	11
District Policy Information	
Equal Opportunity.....	11
Students with Disabilities.....	11
Transportation	12
Student Achievement/Curriculum and Instruction	12
Health and Safety.....	12
Student Conduct	12
Safety and Crisis Response.....	13
Student Rights and Responsibilities.....	12-13
Harassment, Intimidation, Violence and Other Forms of Personal Attack.....	13

Minnesota Safe Schools Initiative—Bullying	13-14
Protection and Privacy of Student Records	14
Criminal Background Checks.....	14
Use of Technology—Students.....	14
Electronic Devices	14
Food & Beverages	14
Graduation Requirements	15
Graduating with Honors.....	15
Hallway Expectations	15
Independent Student.....	15
Law for 18-Year-Old Student	15
Locker Policy	15-16
Lunch Policy	16
Make-Up Work.....	16
Modified Learning Center (MLC)	16
Opportunities for Relearning.....	16-17
Relearning and Retakes	17
Parking Permits/Policies	17-19
Seasonal Permits.....	18-19
Permit Priority System	19
Pledge of Allegiance.....	19
Protective Drills	19
Severe Storm Drills and Warnings	19
Fire & Civil Defense Drills (School Evacuation)	19-20
Lockdowns and Lockdown Drills	20
False Fire Alarms	20
Re-Flect	20
Safe & Secure Environment.....	20
School Dances	20-21
Sprays.....	21
State Tournament Attendance Procedures.....	21
Student Services	
Deans.....	21
Class Schedules	22
Online Courses	22
Schedule Changes	22
Dropping a Course	22-23
ARCC-Concurrent Enrollment—Adding, Dropping or Withdrawing.....	22
Post Secondary Enrollment Option (PSEO).....	23
Transcripts and Certificates	23-24
Student Visitors.....	24
Suspensions and TRY Program Assignments	24
Tobacco & Smoking.....	24
Weapons & Explosives	25

Daily Schedule

Period 1	8:35-9:31	
Period 2	9:37-10:33	
Period 3	10:39-11:35	
A Lunch* 11:35-12:07	Period 4 12:13-1:11	
Period 4 (split) 11:41-12:07.....	B Lunch* 12:09-12:37	Period 4 12:42-1:11
Period 4 11:41-12:37.....	C Lunch* 12:42-1:11	
Period 5	1:17-2:13	
Period 6	2:19-3:15	

**Lunch is determined by student's 4th hour class—see classroom postings.*

ReFLECT Schedule

Period 1	8:35-9:20	
Period 2	9:25-10:10	
ReFLECT.....	10:15-11:10	
Period 3	11:15-12:00	
A Lunch* 12:05-12:30	Period 4 12:35-1:30	
Period 4 (split) 12:05-12:30	B Lunch* 12:35-1:00	Period 4 1:05-1:35
Period 4 12:05-1:00.....	C Lunch* 1:10-1:35	
Period 5	1:40-2:25	
Period 6	2:30-3:15	

Pepfest Schedule

Period 1	8:35-9:20	
Period 2	9:25-10:10	
Period 3	10:15-11:00	
Period 4	11:05-11:50	
A Lunch* 11:55-12:20	Period 5 12:30-1:25	
Period 5 (split) 11:55-12:25....	B Lunch* 12:25-12:50	Period 5 1:00-1:25
Period 5 12:00-12:55.....	C Lunch* 1:00-1:25	
Period 6	1:30-2:15	
Pepfest	2:20-3:15	

**Lunch is determined by student's 5th hour class—see classroom postings.*

2-Hour Late Start Schedule

Period 1	10:35-11:10	
Period 2	11:15-11:50	
Period 3	11:55-12:30	
A Lunch* 12:35-1:00	Period 4 12:35-1:55	
Period 4 (split) 11:25-11:50	B Lunch* 1:05-1:30	Period 4 1:05-2:05
Period 4 11:25-12:20.....	C Lunch* 1:30-1:55	
Period 5	2:00-2:35	
Period 6	2:40-3:15	

**Lunch is determined by student's 4th hour class—see classroom postings.*

Regular buses leave at 3:24 PM

Late bus leaves at 4:30 PM, Monday through Thursday

Building Hours

Monday – Friday:	6:00 AM – 9:00 PM (unless evening event scheduled)
Saturday:	7:00 AM – 3:00 PM (exceptions are vacations or holiday periods)
Sunday:	CLOSED

ACADEMIC DISHONESTY / CHEATING / PLAGIARISM

1 st Offense	Teacher talks to the student to understand situation. Teacher contacts Admin Intern and fills out behavior referral. Teacher <u>and</u> Admin Intern notify parents. Depending on severity, it may result in additional consequences (see below).
2 nd Offense	Teacher talks to the student to understand situation. Teacher contacts Admin Intern and fills out a behavior referral. Teacher <u>and</u> Admin Intern notify parents. Student receives 0 on the assignment/assessment. Teacher, admin intern, and admin determine <i>if</i> additional consequence are assigned.
3 + Offenses	Teacher contacts Admin Intern and fills out a behavior referral. Teacher <u>and</u> Admin Intern notify parents. Student receives 0 on the assignment/assessment. Teacher, Admin Intern, and admin determine additional consequences. Parent meeting is established.
Consequences could include	Warning, detention, retake the assignment, loss of credit on the assignment/assessment, in-school suspension, loss of credit in the course, TRY, and/or loss of activities privileges.

Academic dishonesty is cumulative throughout a students’ high school career. If it happens in 9th grade and again in 11th grade they proceed to step two.

ACTIVITIES

Mounds View High School is a member of the Minnesota State High School League and offers an array of athletic and fine art activity opportunities for our students. Start dates, fees required, and advisor/coach names are all available in the Activities Office. Students intending to be in athletics should note that they need to have a **physical on file in the Health Office that is dated within the last three (3) years.**

Academic Standing & Minnesota State High School League Eligibility

Bylaw 407.00 of the Minnesota State High School League requires that students be making “satisfactory progress toward graduation” in order to be eligible for participation in league sanctioned events. Satisfactory progress is determined by the local school district. In the Mounds View District a *de facto* definition exists in the graduation requirements (22 credits) and the four year, six period day schedule (24 periods). Satisfactory progress is determined by

comparing the periods yet remaining in the regular four year schedule. For example: a student beginning his/her senior (grade 12) year must have 16 credits earned since only six class periods remain to complete the 22 credit requirement. A student having fewer than 16 credits at the beginning of the senior year is not making satisfactory progress toward graduation. Credit is earned in .5 increments on a semester (1/2 year) basis.

Satisfactory progress is determined at the conclusion of each semester. See chart for the monitoring schedule and academic criteria for determining student eligibility for participation in Minnesota State High School League sanctioned events.

Grade	End of Semester	Completed Credits Required
12	1.....	19
11	2.....	16
11	1.....	13
10	2.....	10
10	1.....	7
9	2.....	4
9	1.....	1

ACTIVITY PARTICIPATION

A student must be in attendance a full day in order to be allowed to participate in after-school activities that day. Excessive tardies will also affect after school activity participation. Partial school attendance must be approved in advance by the Activities Director.

ASSEMBLIES AND PEPFESTS

Attendance at all-school assemblies is optional. All-school assemblies are scheduled during Spirit Weeks (e.g. Homecoming). Students who do not attend optional assemblies may go to a supervised area in the cafeteria. Students who have their own transportation may leave campus and go home.

Assemblies for specific activities or for specific groups of students are school functions and attendance is required. Common rules of courtesy are to be practiced.

ATTENDANCE

Reporting an Absence

1. Parent/Guardian is to call the Attendance Office (651-621-7101) before 10:00 AM each day the student is absent. **You may call the attendance line 24 hours a day.**
2. If no contact has been made with the Attendance Office prior to student's return to school, the parent/guardian must send a signed note to school with the student's name, grade and date(s) and reason (s) for the absence. The note must be turned in to the Attendance Office before school starts. Failure to bring in a note may result in an unexcused absence (*refer to Unexcused Absences*)

The 24 hour attendance line phone number is 651-621-7101.

Absences (*District Regulation EG-3109*)

Full day excused absences are those excused by both the school and parent/guardian:

1. Illness – excused with phone call or note
2. Family Emergency – excused with phone call or note
3. Religious Holiday – excused with phone call or note

Partial day excused absences are those excused by both the school and parents/guardians:

1. Medical, Dental and/or Professional Appointments – **every effort should be made to schedule appointments outside the school day. If this is not possible, the student should:**
 - a. Submit a note to the Attendance Office to obtain a Medical Appointment Pass.
 - b. Have the Medical Appointment Pass signed by the medical person seen and return the pass to the Attendance Office upon returning to school.
2. Illness or Injury during the school day – Student must check out through the Health Office.
3. Emergency during the school day – Student must check out through the Attendance Office.

Pre-Arranged Absences

Students should present a signed note from a parent/guardian to the Attendance Office and pick up an Advance Request Form. The purpose of completing this form is to allow the student and teacher to make arrangements for completing school work that is missed during the absence. Students who participate in a school-sponsored activity which causes them to miss one or more periods of school are responsible for making arrangements with teacher(s) prior to the activity. **Failure to do this in advance may negatively impact a student's grade in those classes.**

Unexcused Absences

A student is considered unexcused from school when he/she:

1. Has an all day absence that is not approved by the parent/guardian and the school.
2. Leaves the school building at any time for any reason without checking out or notifying the Principal, Associate Principal, Dean, Attendance Office or Health Office.
3. Reports to class after the first 10 minutes of class without a signed pass from the Attendance Office or Dean.
4. Does not report to a class and has not been previously excused by both a parent/guardian and the school.
5. Reports to a class but leaves without permission.
6. Misses class time due to oversleeping, car trouble, traffic, missed bus, babysitting, work, college fair, rumored skip days, tournaments (not following school guidelines), or other activities deemed by the administration to be unexcused, regardless of whether they are approved by the parent/guardian.

Parent/guardian will be notified of repeated unexcused absences. School may assign consequences such as, Saturday School, detention, Modified Learning Center (MLC), TRY, parent conference, suspension of hall pass privileges and/or parking permit. Continued unexcused absences will result in a referral to the Ramsey County Truancy Intervention Program (TIP).

Unexcused absences are cumulative from Semester I to Semester II.

A large part of what happens in the classroom cannot be replicated and is lost whether the absence is excused or unexcused. It is always in the student's best interest to make up missing work, regardless of the credit he/she will receive, so that he/she will not be missing knowledge and information that they will be held accountable for the duration of the class.

Verification of Absences

Attendance office staff may verify called in absences and follow up on other absences. In cases of suspected or actual unexcused or unapproved absences, the student may be referred to the dean. Each day a student is reported absent from school an automated system will call the student's home with the information.

Tardies

Getting to class on time is essential for the learning process. Tardies are a part of the school's attendance record. Excessive tardies (three or more) to class may result in school consequences including:

- Suspension of parking privileges
- Suspension of after school activities
- Modified Learning Center (MLC)
- Detention

A student who reports to class within the first 10 minutes of each period **without** one of the following will have an **unexcused tardy**:

1. A note from the student's parent/guardian stating that the tardy was due to illness or an immediate emergency, which could not have been arranged for in advance.
2. A signed pass from the Attendance Office (first hour only). Students that report to class later than 10 minutes after class has begun will be given an unexcused absence.

AUTOMATED EXTERNAL DEFIBRILLATOR (AED)

Mounds View High School is equipped with Automated External Defibrillator (AED) devices. Students tampering with these devices or their containers may be fined \$25.00.

BUS TRANSPORTATION

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Violation of school rules while on a bus may result in the loss of bus privileges and other disciplinary consequences. If criminal conduct occurs, local law enforcement officials and the Department of Public Safety may be informed.

Most of the School District's buses contain video recorders. The purpose of the video recorder is to monitor student conduct on buses, assist in the enforcement of school bus safety rules, and enhance school bus safety. When riding the bus, students should be aware that their actions and conversations may be recorded.

For additional transportation information, (*Policy and Regulation EG-3111*).

CITIZENSHIP

Overview

Mounds View students are responsible for their own actions and behavior. Students are expected to be responsible, respectful, and resourceful. Students are to respect others and the property of others at all times. Student conduct must show respect for the differences in others. Students must adhere to the MVHS dress code policy.

Students are expected to solve individual differences in a non-violent manner. Physical confrontation of any type will not be tolerated.

Students who violate this code of conduct are subject to school disciplinary action including exclusion and/or expulsion, as well as referral to local authorities for possible criminal prosecution. The Principal or Associate Principal may impose or recommend suspension, expulsion, or other discipline as appropriate on a case-by-case basis. **Mounds View High School uses a progressive discipline system to address recurring and inappropriate behaviors.**

Dress Code

This policy establishes an expectation of dress and grooming consistent with the Mounds View High School mission of respect, responsibility and resourcefulness. The dress code creates an environment conducive to learning and reflects attire appropriate for an educational setting.

- Mounds View High School reserves the right to address any behaviors or dress that are not appropriate or causing a disruption to the school environment.
- Student clothing must allow identification of the student (i.e. no masks, sunglasses, face paint or other disguises).
- Jewelry that presents a safety hazard to self and/or others may not be worn or brought to school. Examples include, but are not limited to: chains, spike rings, spike collars or bracelets.
- Hats, hoods, and other headwear may be worn during the school day in the hallway, cafeteria, ILC (library), and in the classroom if allowed by the teacher.
- Clothing or accessories with words, graphics or innuendo, that are obscene, vulgar, abusive or discriminatory, may not be worn or brought to school. Examples include, but are not limited to: ethnic, racist, sexual, or sexist remarks/images, such as swastikas, confederate flags, etc.
- Clothing or accessories that promote or advertise alcohol, chemicals, tobacco, or any product that is illegal for use by minors may not be worn or brought to school. Examples include, but are not limited to: alcohol logos and tobacco logos. "Look alike" logos are also unacceptable.

Student Behavior

The following behaviors will not be tolerated at Mounds View High School:

1. Harassment, intimidation, violence or other forms of personal attack (see Policy and Regulation EG-3104).
2. Bullying (based on MN Safe Schools Initiative (see Policy and Regulation EG-3107)).
3. Public displays of affection.
4. Gambling/card playing.

5. Using obscene, foul, threatening or demeaning language.
6. Physical confrontation will result in dismissal for the day pending further investigation.

Insubordination

“Insubordination” is refusing to comply with a reasonable request or directive of a staff member. Consequences may include a conference with staff member, parent/guardian notification, suspension, or other appropriate disciplinary action.

Disruptions

In order to maintain an environment conducive to learning, student behavior is expected to not interfere with teaching, learning, or the orderly operation of the classroom or building. Student behavior that results in a disruption can be subject to school disciplinary action, as well as referral to local authorities. Shouting, yelling, and games that are deemed to be disruptive to the educational process are prohibited in the school building.

CONTROLLED SUBSTANCES

The use, possession, or distribution of controlled substances including alcohol, marijuana, and all illegal and prescription drugs in or around the school premises is prohibited. This includes school days and all school activities (i.e. dances, athletic events, and concerts). This also applies to consumption prior to arrival and the possession of paraphernalia (pipes, papers, bottles, etc.) associated with the use of controlled substances. Students who violate these rules shall be subject to the following disciplinary measures:

1. Confiscation of substance and any paraphernalia.
2. Suspension/TRY Assignment (depending on the severity of the violation, consequences may move to next level).
 - a. First offense: 1-3 days
 - b. Second offense: 3-5 days
 - c. Third offense: 5 days and referred for a chemical dependency evaluation
3. Parent/Guardian Conference.
4. Report to police.

DETENTION

Students may be assigned to after-school detention by administrative staff. Detention will begin at 3:30 PM and will end at 4:20 PM. Students will not be excused from detention for participation in any extracurricular activities, after-school or weekend work.

DISPLAY & DISTRIBUTION OF MATERIALS

In order to provide a safe and orderly environment, protect school property, and maintain an attractive building, posters, pictures, and similar material must have the authorization of a school administrator (principal, associate principal, or activities director) before being posted or distributed. Items posted without this authorization will be removed.

DISTRICT NOTICES

School Closings or Late Starts

Announcements regarding school closings or late starts due to inclement weather or hazardous conditions will be delivered via a Mounds View Messaging phone message, accompanied by an e-mail and text message. Most announcements will come within 30 minutes of a determination to close schools. Information will also be posted at www.moundsvIEWSchools.org and updated on a recording at 651-621-7669 (SNOW). Families may also access local television and radio outlets, however no guarantee is made that media will share our information or deliver it in a timely manner. Families are encouraged to keep their contact information up-to-date with their children's schools to ensure receipt of voice mail and e-mail messages. Families should always assume that schools are open unless they hear differently.

Automated Phone Messages

On occasion, Mounds View Public Schools will send voice mail messages to families. These notifications may include news about school closings, helpful reminders or announcements, and notices regarding student absences and lunch account balances. Within the exception of emergency calls, all messages are sent to the family's primary phone number on record with the school. Emergency calls will often be sent to all of the family's home, work and cell phone numbers provided to the school. Parents who wish to opt out can do so by sending an email message to webmaster@moundsvIEWSchools.org with the phone number(s) they wish to be blocked.

POLICY INFORMATION

The following policies and accompanying regulations are referenced in this handbook. To view these policies and accompanying regulations or other policies and regulations in their entirety go to the District's home page at www.moundsvIEWSchools.org and find the School Board's web page. The policy page is located at www.moundsvIEWSchools.org/sb_policies.asp. They are under the title of Policy-Ends and Goals or Regulations-Ends and Goals.

Equal Opportunity (*Policy and Regulation EG-3111*)

Mounds View Public Schools will provide equal opportunity for all students and staff and will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status or public assistance, disability, sexual orientation, age, or other protected class status in compliance with State and Federal law.

Students with Disabilities

Mounds View Public Schools is committed to providing all students with an opportunity to be successful. This commitment is consistent with Minnesota Rule 125A.55 Accommodating Students with Disabilities Act which states that: "A school or school district shall provide a student, "who is an individual with a disability," under Section 504 of the Rehabilitation Act of 1973, United States Code, Title 29, Section 794, or under the Americans with Disabilities Act, Public Law Number 101-336, with reasonable accommodations or modifications in programs." Contact Bev Zelinski Director of Student Services at 651-621-6038.

Transportation *(Policy and Regulation EG-0103)*

Mounds View Public Schools complies with all applicable Minnesota Law relative to the transportation of students. Riding the bus is a privilege for those students who choose to do so either by residing more than two miles from school or by paying a fee for transportation. All K-12 students will be provided with school bus safety training. It is expected that students will conduct themselves in a respectful manner and not compromise the safety of others on the bus. Behavior problems on the bus will result in consequences ranging from a warning to loss of riding privileges.

Student Achievement/Curriculum and Instruction

(Policy and Regulations EG-1100 to 1104 and EG-2101)

Mounds View Public Schools will seek to fulfill the Mission Statement, and strive to fully develop the learning potential for all learners and will be accountable for the measurement, assessment and achievement of student learning. Instruction will be based on sound pedagogy, approved Learner Outcomes and will be modified by evaluation of student achievement. Curriculum and instruction must: Actively engage students in learning; Deliver essential Learner Outcomes; Challenge students to meet high standards of achievement; Assure that all students possess core knowledge. Specific academic programs include: Graduation Requirements EG-1102, Credit for Learning Reg. EG 2101, etc.).

Health and Safety *(Policy and Regulations EG-3102, 3103 and 3106)*

Mounds View Public Schools will provide and promote an environment that is healthy and safe for staff, students and the public. The physical environment and facilities will be established and maintained in accordance with widely accepted standards and practices for use of facilities, and all applicable State and Federal Laws. All individuals, students, staff, parents and the public who are in district facilities are expected to conduct themselves in a manner that is not disruptive or hazardous to the health and safety of self and others, and must not break any laws. Conduct which violates the expectations above will be regulated by the District and could result in loss of privilege to access a facility or school site. A comprehensive School Safety and Crisis Response Plan will be maintained by the School District and individual school facilities.

School personnel are mandatory reporters under the Maltreatment of Minors Act, Minnesota Statutes 626.556 et al. We are required to report to child welfare authorities if we know, or have reason to believe a child is being physically or sexual abused or neglected.

Students who are on medications or are suffering from communicable disease or illness will be treated according to applicable State and Federal law.

Student Conduct *(Policy and Regulation EG-3101)*

Student conduct must not be disruptive, hazardous to the health and/or safety of self or others, or break any laws.

Safety and Crisis Response *(Policy and Regulation EG-3103)*

Mounds View Public Schools will develop and maintain a comprehensive School Safety and Crisis Response Plan and system for school-sponsored activities as defined:

School-Sponsored Activity: School-sponsored activities include all activities scheduled and supported by Mounds View Public Schools. Examples include regular classes, interscholastic athletic and fine arts events, intramural programs, classes sponsored by Community Education.

Non-School-Sponsored Activity: Park and Recreation, community groups, non-residents, commercial enterprises, PTO and PTA groups whose programs schedule and utilize Mounds View Public Schools' facilities through Community Education are not school-sponsored activities.

The Plan and system will identify and:

- a. Define actions to be taken by staff and school administration to minimize potential risk of harm to persons utilizing individual buildings for school-sponsored activities.
- b. Assure communication between school administration and local law enforcement regarding preventive safety strategies and crisis response plans.
- c. Assure easy identification of authorized presence of individuals in schools.
- d. Provide for periodic updating procedures relative to school safety.

Student Rights and Responsibilities *(Policy and Regulation EG-3109)*

Mounds View Public Schools will maintain a respectful and safe learning environment that appropriately balances student rights with expectations for student behavior. Procedures will be consistent with State and Federal laws defining student behavior expectations as well as potential consequences.

Harassment, Intimidation, Violence and Other Forms of Personal Attack

(Policy and Regulation EG-3104)

Mounds View Public Schools will maintain a learning and working environment that is free from hazing, intimidation or violence of any type, including without limitation, religious, racial or sexual harassment, intimidation or violence. Procedures will be developed consistent with Minnesota Statutes 121A.03, 121A.0695 and 363.01 to 363.15 to ensure this environment. Consequences for disruptive, harassing, intimidating or hazardous behavior range from a warning to expulsion/exclusion from school.

The foregoing prohibitions and definitions of harassment, intimidation, violence, hazing and other forms of personal attack apply to any format. This includes but is not limited to, physical contact, art work, unauthorized use of photographs, use of words, text messages or other written materials, use of the internet or other electronic communication formats such as social networking pages, etc.

Minnesota Safe Schools Initiative—Bullying *(Policy and Regulation EG-3107)*

Mounds View Public Schools will maintain a learning environment that is free from student to student bullying. Procedures will be developed pursuant to Minnesota Statutes 121.031. It will be a violation of EG-3107 for any student to engage in bullying or cyber bullying of another student at school or outside of school if that bullying causes a substantial disruption in the normal activities of the school day. Individual schools are charged with educational initiatives which support positive and respectful student conduct that is consistent with this policy and regulation.

Protection and Privacy of Student Records *(Policy and Regulation EG-3110)*

Mounds View Public Schools will abide by all applicable State and Federal law regarding data privacy of student and employee records. Procedures will be consistent with State and Federal law to ensure the privacy of these records. An annual notice will be provided to all parents and guardians with regard to this policy and accompanying procedures.

Criminal Background Checks

The Mounds View Public Schools performs criminal background checks on all employees including coaches and advisors and volunteer coaches and advisors. Mounds View Public Schools may deny employment or volunteer opportunities if anything should appear on the background check or if an applicant fails to disclose the existence of a criminal record where one is present.

Use of Technology - Students *(Policy and Regulation EG-2104)*

The use of technology by students will be in compliance with Mounds View Public Schools regulations and applicable State and Federal laws.

The use of personally owned and school owned electronic devices on school grounds or at school supervised events, while encouraged, is a privilege, not a right. The use of these devices will be governed by the restrictions and acceptable use paragraphs of this policy and all other District policies and regulations and all applicable laws. The Superintendent or his/her designee shall be responsible for the establishment of regulations and procedures to carry out this policy. The District may revoke the privilege to use this equipment for students who violate these policies and regulations or any applicable laws. In addition, the District may take disciplinary or legal action against students who violate these Policies and Regulations or any applicable laws.

ELECTRONIC DEVICES

Electronic devices, including but not limited to smartphones, chromebooks, laptops, iPads, smartwatches, cellphones and iPods, can create distractions to the learning environment. Students may only access electronic devices, if directed by a staff member or to contribute to learning and instruction. Video and photos for academic purposes only. Electronic devices brought to school are the sole responsibility of the student. Mounds View High School cannot take responsibility for the safety and security of students' electronic equipment.

FOOD & BEVERAGES

In an effort to provide a clean environment, students carrying food or beverages in the halls are expected to have them in closed containers.

GRADUATION REQUIREMENTS

Mounds View High School minimum credit requirements:

English	4.0
Social Studies	3.5
Mathematics	3.0
Science	3.0
Physical Education/Fitness for Life	.5
Health	.5
Electives (to include 1.0 Fine Arts)	<u>7.5</u>
Minimum Total	22.0

Students must achieve proficiency in the following state assessments:

Reading (given in 10th grade)

Math (given in 11th grade)

GRADUATING WITH HONORS

Honor status is based on the following GPAs using semester one final grades:

3.333	Honors
3.667	High Honors
4.000	Highest Honors

HALLWAY EXPECTATIONS

Students are allowed in the hallways during class time when approved by a staff member. PSEO and Hybrid students should be in the Information & Learning Center, Paddock or with a teacher.

INDEPENDENT STUDENT

To achieve independent student status at Mounds View High School, a student must first have a parent/guardian sign an affidavit indicating that the student does not live at home, that the parent/guardian are no longer executing their parental rights over this student, and that the student is no longer under their care or supervision. The document must be cleared with the Principal. An independent student may only write his/her own notes regarding absences, requests for medical appointments, etc., after he/she has been cleared by the Principal. For independent students, all school correspondence, grade reports, attendance/tardy record, and behavioral record shall no longer be directed to a student's parents/guardians.

Law for 18-Year-Old Students

The Minnesota State MSA 102.06 indicates that The Board of Education of any school district may require that students aged 18 and over adhere to the rules and regulations applicable to students under the age of 18. Mounds View Public Schools require that all students, regardless of age, must adhere to the policies of Mounds View High School.

LOCKER POLICY

Mounds View High School provides each student with a locked locker if they require one. It is the policy of District #621 that school lockers are the property of the School District. At no

time does the District relinquish its exclusive control of lockers provided for the convenience of students. Inspections of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without search warrant. The personal possessions of students within a school locker may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. *(Also see district regulation EG-3109)* School locks must be used on lockers. Locks are replaced at a cost of \$6.00. Students who do not clean out their locker by the last day of school or who have damaged the locker will be assessed the following fines as determined by the custodians:

<u>Locker Condition</u>	<u>Fine</u>
Needing Major Repainting/Cleaning	\$25.00
Scratches, Marks, Magic Markers, Pens	\$15.00
Decals, Stickers, General Clean Out (paper, etc.)	\$ 5.00

LUNCH POLICY

Mounds View High School is a closed campus. Students are not to leave the building at any time without permission. Mounds View High School uses an automated pay system for lunches. Account deposits left in the collection box (located in the Commons and outside of the cafeteria) by 10:00 AM will be credited to students' accounts by lunchtime. Deposits must include student's full name, PIN number and amount written on the check, or sealed envelope for cash deposits. Lunches cannot be charged. Students should keep their PIN numbers confidential. Menus are posted on the district website and at the entrance to the Cafeteria. In addition to the regular menu, Mounds View High School students are offered a variety of specialty items. (i.e. salad bar, ala cart, etc.). Meal items available from each serving line will be posted on signs located at the entrance of the serving area.

MAKE-UP WORK

Excused and Unapproved Absences will not arbitrarily result in a reduction in grades, but failure to complete work will affect grades. Students and/or parent/guardian are responsible for requesting makeup work for each day's absence. The responsibility for completing this work rests with the student. Teachers are responsible for providing assignments after a student or parent/guardian request. Make-ups for trancies will be at the discretion of the teacher.

MODIFIED LEARNING CENTER (MLC)

Students who violate school rules and regulations may be placed in the Modified Learning Center for varying lengths of time. The MLC is an alternative learning environment that provides students the opportunity to both continue the educational program and to reflect. Students assigned to the MLC are typically not eligible to participate in school activities that day.

OPPORTUNITIES FOR RELEARNING

Grades communicate academic progress and reflect how well a student has met the expectations or learning targets for a particular course/subject area. Students are expected to make a good faith effort to perform well on all assessments such as:

- Tests
- Presentations
- Demonstrations
- Performances
- Essays, research papers, and reports
- Projects
- Others as identified in the course outline/syllabus

Being fully prepared for an assessment of any kind is the best pathway to academic success. However, when a student's assessment score does not reflect his/her best performance, he/she should seek to relearn the required content/skills and reassess.

Relearning and Retakes

All students in all courses will have opportunities for relearning when necessary. After relearning takes place, the student will be eligible for an opportunity to reassess or retake a test. However, not all assessments, projects, research papers, etc. are eligible for a "re-take" in all classes.

Teachers will communicate to students the relearning and reassessing plans for their courses in the course syllabus/outline and on the teacher's website. The information teachers share with students will include the following:

1. Every course/class will have a relearning/reassessment plan.
2. A student will receive up to full credit (equal in the value to the original assessment or task) for an assessment or task that is retaken provided he/she has completed the original assessment or task.
3. Prior to reassessing, a student will be required to complete a relearning plan which may include, finishing all assigned homework, tutoring, study guides, before/after school study sessions, learning activities, etc.
4. Each course/class will have a timeframe for relearning/reassessment based on when the original assessment was scored and returned to the student.
5. The student's reassessment grade replaces his/her original grade even if the re-take grade is lower than the original assessment score.

Performance measures listed below indicate a final cumulative measure of learning and are not eligible for a "re-learning" or "re-take" event.

- End-of-course or semester exams
- Final research papers, reports, essays
- Culminating projects or performances
- Others - as designated on the course syllabus/outline

PARKING PERMITS/POLICIES

- Parking is a privilege, not a right. Students with outstanding fines are not eligible to purchase parking permits until all fines are paid.
- Parking permits are \$225.00 for a full year. This is a district fee and does not guarantee the continued opportunity to drive to school should a permit be revoked for any reason. Parking permits are non-refundable.

- Parking fees are not applicable towards the family maximum activity fee.
- The City of Arden Hills posts 'No Parking' and 'Two Hour Parking' signs on streets adjacent to the school property. The Ramsey County Sheriff's Department enforces these parking regulations.
- The student parking area is located in the lot to the north and east of the school building. **Students must park in the assigned area in the north lot and far end of the east lot. Signs and a double yellow line separate the student parking area from the section reserved for staff. Students may not park in visitor spaces, directly next to the building or in the lot behind the building.**
- Park properly, use only one space. Do not park on curbs, sidewalks or drainage areas.
- Students who do not adhere to the parking rules and regulations are subject to a fine of \$2.00 or more. Multiple violations may result in a tow or an "auto boot" to immobilize the vehicle. The cost of the boot removal is \$25.00. Towing costs are the responsibility of the vehicle owner.
- Students must display the parking permit on the rear view mirror of their vehicle. If your parking permit is not visible, you will be fined. Only vehicles registered on the parking permit application may display permits. Use of a permit in a non-registered vehicle requires notifying the High School Office or purchasing a daily permit. Any changes to vehicle information should be reported to the High School Office.
- Permits are not transferrable.
- The replacement fee for a lost or stolen parking permit is \$25.00
- Mounds View High School is not responsible for loss, theft, or damage to vehicles and does not carry liability insurance.
- A limited number of daily parking permits are available at the Greeter's Desk. The cost is \$2.00 per day. These are available on a first come, first served basis and can be purchased up to three (3) days in advance.
- The speed limit in the parking lot is **10 MPH**. Moving vehicles may not have individuals hanging out windows, on the hood, on the trunk, on the roof, or in the truck bed.
- Reckless and careless driving may result in suspension of parking privileges and a referral to the Ramsey County Sheriff's Department.

Fines

- 1st Offense: \$2.00 fine, plus the cost of a \$2.00 daily, warning next offense is \$25.00
- 2nd Offense: \$25.00 fine, warning next offense is \$50.00
- 3rd Offense: \$50.00 fine, warning next offense you will be referred to associate principal

Unauthorized Parking in Staff or Visitor Lot

- 1st Offense: \$25.00 fine, warning next offense is \$25.00
- 2nd Offense: \$25.00 fine, warning next offense is \$50.00
- 3rd Offense: \$50.00 fine, warning next offense you will be referred to associate principal
- 4th Offense: Refer to Associate Principal

Seasonal Permits

A limited number of seasonal permits are awarded to students who are licensed drivers

participating in co-curricular activities. Coaches and advisors typically determine who qualifies. Seasonal permits are pro-rated.

Permit Priority System

In order to accommodate as many requests as possible with the limited number of parking spaces, a priority system was developed by a committee of students, parents, and staff that favors carpools and older drivers. Students can maximize their potential for receiving a permit by applying as a part of a carpool.

PRIORITY 1: Class seniority (12,11,10,9) applies to all priorities. Off-campus Programs. Students enrolled in programs requiring transportation will receive first priority. Examples include Genesys and 916 (3rd Period only). Activities NOT included in first priority are: Mustang Mentors, Sports, Student Council, Out of District, Hybrid Courses, PSEO, Early Release, Bravo Program and 916 (2nd Period).

PRIORITY 2: Carpools of three (3) licensed drivers by grade seniority of senior, junior, sophomore.

PRIORITY 3: Carpools of two (2) licensed drivers by grade seniority of senior, junior, sophomore.

PRIORITY 4: One (1) licensed driver by grade seniority of senior, junior, sophomore.

PLEDGE OF ALLEGIANCE

Minnesota Statute 121A.11 mandates the following provision be included in our handbook: *"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice."*

PROTECTIVE DRILLS (SEVERE STORMS, FIRE & CIVIL DEFENSE, LOCKDOWNS)

Protective drills are conducted several times throughout the school year. Each classroom will have a sign posted telling the students where they should report for severe storms and civil defense emergencies, and how they should leave the building if it needs to be evacuated (fire, gas leak, broken water main, electrical outages, etc.). Classroom teachers will also inform the students where they should report, and how they should leave the building, should one of these emergency actions become necessary.

Severe Storm Drills & Warnings

Severe Storm Drills & Warnings will be announced over the intercom. When drills are announced, teachers will take classes to assigned shelter areas. Students are to remain together as a class. The students are to stand against the wall. In case of an actual severe storm, students should sit on the floor and cover their heads for protection from flying glass and objects. No talking is allowed. Silence is necessary for all to hear intercom announcements.

Fire & Civil Defense Drills (School Evacuation)

During these drills, students will be required to leave the building. They are to remain together as a class. The classroom teacher will lead them to the assigned exit. They are to **walk** in an orderly manner at a rapid pace. Once outside the building, they should move approximately

100 feet away. Coats and books should be left behind. **Students should not leave the school grounds during a school evacuation.**

Lockdowns and Lockdown Drills

In the event of a lockdown, students are to go to an area in the classroom not visible from the classroom door or windows and remain quiet. Follow all directions from teachers and staff members. If a lock down occurs during a passing time or before or after school, go **immediately** to the first classroom with a teacher available to secure the door. If you are unable to find a staffed room, find a place you can lock or hide yourself until the end of the drill or situation. **Please take these drills seriously and obey the instructions of staff members.**

False Fire Alarms

False fire alarms constitute sufficient disruption of the educational process to merit immediate suspension. Violators will also be charged with a misdemeanor in keeping with state law. **All drills are serious matters and should be treated as such.**

Re-FLECT

Re-FLECT stands for Re-Focus, Re-Learn, Re-Examine, Re-Connect, and Re-Teach. ReFLECT is a fifty minute period of time that occurs every Wednesday during a full week of school. Teachers may invite students to classrooms for ReFLECT time and students are asked to determine priority work. Students will assign themselves to a classroom or other space during ReFLECT time and will stay in their assigned area for the entire fifty minutes unless they have multiple invitations from teachers.

SAFE & SECURE ENVIRONMENT

Mounds View High School employs a number of strategies to maintain a safe and secure environment including, providing building and grounds supervision, using video cameras, and securing doors. Any time a student enters or leaves the building during school hours, they must check into the Attendance Office. In addition, after school, we make the building and grounds available to students only when they are involved in scheduled activities with adult supervision. The Paddock is available for students completing an activity and waiting for rides.

SCHOOL DANCES

School dances are held in the cafeteria or gymnasium on Friday or Saturday nights. Most of the school dances are informal, and students may dress accordingly. Some dances are formal or may provide the student the opportunity to dress in costume.

- Dances are for students registered for classes at Mounds View High School.
- A Mounds View High School ID is required at the door.
- **Guests:** When guests are allowed at a dance, a guest form must be completed by the guest and the guest's school and returned to the High School Office at least one day preceding the dance. Forms are available in the Attendance Office. A Mounds View student is entitled to bring one guest only. The guest must be no younger than 9th grade and no older than 20 years of age. A list of approved guests will be posted in the office prior to the dance. The Mounds View student is responsible for checking the list to confirm that his/her guest's paperwork has been received. Guests must also produce a picture ID at

the dance.

- All students and guests will be subject to an alcohol check at every dance.
- No beverage bottles or containers may be brought into the dance.
- All school rules will be enforced at dances.
- Tickets to all dances except Prom may be purchased at the door.
- Once a student has been admitted to a dance, he/she may not leave and return to the dance.
- Student lockers will not be accessible. Students must stay within the designated dance areas of the school or dance site.
- Students are expected to dress appropriately. This includes costumes. Hats may be allowed, depending on the dance.
- Appropriate dancing will be enforced. Failure to respond positively to a chaperone's request to cease inappropriate dancing will result in removal from the dance. Unacceptable/unsafe behavior such as slam dancing will result in removal from the dance. No refund of admission will be given to anyone removed from a dance.
- Students must leave the school immediately following the dance.
- Ride arrangements are the responsibility of the student and parents. All dances end at 11:00 PM.

SPRAYS

Many students and staff have medical conditions affected by fragrances or aerosol propellants. Hair spray, perfume, cologne, or other pump or aerosol sprays should not be applied in classrooms or hallways.

STATE TOURNAMENT ATTENDANCE PROCEDURES

1. State and Section Tournaments with a Mounds View team in competition, fans will be excused following these procedures:
A parent/guardian note or call will be done through the Attendance Office. Notes will be accepted after school on the day before the event, or prior to first hour on the day of the event.
2. Fans are not excused to attend State and Section Tournaments without a Mounds View team or an individual team member in competition. Procedure to attend the event is:
Prior to the tournament a parent/guardian must call/or bring a note to the Attendance Office.

STUDENT SERVICES

Deans

Deans' offices are located in Student Services. Deans are available to you to serve as a resource for questions and concerns, to provide support for you and to provide referrals as needed to help you be successful in school.

Dean assignments can be found on the Mounds View High School website. Requests to change deans must be approved by the Principal.

Appointments are recommended and can be scheduled in the Student Services Office. Stu-

dents are encouraged to schedule appointments during times when they are not in a class.

Class Schedules

Students are given adequate time to select the courses of their choice. All efforts are made to assign the courses requested. Staffing allocations are based on student registration. Scheduling errors made by the school will be corrected. For a student who fails a course affecting graduation requirements, every effort is made to replace the requirement in the student's schedule. Due to large class sizes, other schedule changes are not possible. Any exceptions to the above may be made if circumstances are unique, and there is mutual agreement between administration, teachers and the family.

Online Courses

Students who are enrolled in online courses are responsible for keeping track of their progress and completion of their courses. If students are unsure of their progress, they should meet with their dean in order to discuss meeting graduation requirements.

Schedule Changes

Schedule changes will be possible ONLY IF:

- The schedule contains an error.
- The schedule needs adjustment to accommodate PSEO, online or 916 Century College programs.
- The student has not met a prerequisite to take a course and must replace it.
- A senior requires a change to meet a graduation requirement.
- Two (2) courses in the same core subject area are scheduled in the same semester.
- A level change is necessary for the student to be successful.
- Juniors and seniors may drop a class to TA one semester, if their requirements are met.

Schedule changes require a great deal of time and effort. Requests for particular teachers or for particular class/period combinations will be given lowest priority.

Dropping a Course

For courses that meet 18 weeks per semester:

Drops made during the first three (3) weeks of a semester will not appear on transcripts. Drops made during weeks 4–8 will appear as a "W" (withdrawal) grade on transcripts. Drops in week 9 and beyond will appear as an "F" grade and will affect cumulative GPA on the transcript.

The following deadlines will be used:

- Students may add a course through the fifth (5th) business day of the semester.
- September 26, 2019 - Last day to drop for Semester 1
- October 29, 2019 - Last day to drop before getting an "I" for Semester 1
- January 28, 2020 - Last day to add a new class for Semester 2
- February 19 2020 - last day to drop for Semester 2
- March 27, 2020– Last day to drop before getting an "I" for Semester 2

Check with your dean or Student Services for the exact dates.

For courses that meet over a time frame other than 18 weeks:

Drops made before 1/6 of the term has completed will not appear on the transcript.

Drops made before 1/2 of the term has completed (but after 1/6 of the term has completed) will receive a “W” on the transcript.

Drops made after the halfway point of a course’s term will receive an “I” on the transcript.

ARCC—Concurrent Enrollment - Adding, Dropping or Withdrawing

Students may add a course through the fifth (5th) business day of the semester.

Students are allowed to drop any course through the fifth (5th) business day of the semester. Dropped courses do not appear on a transcript and do not impact academic standing.

Students are allowed to withdraw from a course through approximately 80% of the semester. Withdrawal courses appear on a transcript as a “W” and have a direct impact on academic standing.

Check with your dean or Student Services for the exact dates.

Post-Secondary Enrollment Options (PSEO)

Students have the opportunity to enroll in Post Secondary Programs for high school credit. PSEO classes are off-campus and students must provide their own transportation. Students must see their deans to discuss the options and criteria for participation in the program.

Transcripts and Certificates

If you are a current student in 12th grade:

- All transcript requests and letters of recommendation requests are processed through Naviance Student (*see school website under student services for step-by-step instructions*). Complete and turn in Naviance Student Checklist (*see form on school website*)
- *If your college application only requires a transcript - allow **1 week** for it to be sent from the time your request has been received.*
- *If your application requires a Dean Letter of Recommendation or Counselor Form allow **3 weeks** for it to be sent from the time your request has been received.*

If you are a current student in 9th, 10th, and 11th grade:

- See Mrs. Van Bruggen in Student Services to request transcripts for PSEO, Scholarships, Summer Programs, NCAA or Midyear Reports.
- Please allow up to 3 days for the transcript to be processed from the time your request was received.

For Students requesting an ARCC transcript:

- Go to: <http://www.anokaramsey.edu/resources/transfer/transcript-requests/>
- Scroll down to Official Transcripts– click on link associated with Transferring Out **For Minnesota State College/Univ** - transcripts are free and you will need to contact the receiving institution to find out what their procedure is. **For Non-Minnesota State College/Univ** there is a link that will take you to the National Student Clearinghouse where you will be able to order/pay for your transcript.

For students taking articulated courses:

- Students create an online account for the articulated credits awarded in CTE classes (<https://ctecreditmn.com/>)

- Go to your account and print a certificate for the completion of the Articulated Credits. These certificates are to be printed when a student receives a grade in the course.
- Students must receive 85-90% or better in the course. This will not show on a transcript. *Students who create an account using an email that IS NOT their school gmail and password are responsible for remembering their account information and printing certificates.*

STUDENT VISITORS

Due to safety and space limitations, Mounds View students may not bring visitors to school for the school day.

SUSPENSIONS & TRY PROGRAM ASSIGNMENTS

Parents/guardians will be notified in writing and by telephone when their son/daughter is suspended/assigned to the TRY (To Re-evaluate Yourself) Program. In some cases, a student may be assigned to the Modified Learning Center (MLC) before a parent/guardian is contacted, should we not be able to reach his/her parent/guardian. When a student is suspended/assigned to TRY, a plan will be developed with the parents/guardians for the student's re-entry into a regular school program.

A student who is suspended from school or assigned to TRY is not to be on school grounds and may not be present at any school related activities.

The TRY Program is typically used as a replacement for 1-5 days out-of-building suspensions, or longer if necessary. Students continue the educational process, as homework is provided. Students also have an opportunity to reflect on behavior that resulted in the TRY assignment. The TRY Program is held at an off-site location and transportation is provided. Students arrive by bus between 9:15--3:15 PM.

TOBACCO & SMOKING

Mounds View High School is a tobacco-free high school. The use and possession of tobacco is not allowed in or near the school building, on the campus, or at school-sponsored functions. This regulation also prohibits the use of smokeless tobacco.

Smoking is defined as possession of cigarettes, e-cigarettes, lighting a cigarette, holding a cigarette/e-cigarette, lit or unlit, inhaling or exhaling smoke, and circumstantial evidence of smoking involving limited locale, persons, and presence of lighted cigarette/e-cigarette, possession or smoke.

The use of tobacco look-alike products may also be considered a violation of the school's tobacco-free policy. Examples of these types of products include, but are not limited to, non-nicotine cigarettes, E-cigarettes, cigars or snuff, beef jerky or other edible snuffs, and other substances, which closely resemble the use, texture or packaging of tobacco products.

First offense: One (1) day MLC, confiscate items, call parent/guardian, refer to SRO, refer to Athletic Director

Second offense: Two (2) days at TRY, Refer to Ramsey County, confiscate items, call parent/guardian, refer to athletic director

Subsequent violations: Ticket issued (\$90 fine), three (3) days at TRY, refer to chemical education specialist, refer to tobacco prevention program, confiscate items, call parent/guardian, refer to athletic director

WEAPONS & EXPLOSIVES

The possession, use, and distribution of weapons and explosives (including fireworks) are prohibited and can be considered a felony in the state of Minnesota. "Weapons" include any firearm, whether loaded or unloaded, any device designed as a weapon or through its use is capable of producing bodily harm or death, or any device or instrument which is used to threaten or cause bodily harm or death. Examples of weapons include but are not limited to: guns (including air guns), knives, clubs, brass knuckles, nunchucks, throwing stars, and ammunition (live or discharged).

Examples of explosives include, but are not limited to, firecrackers and smoke bombs.

"Possession" includes having a weapon or explosive on one's person or in any area subject to one's control, at school, on or near school premises, or at school-sponsored activities. Responses to the violation are as follows:

1. The weapon will be confiscated.
2. The student will be immediately suspended.
3. The police and other appropriate authorities will be notified.
4. In the case of firearms, the student will be expelled for one (1) year. This requirement may be modified by the School Board on a case-by-case basis. If expulsion is being considered for possession of weapons other than firearms, the Principal and the Superintendent's designee will investigate the incident and recommend to the Superintendent appropriate discipline pursuant to school regulations in compliance with the Pupil Fair Dismissal Act.

This policy includes "look like" weapons (*District Regulation EG-3109*).