



STUDENT HANDBOOK 2009-2010

Spring Lake Park High School
8001 Able Street N.E.
Spring Lake Park, MN 55432
www.springlakeparkschool.org
763-786-5571

Name _____

Grade _____ Phone # _____

In case of emergency, please notify:

Name _____ Phone # _____

The information in this book was the best available at press time. Watch for additional information and changes.



©2009 School Datebooks, Inc. All rights reserved.

No part of this publication may be reproduced, transmitted, transcribed, stored in any retrieval system, or translated in any form without the written permission of School Datebooks, Inc.

2880 U.S. Hwy. 231 S., Suite 200 • Lafayette, IN 47909 • (765) 471-8883
<http://www.schooldatebooks.com> • sdi@schooldatebooks.com



September, 2009

Dear Spring Lake Park High School Students and Parents:

Welcome to Spring Lake Park and to a new and exciting year. Our purpose at SLPHS is to provide our students with quality educational experiences in a positive and nurturing environment and to help them be prepared to attend the college of their choice upon graduation.

Our school's mission is stated repeatedly on the pages of this handbook: "High Expectations, High Achievement for All. No Excuses." As a staff, we pledge to fulfill this mission, "leaving no stone unturned" in order to have our students learn.

To accomplish our purpose, we need the involvement and energetic support of everyone - staff, students, parents, business partners, and community residents. And, we need to communicate directly, honestly, and abundantly.

This handbook describes the various opportunities available to our students and the general procedures of our school.

Spring Lake Park High School is an outstanding school because of its staff, students, and community. I look forward to working with you to make 2009-2010 a great year!

Sincerely,

Principal Frank Herman

Phone: (763)-785-5540

E-mail: therma@district16.org

Table of Contents

Our Purpose Statement.....	4	Computers.....	11
Our Values.....	4	You Will Not.....	11
Our Vision.....	4	The School.....	12
Part I: Contact Information.....	5	Detention.....	12
Library.....	5	Disciplinary Action Options.....	12
Lost and Found.....	5	Dress Code.....	13
Pep Fests.....	5	Electronic Devices (DVD Players, MP3	
Schedule.....	5	Players, Cameras, etc.).....	13
Student Safety.....	5	Fighting.....	14
Daily Security Procedures.....	5	Gang/Threat Group Activity.....	14
Emergency Bus Procedures.....	5	Harassment Procedures.....	14
Fire.....	6	Cyber Bullying, Racial, Religious,	
Identification Cards.....	6	Sexual and Physical.....	14
Lockdown.....	6	Insubordination Procedures.....	14
Tornado.....	6	Suspension/In School Suspension.....	14
Vending Machines.....	7	Tardy Procedures.....	15
Visitors.....	7	1st Hour Tardies (9th - 12th Grade).....	15
Students.....	7	Tardiness to Class Hours 2-7.....	15
Adults.....	7	Vandalism.....	15
Student Expectations.....	7	Weapons.....	16
After School Procedures.....	7	Consequences.....	16
Attendance.....	7	Lockers.....	17
Make-Up Work Procedure.....	7	Personal Possessions Within a Locker.....	17
Absence Procedures.....	7	Search of Personal Possessions and a	
Extracurricular Activities.....	8	Student's Person.....	17
Permits to Leave.....	8	Scholastic Dishonesty - Cheating/Plagiarism.....	17
Partial Day Absence Procedure.....	9	Contact Information.....	18
Doctor/Nurse Notes.....	9	Spring Lake Park High School.....	18
Eighteen Year Old Students.....	9	Independent School District #16.....	18
Grading System.....	9	Community Services.....	18
Code of Student Conduct.....	9		



Our Purpose Statement

High Expectations,
High Achievement for All.
No Excuses.

Our Values

- All learners can develop into contributing members of society.
- Hope in the future grounds our interactions and planning in the present.
- An environment and culture of courage, shared responsibility, innovation, respect, integrity, accountability, learning, and excellence
- Education is a key to a healthier community, society, and the world.

Our Vision

- A community of professional learning
- Provide every student with a meaningful adult relationship
- Personalized learning that is meaningful and relevant as well as rigorous and challenging

Board policies are frequently referenced throughout this handbook. Any parent, student or community member can request a copy of the District 16 School Board Policies by calling the district office at 763-786-5570 or at www.springlakeparkschools.org.

Disclaimer: The contents of this handbook are subject to change at any time due to changes in Minnesota State Law and/or changes in District #16 School Board Policy



Library

The library is open from 7:00 a.m. to 3:30 p.m. most school days. Occasionally the library will be closed due to scheduled classes, meetings, or testing.

The library/media center is a place for study, research and reading. It is also a gathering place and an inviting space for rest and recreation. Considerate and mature behavior is expected. The media center staff is here to help you with assignments, reading selections, and technology.

Library use expectations:

- If you would like to come to the media center during study hall or open time, pickup a White Pass signed by a library staff member. These passes may be obtained up to 24 hours in advance.
- Sign in and drop off your pass at the circulation desk when you arrive.
- Expect to stay in the library the entire period. You **MUST** have a pass to leave the library early.
- Be polite and courteous.
- Use headphones when listening to audio books or music.
- Notify library staff if there is accidental damage to library materials, furniture, shelves or displays so that repairs can be made.

Library staff and volunteers have the authority to correct any unacceptable behavior. Failure to follow expectations could result in the loss of library privileges, discipline referral, or other consequences depending on the nature of the offense.

Lost and Found

The school lost and found is located in the office. If students find articles, they are asked to please take them to the office. If a student loses an article, check in the office to see if it has been turned in. The school is not responsible for lost or stolen property and advises students not to bring valuables to school.

Pep Fests

The purposes of pep fests are to: teach, honor, entertain, celebrate, display, and promote school spirit. Students are invited to attend all pep fests and behave in accordance with the Code of Student Conduct.

Schedule – 7:35 – 2:30

Student Safety

Daily Security Procedures

The security and safety of our staff at school is foundational and everyone's responsibility. These procedures are expected to be followed daily:

- Only the Able Street doors and doors near student parking shall be used for entrance after 7:15 a.m. All other doors are locked and used for exit only.
- All doors will lock at 7:35. Students and visitors will then be required to enter through the schools main doors on the eastern end of school.
- School staff will monitor the doors at Able Street and the student parking entrances.
- All visitors to the school will report to the main office to register and receive a visitor's pass.
- Staff shall approach, greet, and then direct all unidentified persons in the school to the main office or to the activities office and report their presence to that office.
- The building is monitored by security cameras.
- All staff members and visitors wear their identification badges whenever students are present.
- All students carry their student ID card and present it when requested.
- Students in the hallway during the time classes are in session carry a pass and present it when requested.

Emergency Bus Procedures

- Be silent, remain seated, and do not panic.
- Listen for the driver's instructions.

- Move quickly from your seat to the designated exit upon the driver's instructions.
- Exit carefully.
- Help each other; use the buddy system.
- Walk to a safe waiting area, remain with the group.
- Wait for further instruction.

Fire

The fire drill signal is a continuous blast of the alarm horn. Students should follow the directions of their classroom teacher during these drills. Signs with exit locations are located in all classrooms. Students should immediately move outside in an orderly manner. Once outside, students are to move at least 50 feet from the building and stay there until further directions or a signal to reenter are given. No one is to return to the building until after the signal (the regular school bell) is heard.

If a student should pull a false alarm, he/she will be suspended and legal authorities will be notified. School officials may impose further consequences.

Identification Cards

Students will be required to carry a school picture identification card, which will be shown upon request. This card will be available after student pictures have been taken at school. You must have a card issued for the current school year. Replacement ID's can be obtained in the Library. Replacements for lost ID's will cost \$5.

Refusing to identify oneself or show a school ID to a staff member who requests identification for an appropriate purpose is considered insubordination.

Lockdown

The state of Minnesota requires all public schools to conduct (5) five lockdown drills per school year. Classroom expectations for teachers and students during these drills are as follows:

1. Require any individual student who is in the hallway to come into your room.
2. Lock all doors and windows.
3. Maintain classroom order and move all students and staff away from windows and doors.
4. Under no circumstances should you release students until instructed to do so. Do not answer your door if there is a knock. Do not release the students if the bell rings.
5. If you do not have students, secure yourself in your classroom.
6. Do not poke your head out to see what is happening. The lockdown will end with an announcement over the loud speaker.
7. Turn off lights in your classroom unless your room becomes black and therefore unsafe.
8. Please do not send anyone to the library or anywhere else during lockdown. Keep your students with you.
9. There will be an announcement made by security that the drill is a practice. Security will also announce when the drill is completed.
10. Do not teach, show videos or movies while in lockdown.
11. Classrooms with an outside window should turn off all lights.
12. Students and staff are not to be talking during the lockdown.
13. Do not stand or have students sit in a chair where they are visible by someone from the hallway. (revised 5/10/07)

Tornado

Each year our school participates in a mandatory tornado drill a repeated series of short pulses on the alarm system is the tornado alarm. When this alarm is sounded, students are to accompany their teacher, in a prompt and orderly manner, to the designated shelter area. Students should be prepared to take the position of maximum safety (kneeling and bent forward with hands locked behind the head and neck) in case of damage to the building. Students should never go to the gyms or the cafeteria during a tornado drill or tornado alarm. The school does have tornado drills and students are expected to conduct themselves as if it were a genuine alarm.

☑ **Vending Machines**

Vending machines located in school are operated by the Student Council. Students may use the vending machines **before and after** school. Food, pop, and beverages may be had only in the cafeteria and will not be allowed in classrooms during the school day. The pop vending machines in the cafeteria will be off during the lunch periods. Profits from these vending machines are disbursed by student council to support school and community events.

☑ **Visitors**

Students

Students will not be allowed to bring guests to school.

Adults

Visits to Spring Lake Park High School by parents and District 16 residents are encouraged. All visitors to the school must report to main office to register and receive a visitor's pass.

STUDENT EXPECTATIONS

☑ **After School Procedures**

Beginning at 3:00 PM, daily, we expect all students to be with a teacher, coach, advisor, or other activities. Students may study in the library until 3:30 pm most days. In addition, there will be quiet study allowed in the cafeteria most days. Students must obtain written permission from an administrator to be in other areas of the building without adult supervision. Students who do not meet these expectations will face disciplinary action.

All students are to be picked-up at the Pool Entrance or Main Entrance.

☑ **Attendance** (School Board Policy 503)

The School Board 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.

Regular attendance in school is mandatory; therefore, all absences are subject to verification by school officials. Absences of all students must be verified by telephone, no notes please. The school will excuse—or not excuse—students according to district policy and state law.

Parents/guardians should notify the school anytime they are placing another adult in supervision of their child (e.g., they will be out of town, hospitalized, etc.) or if their contact information has changed.

Make-up Work Procedure

It is the student's responsibility to ask for and turn in all make-up work.

- ✓ If student is absent on the day that work is assigned, they will have two days to hand in the work missed, **not two days for each day absent**. This includes those students who are returning from a suspension. Exceptions to this procedure may be made with the approval of the classroom teacher and the counselor.
- ✓ If a student is absent on the day that the work is due, it is to be turned in the day they return to school. This includes those students who are returning from a suspension.

After an absence of three days, the parent or guardian should contact the counseling office to get the student's homework assignments. The counseling office requests assignments from teachers to be turned in to the counseling office by 3:00 p.m. the following day.

Students who are absent for a class or a full day are given the work missed and assistance to complete it. Students will receive full credit for all work used in calculating the grade.

Absence Procedures

It is the student's responsibility to have his/her parent or guardian telephone the school attendance office (**763-785-5543**) on the day of the student's absence. If it is not possible to call on the day of the absence, place the call as soon as possible. This is a 24-hour telephone number and you may leave a

message if the attendance secretary is not available. When leaving a message be sure to include the parent name, student name, grade, date of absence and the specific reason for the absence.

When a student returns to school following an absence, he/she should report directly to class. After an absence of five (5) or more consecutive days, a physician's statement will be required when a student returns to school.

Reasons for absence from school or class that are considered excused are:

- ✓ Serious illness of the student which causes him/her to remain home or go to the doctor, illness which prompts the school nurse to send the student home, legal quarantine, or serious illness in the family demanding the student's presence at home
- ✓ Death of a family member or near relative
- ✓ Religious holiday (Please inform the school ahead of time)
- ✓ A school activity that has been approved by the principal
- ✓ Special requests from parents, which must be arranged in advance with the principal

Unexcused Absences (Truancies) from Class or School: Any student who is absent without school approval for all or part of the school day is truant and will be subject to disciplinary action.

1. 3rd unexcused absence (all day or one hour) = Letter to parent/guardian
2. 4th unexcused absence (all day or one hour) = school notifies the Anoka County Attorney's Office, parents/guardians are invited to a meeting with county officials.
3. 7th unexcused absence (all day or one hour) = school officially reports the student as a "continuing truant," parents/guardians will attend a Truancy Diversion Hearing or an Official Court Hearing.

Students who are truant for a class or a full day will be given the class work missed. Students will receive full credit for work used in calculating the grade.

A few examples of absences that are not excused are:

- ✓ Needed at home
- ✓ Shopping
- ✓ Car trouble
- ✓ Working
- ✓ Personal reasons
- ✓ Overslept
- ✓ Babysitting
- ✓ Missed the bus

If a call to the school is not received within the 48 hours, the absence will be marked unexcused, be considered truancy and disciplinary action may result. If the parent calls after 48 hours, the absence will be marked unexcused unless arranged by an administrator.

Prearranged absences: Students who know in advance that they will be absent from school for three days or more must obtain prior approval. Students must submit a completed Advance Excuse Form to the high school main office. Forms are available in the main office. If you will be absent for less than three (3) days, no form is required but letting teachers and the attendance office know ahead of time is appreciated.

Extracurricular Activities

Students must attend school all day in order to participate in extracurricular activities on that day. This includes practices, performances, contests, and meetings. The principal or activities director may grant exception on an individual basis. All requests for exception must be pre-approved.

Participation in extracurricular activities may on occasion cause absence from regularly scheduled classes. It is the intent of the administration to keep such absences to a minimum. Students and parents should be aware of and follow these procedures. Failure to do so may result in disciplinary action.

Students wishing to be excused to attend a high school tournament must have parental consent, confirmed by a phone call to the high school office (763-786-5571). A permit to leave pass will be issued and obtained at the high school office.

*A form may be generated and available for specific events

Permits to Leave

Students wishing to be released from school during the school day must have parental consent confirmed by a telephone call. Permission to leave school early will be granted if the parent/guardian calls the school office (763-786-5571) to verify the student's request for an excusable early release. A Permit to Leave pass must be obtained in the main office. Students who leave campus without permission (permit to leave) may receive disciplinary action.

Partial Day Absence Procedure

A student arriving at school after the school day has begun should comply with the following procedures:

1. Parent/ guardian should call the school (763-785-5543) prior to the student's arrival at school.
2. The student will report directly to the office to sign in and obtain a late pass to class.

A student who needs to leave school during the school day will comply with the following procedures:

1. Permission to leave school during the school day for any excusable reason (medical, dental, home, court, funeral, etc.) requires parental consent confirmed by telephone. Parent/guardian will call the high school office (763-786-5571) the day before or the morning of the day the student will need to leave to give permission for the student's release.
2. In case of emergency or illness, the student must report to the nurse, who will contact the parent by telephone. A student can be released only after the parent/guardian has been contacted.
3. All Permits to Leave are obtained in the main office. A student must obtain a "Permit to Leave" before exiting the building. Leaving without proper permission and a permit may result in disciplinary action.

Doctor/Nurse Notes

There are times throughout the school year when students may be placed on a doctor/nurse note attendance monitoring program. This may be due to excessive absences. The following procedures will go in to effect when this decision is made.

Phone calls excusing the student will no longer be accepted from the parent. If your child is to miss any school during the remainder of the year, the time will be excused by following one of two steps:

1. The student is to come to school and see the health care specialist. The health care specialist will assess the student and consult the parent to determine if the student will be sent home.
2. The student is to go to a private doctor/dentist to be determined ill. The student is to request a written doctor/dentist note excusing the time away from school for each day of non-attendance. The note should be brought to the main office once the student returns to school.

Please call the health care specialist, at 763-785-5557, or the high school office, at 763-786-5571, if you have any questions regarding this procedure.

Eighteen year old students

Students who turn eighteen years of age during the school year, have moved out of their parent or guardian's home, and would like to call in for their own absences must meet the following steps:

1. Notify their counselor and show proof of new residency.
2. Counselor will take down new student information and will notify Tammy Kaiser in the district office (763-785-5508) and the associate principal.
3. The associate principal will telephone the student's parent(s) or guardian(s) to confirm student request.
4. The associate principal will talk with the individual student to review expectations.
5. The associate principal will notify the attendance secretary of the new procedure for the student.

Grading System

A	4.0	B-	2.7	D+	1.4	P	Pass
A-	3.7	C+	2.4	D	1.0	NG	No Grade
B+	3.4	C	2.0	D-	0.7	I	Incomplete
B	3.0	C-	1.7	F	Fail	WF	Withdrawal Failure

Code of Student Conduct (See School Board Policy 506)

***All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct.**

The following are examples of unacceptable behavior subject to disciplinary action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, school bus stops, school buses, school vehicles, school contracted

vehicles or any other vehicles approved for school district purposes, the area of entrance or departure from school premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes.;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violent opposition to authority;
7. Using, possessing or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is risk of fire, except where the device is used in a manner authorized by the school.
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to pagers, radios and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for the use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion including the use of picture phones or other technology to accomplish this end;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

Computers (School Board Policy 524)

The school district is providing students and employees with the privilege of access to the school district computer system, including Internet access for limited educational purposes only. This includes classroom activities, educational research and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account or another system may not be acceptable on this limited-purpose network.

You will NOT:

- ✓ Share personal contact information about yourself or anyone else (name, address, telephone, etc.)
- ✓ Conduct illegal or malicious activities, spread viruses, delete or damage unauthorized data or files.
- ✓ Share your user name or passwords with anyone or attempt to use another account on our system or other systems.
- ✓ Access, review, download, store, print, post, receive, transmit or distribute inappropriate content. This includes rude and offensive language, pornographic and obscene content, materials advocating violence or discrimination, threatening statements, or any content that disrupts the educational process.
- ✓ Attempt to damage equipment or network systems.
- ✓ Violate copyright laws. Do not download software, music, graphics, pictures, etc. protected by copyright without the written permission of the copyright owner.
- ✓ Plagiarize the ideas of others (attempt to present someone else's ideas as your own).
- ✓ Use school computers to conduct commercial business.
- ✓ Access chat rooms or instant messaging applications.
- ✓ Download applications or files to the desktop, hard drive or to your home directory without permission and supervision.
- ✓ Play computer games unrelated to a class assignment.
- ✓ Print documents unrelated to school assignments without permission.
- ✓ Save files created outside of school to school computers or networks without permission.

The school:

- ✓ Is NOT responsible for damage to data or system failures.
- ✓ Is NOT responsible for the accuracy or quality of any advice or information obtained through its systems.
- ✓ Is NOT responsible for anything you purchase on the Internet.
- ✓ Does NOT grant privacy in your personal directories or user history. We will observe your computer use.
- ✓ Does NOT allow the use of free email accounts. You MAY NOT use or access email during school hours.
- ✓ Requires you to report inadvertent access to unacceptable content.
- ✓ Requires you to report possible policy violations to a teacher or other school official.
- ✓ Policies are subordinate to local, state, and federal laws.

The final responsibility for responsible use of school computers and networks lies with you, the user. The school does use technical means to prevent inappropriate access to computers and Internet sites, but these devices are not fool proof. YOU must not choose to access inappropriate content. Violations of this policy have consequences.

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use of access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion; or civil or criminal liability under other applicable laws.

Please refer to District 16's Computer, Network and Internet Acceptable Use Policy (adopted 1/23/01) for detailed information on this policy. This policy is available at all administrative offices.

Detention

At Spring Lake Park High School, detention is assigned to students for a number of disciplinary reasons. Detention is held Tuesdays and Thursdays for one-half, one, or one and one-half hours, beginning at 3:00 p.m. in Room 424(unless otherwise announced).

Changing the hours and dates of detention can be done only by the dean of students (grades 9-11) or the associate principal (grade 12). Parents should call the school if they have concerns or questions about student behavior and/or detention.

Teachers can assign detention to a student when appropriate. This detention is held in the teacher's classroom and is scheduled by the teacher. Failure to report to this assigned "teacher" detention may result in further disciplinary action.

Disciplinary Action Options (School Board Policy 506)

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.

It is the general policy of the school district 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;
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;

- E. In-school suspension;
- 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 and/or non-financial restitution;
- M. Referral to police, other law enforcement agencies, or other appropriate authorities;
- N. Petition in County 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. Expulsion under the Pupil Fair Dismissal Act;
- R. Exclusion under the Pupil Fair Dismissal Act;
- S. Drop from class;
- T. Other disciplinary action as determined by the school district administration.

Dress Code (School Board Policy 504)

It is the expectation that all students dress in a manner appropriate for an educational setting. **Clothing should be appropriate to the weather, activity, and does not create a health or safety hazard. Inappropriate clothing includes, but is not limited to, the following:**

- Short shorts and skimpy tank tops
- Tops that expose the midriff
- Bandanas
- Pants with holes above the knees
- Clothing that reveals undergarments
- Clothing bearing a message that endorses products or activities that are illegal for minors (e.g. tobacco, alcohol)
- Clothing bearing a message or symbol that is lewd, vulgar, or obscene
- Clothing or jewelry that contains messages, emblems, badges, symbols, signs, words, objects, or pictures that are racist, sexist, or otherwise derogatory to a protected minority group
- Clothing or jewelry that contains messages, emblems, badges, symbols, signs, words, objects, or pictures that indicate gang membership or affiliation.
- Clothing or jewelry that contains messages, emblems, badges, symbols, signs, words, objects, or pictures that endorse any form of religious, racial, or sexual harassment and/or violence against individuals as defined in School Board Policy 413.
- Any apparel (including chains, spikes, or necklaces) or footwear that could damage school property.

Electronic Devices (DVD players, MP3 Players, Cameras, etc.)

Students are allowed to use cell phones/mp3 type devices (iPods) with ear buds in the hallways during passing time and at lunch. iPods with ear buds may be used in the classroom at teacher discretion (for instructional purposes). Headphones that completely cover the ears are not allowed for safety purposes.

Students are allowed to use cell phones in the hallways during passing time and at lunch. Cell phone use during class time is not permitted under any circumstance (including use in the hallways). Cell phones need to be turned off/on vibrate during class time in academic areas. Pictures are prohibited from being taken without the consent of the subject involved. Bluetooth is considered part of a cell phone and will not be worn during class time. If cell phones/headphones/electronic devices are seen or heard in academic areas, they are confiscated for parent pick-up each and every time. If students refuse to turn them over, they are dismissed for the day or suspended for the next day (if a parent can't pick them up the same day) at the administrators discretion.

☑ **Fighting**

Parent of students involved in a fight will be notified. Additionally, the following consequences may occur:

- Suspended for up to 15 school days
- Required to have a chemical assessment prior to readmission
- Required to have a successful mediation between the students prior to readmission
- Police referral (students may be charged with assault and/or disorderly conduct)
Spring Lake Park Police may bring the student(s) involved in fighting to the Regional Juvenile Center.
- Agree to attend the behavior correction class
- Recommend for expulsion for serious injuries or subsequent violations of school policies.

*According to state law, students involved in assaultive behavior may be required to provide proof of a mental health assessment. Copies of the Pupil Fair Dismissal Act are available in the main office.

☑ **Gang/Threat Group Activity**

Gang/threat group related activity such as, the use of graffiti emblems, symbolism, hand gang signs, threatening language, jewelry, clothing, etc., are prohibited. Consequences may include: parent contact, police referral, suspension/expulsion.

☑ **Harassment Procedures** (School Board Policy 413)

Cyber Bullying, Racial, Religious, Sexual and Physical

Independent School District 16 shall maintain a learning and working environment that is free from racial, religious, disability, or sexual harassment, cyber bullying, or violence. Racial, religious or sexual harassment or violence are forms of discrimination which violate the Civil Rights Act of 1964, as amended, and the Minnesota Human Rights Act, as amended. The School District prohibits any form of racial, religious or sexual harassment or violence.

It shall be a violation of this policy for any student or employee to inflict, threaten to inflict or attempt to inflict racial, religious or sexual violence upon any student or employee. It shall also be a violation of this policy for any student or employee to harass any student or employee through conduct or communication of a racial, religious or sexual nature.

The School District shall investigate all complaints, either formal or informal, verbal or written, of racial, religious, disability or sexual harassment or violence and take appropriate action against any student or employee who is found to have violated this policy.

☑ **Insubordination Procedures**

The staff at Spring Lake Park High School holds firmly to the principle of mutual respect and self-discipline. The purpose of these insubordination procedures is to facilitate and empower staff to provide a safe and effective campus wide learning environment. These procedures shall not apply to poor academic performance, unintentional or intermittent behavior, or refusal to follow nonstandard instructions; however, when a student willfully challenges the authority of a staff member and/or clearly ignores or refuses to follow reasonable instructions; the following procedures will be followed:

When a student appears to have heard and chooses not to follow or ignores instructions, the staff member will ask, "Are you refusing to follow my instructions?"

Staff members will refer the student to an administrator. This offense may result in ISS or OSS.

☑ **Suspension/In School Suspension**

Suspension is a serious disciplinary action available to the school. Suspension or In-School Suspension, as decided by the administration, could be the result of the following:

- ✓ Causing or attempting to cause damage to and/or stealing or attempting to steal school or private property.
- ✓ Causing, attempting, or threatening physical injury to another person.
- ✓ Making terroristic threats.

- ✓ Possessing, selling, or furnishing any firearm, knife, explosive, or other dangerous object.
- ✓ Unlawfully possessing, using, selling, furnishing, or being under the influence of any controlled substance (drug, alcoholic beverage, or intoxicant of any kind).
- ✓ Possessing or using tobacco on school property or at school functions.
- ✓ Committing an obscene act or habitually using profanity or vulgarities (verbal, written, or physical).
- ✓ Disrupting school activities or willfully defying the authority of supervisors, teachers, or administrators.
- ✓ Continued skipping of scheduled classes or detention.
- ✓ Academic code violations.

Students who are suspended from school will be given 2 days upon returning from the suspension to make-up any missed work.

Note: Students who are suspended from school are not to be on the school's campus at any time, unless prior arrangements have been made with the administration. Students may not attend or participate in any school activity on the day of suspension.

☑ **Tardy Procedures**

Unexcused Tardy - A student will be considered tardy to first hour if he/she is not in the classroom when the bell rings at 7:25 a.m. Students who come to school any time after first period without an acceptable excuse will be considered truant to school that day and will be subject to the consequences described below. **Tardy violations are accumulated per trimester.**

Detention - One hour of detention will be assigned for each class period missed and will be served after school.

Examples of unexcused tardies are: oversleeping, car trouble, missed the bus, alarm clock failure, babysitting, late ride, etc.

1st Hour Tardies (9th – 12th grade)

- 1st -3rd :** Student will be warned.
- 4th -7th:** Parent is contacted. Detention is assigned.
- 8th :** Parent, student, counselor and/or administrator meet. Detention is assigned.
- 9th :** In elective classes:
Student is dropped from 1st hour class with a grade of "WF".
Parent is contacted.
In core classes (language arts, math, science, and social studies):
In-school suspension is assigned.
Parent, student, counselor and/or administrator meet.

Tardiness to Class Hours 2-7

- 1st – 3rd:** Student may be assigned teacher detention.
The teacher may phone parents regarding a student's tardiness to class.
- 4th-7th:** Parent is contacted. Detention is assigned.
- 8th:** Parent, student, counselor and/or administrator meet. Detention is assigned.
- 9th:** In elective classes:
Student is dropped from class with a grade of "WF".
Parent is contacted.
In core classes (language arts, math, science, and social studies):
In-school suspension is assigned.
Parent, student, counselor and/or administrator meet.

☑ **Vandalism**

Students who damage or destroy school property will be asked to repair it or provide monetary restitution. Deliberate destruction of school property will not be tolerated. Spring Lake Park Police Department may be contacted.

☑ **Weapons** (School Board Policy 501)

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

A. "Weapon"

1. 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; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
3. No person shall use articles designed for other purposes (i.e., **lasers or laser pointers**, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Consequences

A. The school district and the school take a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

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

C. Administrative Discretion

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Lockers (School Board Policy 502)

Personal Possessions within a locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. 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. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must prove notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Search of Personal Possessions and a Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Scholastic Dishonesty – Cheating/Plagiarism

Cheating includes the following actions:

- Copying another student's test, theme, book report or paper, or assignment.
- Using another person's ideas, expression or words without consent/documentation.
- Preparing to cheat in advance, such as receiving a copy of a test that is to be given or using unauthorized notes during a test.
- Allowing another student to copy your work.
- Use of picture phone or other technology to accomplish this end.

This offense may result in a suspension or, in the case of repeated offenses, it may result in the student being withdrawn from the class with a "WF" grade. The student will be required to complete an alternate assessment assigned by the teacher. Disciplinary action may include exclusion from honors, recognition, mentoring programs, and any extracurricular activity that sets character and integrity expectations as high priorities.

CONTACT INFORMATION

Spring Lake Park High School

www.springlakeparkschools.org

Staff e-mail links can be found at this website: click on **District menu**, choose **School Directory**, and then click on **Search for Staff Members**.

Frank Herman, Principal.....	763-785-5540
Michael Steel, Associate Principal (grade 12).....	763-785-5545
Ellen Delaney, Associate Principal (Curriculum, Professional Development).....	763-795-5181
John Franke, Dean of Students (Grades 9, 10, 11,).....	763-785-5546
Activities Director.....	763-785-5550
Spring Lake Park High School Office (Hours: 7:00 – 3:30 PM).....	763-786-5571
Attendance (24 hour service).....	763-785-5543
Activities Office.....	763-785-5549
Counseling Office (Counselors, Psychologist, Prevention Specialist).....	763-785-5547
Health Care Specialist.....	763-785-5557

Independent School District #16

District Office.....	763-786-5570
District #16 Community Services.....	763-786-1338
Food Service Office.....	763-785-5529
Learning Alternatives Community School.....	763-785-5531
Transportation Office.....	763-785-5512

Community Services

Alcoholics Anonymous.....	952-922-0880
Al-Anon/Ala-teen Information Center.....	952-920-3961
Anoka County Child Protection.....	763-422-7125
The Bridge (shelter for runaway youth).....	612-377-8800
Central Center Counseling.....	763-780-3036
Drug Abuse Hotline.....	800-276-6818
Health One Crisis Intervention Hot Line.....	763-422-4614
Spring Lake Park Park & Recreation Department.....	763-784-6491
United Way – First Call for Help.....	211