

CHASKA HIGH SCHOOL



EXCELLENCE • TRADITION • COMMUNITY

**Student & Parent
Rights & Responsibility
Handbook, 2011-2012**

David Brecht
Principal

Kathy Fontes
Assistant Principal

Troy Stein
Assistant Principal/Athletic Director

545 Pioneer Trail
Chaska, Minnesota

Preparing Each Learner for Success

Dear Students, Parents, and Guardians,

The Staff of Chaska High School welcomes you to the 2011-2012 school year!

The rules in the Rights & Responsibilities Handbook are designed to keep students safe and to uphold the integrity of all in our building and at all school activities. All students must abide by the rules in this Rights & Responsibilities Handbook. If students do not adhere to CHS rules, the school may issue consequences for offenses occurring on campus or off campus and for behavior described or not described in this handbook. Some rules are condensed in this handbook; however, complete policies are available in the CHS main office and at www.district112.org.

Our goal is to help you achieve your personal best! We invite you to contact us with any questions, comments or ideas.

Commonly Used Phone Numbers (area code 952)

David Brecht, Principal	556-7110
Kathy Fontes, Asst. Principal	556-7183
Troy Stein, Asst. Principal, Athletics	556-7135
Main Office	556-7100
Athletic Office	556-7130
Green House	556-7140
Blue House	556-7120
Purple Office	556-7180

It is the policy of Independent School District #112 not to discriminate on the basis of race, color, national origin, sex or physical handicap in its educational programs, activities or employment policies.

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I. INTRODUCTION

2011-12 CHS Calendar



2011-12 School Calendar

(Adopted by School Board November 18, 2010)

District 112

<p>Aug 23 - 25 New Teacher Workshop Aug 29 - 31 & Sep 1 Preschool Workshop Sep 5 Labor Day Sep 6 School Opens (No Kindergarten) Sep 6 & 7 Kindergarten Orientation Sep 8 School Opens—Kindergarten Dec 2 Last Day of First Trimester Jan 20 Last Day of First Semester Mar 8 Last Day of Second Trimester June 7 Last Day of School June 8 Graduation</p> <p>No School - Students/Staff Sep 5 Labor Day Oct 20-21 Education MN Nov 23-25 Thanksgiving Break Dec 22 - Jan 2 Winter Break Feb 20 President's Day Mar 30 - Apr 6 Spring Break May 28 Memorial Day</p> <p>No School - Students Oct 28 Workshop Dec 5 Conference/Workshop Jan 23 Conference/Workshop Mar 9 Workshop June 8 Workshop</p> <p>Late Start (2 hours late) Sep 26 Late Start Feb 6 Late Start Mar 14 Late Start May 9 Late Start</p> <p>Student Days/Semester (Grades 9-12) 1st Semester 84 2nd Semester 86</p> <p>CHASKA HIGH SCHOOL</p> <p>August 31 Student Orientation* Oct 6 Targeted Conference Night* Oct 27 Conference Night* Oct 28 Conferences am/PM pm Nov 15 Parent Preview Night* December 6 Targeted Conference Night* February 9 or 16 Registration Night* March 8 Conference Night* March 9 Conferences am/PM pm June 5, 6, 7 Final Tests June 8 Graduation*</p> <p>*need to equal 24 hours for comp time 4 nights of FT conference - 16 hours Orientation night - 2:30 hours Graduation - 2:30 hours Parent preview or registration night - 2:30 hours</p>	<p>July</p> <table border="1"> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>-</td><td>-</td><td>Block</td><td>5 day</td><td>week</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>W/Th</td><td>No Mon</td><td>week</td></tr> <tr><td>-</td><td>-</td><td>HS</td><td>finals</td><td>½ days</td></tr> <tr><td>23</td><td>25</td><td>underlined</td><td>Block in</td><td>2010-11</td></tr> </table>	M	T	W	Th	F	-	-	Block	5 day	week	-	-	-	-	-	-	-	W/Th	No Mon	week	-	-	HS	finals	½ days	23	25	underlined	Block in	2010-11	<p>August</p> <table border="1"> <tr><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td></tr> <tr><td>22</td><td>23 N/W</td><td>24 N/W</td><td>25 N/W</td><td>26</td></tr> <tr><td>29 W</td><td>30 W</td><td>31 W</td><td></td><td></td></tr> </table>	M	T	W	Th	F	1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23 N/W	24 N/W	25 N/W	26	29 W	30 W	31 W		
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173 Student Days; 185 Teacher Days* (11/23, 12/22, & 2/20 compensate for evening conferences)

Schedule of Classes

BELL SCHEDULE				
7-Period Days				
	Period	Minutes	Start	End
Period	1	0:52	8:10 AM	9:02 AM
	passing	0:06		
Period	2	0:50	9:08 AM	9:58 AM
	passing	0:06		
Period	3	0:50	10:04 AM	10:54 AM
	passing	0:06		
1st	1st Lunch	0:30	10:54 AM	11:24 AM
	Class (4th)	0:50	11:24 AM	12:14 PM
	Class (5th)	0:50	12:20 PM	1:10 PM
2nd	Class (4th)	0:50	11:00 AM	11:50 AM
	2nd Lunch	0:30	11:50 AM	12:20 PM
	Class (5th)	0:50	12:20 PM	1:10 PM
3rd	Class (4th)	0:50	11:00 AM	11:50 AM
	Class (5th)	0:50	11:56 AM	12:46 PM
	3rd Lunch	0:30	12:46 PM	1:16 PM
	passing	0:06		
Period	6	0:49	1:16 PM	2:05 PM
	passing	0:06		
Period	7	0:49	2:11 PM	3:00 PM
Block days				
	Period	Minutes	Period Start	Period End
Period	1st / 2nd	1:32	8:10 AM	9:42 AM
	passing	0:06		
Period	3rd / 4th	1:30	9:48 AM	11:18 AM
	passing	0:06		
Period	5th / 6th	1:30	11:24 AM	1:24 PM
1st	1st Lunch	0:30	11:18 AM	11:48 AM
	Class	1:36	11:48 AM	1:24 PM
2nd	Class	1:00	11:24 AM	12:24 PM
	2nd Lunch	0:30	12:24 PM	12:54 PM
	Class	0:30	12:54 PM	1:24 PM
3rd	Class	1:36	11:24 AM	1:00 PM
	3rd Lunch	0:30	1:00 PM	1:30 PM
	passing	0:06		
Period	7th / 8th	1:30	1:30 PM	3:00 PM

Daily Schedule

High School Daily Schedule

<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
1st period	1st period	2nd	1st	1st period
2nd period	2nd period			2nd period
3rd period	3rd period	4th	3rd	3rd period
4th period	4th period			4th period
5th period	5th period	6th	5th	5th period
6th period	6th period			6th period
7th period	7th period	8th	7th	7th period
				7th period

Hawk P.R.I.D.E

As students at Chaska High School, we expect the best from ourselves.
We are responsible for getting great results and creating a great experience for others and ourselves.

WE ARE RESPONSIBLE for creating safety and a sense of belonging:

- We do Job 1: Help Others Succeed.
 - We motivate each other to do our best.
 - We encourage our classmates to get involved.
 - We make things better and look for the positive.

- We communicate "You Matter."
 - We include others.
 - We Honor the Absent by speaking well of people when they are not present.

WE ARE RESPONSIBLE for learning:

- We keep an open mind with people we don't know.
- We engage in each class and connect what we are learning to our lives.
- We eliminate apathy.
- We move outside our Comfort Zone.
 - We try new things.
 - We make mistakes and learn from them.

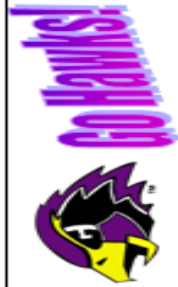
WE ARE RESPONSIBLE for solving problems:

- We see the problem and we own the problem.
- We look at things differently when we are not getting the results we want.
- We ask for help.



Hawk P.R.I.D.E

Hawks are Prepared and Respectful while demonstrating Integrity, Dependability, and Excellence



Pride in Self

- Represent yourself well
- Dress Appropriately
- Positive Attitude
- Be safe

- Be prepared
- Try your best
- Focus on learning
- Be on time
- Participate

- Walk
- Use a pass
- Get back to class
- Be kind to others
- Good language

- Make healthy choices
- Pick up after yourself

- Wash your hands
- Be timely
- Chemical free
- Flush

- Chemical free
- Appropriate language
- Have fun
- Present your "best self"
- Follow activity rules
- Stay in one spot

- Follow vehicle safety
- Chemical free
- Buckle up
- Be safe

- Follow bus rules
- Respect bus driver
- Keep voice level down

Pride in Others

- Be polite
- Cooperate with adults and peers
- Use appropriate language

- Respect and encourage others
- Listen
- Follow directions
- Wait your turn

- Hands off others
- Greet others
- Keep hallways passable (stay right)
- Be kind
- Quiet voice
- Include others

- Include others
- Wait your turn
- Respect lunch staff
- Practice good manners
- Maintain personal space

- Respect people's privacy
- Respect property and belongings of others

- Positive participation
- Positive interaction
- Good sportsmanship
- Be safe
- Good listener

- Watch for pedestrians
- Be patient
- Be alert
- Turn down music
- Hang up phone
- Be courteous

- Keep aisles clear
- Show pass when needed
- Be courteous to driver and other bus riders

Pride in Property

- Respect facilities
- Respect materials
- Recycle
- Manage your own possessions

- Be kind to books, desks, and learning materials
- Keep classroom clean

- Pick up trash
- Shut lockers gently
- Respect walls and halls
- Admin art work
- Respect facilities and materials

- Keep lunch area clean
- Pay for lunch items
- Recycle
- Pick up trays

- Clean up after yourself
- Report problems
- Use facilities appropriately
- Respect walls and stalls

- Clean up after self
- Recycle
- Show respect to facilities and materials

- Lock your vehicle
- Drive at posted speed
- No tapping or budging
- Keep parking lot clean

- Keep bus clean
- Keep items and self inside bus

II. ACADEMICS

Academic Honors

Academic Honors at Graduation: Class of 2012+

Graduates are recognized at graduation for the following achievements:

- *Summa Cum Laude (with highest honor)* > Graduates who have earned a 3.950 - 4.000 cumulative G.P.A. through the first semester of senior year. Students qualify for an Honors Medallion.
- *Magna Cum Laude (with great honor)* > Graduates who have earned a 3.667 – 3.949 cumulative G.P.A. through the first semester of senior year.
- *Cum Laude (with honor)* > Graduates who have earned a 3.000 – 3.666 cumulative G.P.A. through the first semester of senior year.

Graduates qualify for an Honors Medallion with a cumulative GPA of 3.95 or higher.

Deans' List

The Deans' List is calculated 10 school days after the end of a semester, except after semester 2.

Deans' List I

Student must have a 3.667 average or higher.

Deans' List II

Students must have a 3.000 – 3.666 average.

Transcripts

Student transcripts are available through the Secure Transcript system at www.securetranscript.docufide.com. Transcripts requested online through Secure Transcript are sent electronically and securely to the colleges, universities or scholarship funds that you select. Student transcripts can also be obtained by contacting the school registrar. Fee for a transcript is \$5.

CHS does not rank students and class rank is not reported on transcripts.

Schedule Changes

Students who wish to make schedule changes should see their counselors. All schedule changes for the ensuing semester must be made prior to the first day of that semester. However, a teacher or counselor may request a schedule change due to inappropriate placement or scheduling error during the first 2 days of the semester. Schedule changes will not be made to honor a teacher preference. Students who withdraw from a class after the first 2 school days of the class will receive a mark of "withdraw-fail" (WF), and the "WF" will be calculated in the student's grade point average as an "F".

Retaking a Class

Students who choose to retake a class will retain the report card grade for the first time the class was taken; however, honor points, points calculated to determine a student's "grade point average" (GPA), will be awarded for the new grade only.

Exchange Students

International Exchange Students from another country are to register for a minimum of five classes per semester. Upon satisfactory completion of coursework students who are seniors may participate in graduation and be issued an attendance certificate and a grade report from Chaska High School.

Exchange students from CHS attending schools in other countries will receive pass (P) grades for courses taken abroad, provided the foreign schools submit documentation of the successful completion of courses. Students and parents are expected to sign a letter of agreement accepting this policy prior to the student's departure for the new school.

Final Exams

Teachers will determine the exam schedule for each class.

Grades

Grade Point Average

Chaska High School uses letter grade symbols for academic achievement. A 4.0 grading system is used.

	A = 4.000	A- = 3.667	
B+ = 3.333	B = 3.000	B- = 2.667	
C+ = 2.333	C = 2.000	C- = 1.667	
D+ = 1.333	D = 1.000	D- = 0.667	
	F = 0.0	I = 0.0	P = 0.0

Plus (+) signs can be used for B, C, and D grades. Minus (-) signs can be used for A, B, C, and D grades.

Incomplete (I)

Incompletes are assigned by teachers when students have not met all the requirements for the course during the semester, yet may still do so. An "I" may also be given by a teacher when a student fails to complete a detention by the end of the semester. An "I" is to be made up by the last day of the next semester unless there are extenuating circumstances and prior approval is granted. If an "I" is not made up by the end of the following semester it is changed to a grade of "F". (Ex.: If a student receives an "I" 1st semester, the student must complete the work by the last day of the 2nd semester to earn a grade, or the "I" becomes an "F".)

Independent Study (IS)

Independent Study provides students with the opportunity to learn about academic topics of their interest which are not offered at our high schools. Students work with a volunteer teacher to plan and propose this personalized educational experience before the application deadline and complete the IS course during the semester. For more information, see the Independent Study policy on the school website under Academics > Registration Info.

Credit by Assessment (CBA)

Credit by Assessment is given to students who have previously mastered the content standards, knowledge, and skills presented in certain courses so that they may pursue a more academically appropriate option. Students must apply before the deadline and then pass an assessment for the course. For more information, see the Credit by Assessment policy on the school website under Academics > Registration info.

Pass (P)

A mark of "pass" (P) is not used to calculate GPA. A "P" reflects the minimum grade required to pass the course. Therefore, if the minimum passing grade for the course is 60%, the student must earn at least 60% to warrant the "P".

Pass/Fail (P/F)

Students may register for Pass/Fail within the first 20 days of the semester. Students who register for Pass-Fail classes must follow these guidelines:

- Limited to elective courses only;
- Limited to 2.00 credits throughout high school;
- Limited to one pass-fail course per semester;
- Requires written permission from the parent, instructor, and the Counselor on an application form available in the house offices;
- Form must be submitted within 20 days of the beginning of the semester;
- Is included in the GPA when an "F" is earned;
- Has same attendance requirements as a graded course;
- Pass/Fail may not be reversed once it has been chosen.

No Grade (NG)

A mark of "No Grade" (NG) indicates that no mark can be given for the course because legitimate circumstances preclude a student meeting the full requirements of the course. (Ex.: A new student enrolled at CHS late in the semester). A mark of "no grade" is not used to calculate GPA.

Loss of Credit (LC)

A mark of "Loss of Credit" (LC) indicates that a student lost credit in a class after accumulating more than nine days of unexcused absences in a semester. A "Loss of Credit" *does not* affect a student's GPA.

Weighted Grades

Students transferring to CHS from high schools with "weighted grades" will have their grades "un-weighted" to the 4.0 system at CHS.

Withdraw/Fail (WF)

No Credit. A mark of "withdraw-fail" (WF) is calculated in a student's GPA as an "F".

Chaska High School Graduation Requirements

To graduate from Chaska High School, students must successfully complete specific requirements. Students in the Class of 2012 need to earn 25.0 total credits to meet the District 112 graduation requirement. Students in the Class of 2013+ need to earn 25.5 credits to meet the District 112 graduation requirement. Students must meet required course requirements as outlined in the Registration Guide. In addition students must meet Minnesota state test requirements as follows:

MN State Graduation Assessments

The state of Minnesota requires that all students who first entered eighth grade in the 2005 – 2006 school year or later, must meet the requirements of the Graduation-Required Assessment for Diploma (GRAD) in reading, mathematics and writing in order to receive a diploma from a Minnesota public high school.

The 2009 Education Bill changed the mathematics graduation requirements for the Class of 2011-2014.

Students in the Classes of 2010-2014 are not required to obtain a passing score on the Math GRAD test. Instead, students who do not pass the GRAD Math test are eligible to receive a high school diploma if they fulfill all of the following:

1. Complete, with a passing grade, all state and local coursework and credits required for graduation by the school district
2. Participate in the assessment until they pass the GRAD Math or participate in at least two GRAD retests, whichever comes first.
3. Participate in district-prescribed academic remediation in mathematics.

Graduation

Students are allowed to participate in the graduation ceremony if they meet the following conditions:

- Students are not more than 1.00 credits short of meeting graduation credit requirements; and
- Students who are short no more than 1.0 credits agree to attend summer school or arrange another means of attaining the credits which is acceptable to the Counselor. The credits should be completed prior to the beginning of the next school year.

Diplomas are mailed to students once they have met all graduation requirements including credits and state tests.

Home School Credits

A student who transfers into Chaska High School from an accredited home school setting and wishes to earn a Chaska High School diploma, must meet current Chaska High School graduation requirements. All grades will be accepted as "pass", "incomplete," or "no grade" with final determination for value made by the high-school administration. Proficiency tests may be given as necessary. (Ex.: A final course test, a student work portfolio, standardized tests.)

Home school students transferring to Chaska High School are expected to supply the following documents to their respective Counselors.

- Home school transcript
- Course syllabus containing each of the following: identified outcomes, materials used, course requirements, assessment methods, and documentation stating how the student has met course criteria.

Homebound Instruction

A student is eligible for homebound instruction when a physical or emotional condition prevents the student from being in attendance for fifteen or more consecutive days. The school must receive written verification from a physician, clinical psychologist, or court authority to begin homebound instruction. Parents/guardians should contact their student's Counselor for additional information concerning homebound instruction.

Online Instruction

Students enrolled at CHS can register for up to 50% of their course(s) in online courses per term through an online learning provider. Students enrolled in online courses must adhere to the policies outlined in the online learning contract and the Student Rights and Responsibility Handbook. Students must see a counselor to complete required paperwork to enroll in online course(s).

Minimum Credit Load

All students must be enrolled and registered full time each semester during the school year. This may include online courses, PSEO, teaching assistant, or office assistant.

Outside Credits

Students seeking to transfer credits from Foreign Exchange Program or other educational program outside of Chaska High School must receive prior administrative approval prior to entering the program. Students must see their Counselor to initiate this process.

Report Cards

Every student may monitor his/her academic progress through their portal account in Infinite Campus. Semester report cards will be accessible in parent portal within one week of the completion of each semester.

III. STUDENT SERVICES

Counselors

The counseling system is based on the premise that a person who knows the student well and has a "total view" of the student is in the best position to aid him/her in a caring relationship. The counselors assist students in:

- planning their educational program, such as scheduling high school courses, career planning, post-secondary educational planning, applying for financial aid, and teaching decision-making skills;
- settling conflicts and dealing with personal problems, such as providing individual and group counseling as appropriate, holding student/teacher/parent conferences, referring students to outside agencies when appropriate;
- helping students to understand their responsibilities, such as regular attendance in classes, certain socially acceptable behaviors which accompany being part of the school setting.

College Entrance Requirements

Each college sets standards for entrance based upon the high school rank of the student and college entrance exam. Colleges usually request applications early in the senior year. Students and parents therefore are urged to check entrance requirements by consulting one of the high school deans as soon as possible. College applications and catalogs are available in the Career Resource Center.

High-school rank is based on the average of the grades obtained in all high school subjects. This is converted to a percentile rank based upon the student's standing in his/her senior class. The type of entrance examination depends upon the college the student wishes to attend. Three of the most common are the American College Test (ACT), Scholastic Aptitude Test (SAT), and Preliminary Scholastic Aptitude Test (PSAT).

Counseling Services

Counseling services are designed to help the student gain self-understanding, set attainable goals and provide information in meeting those goals. Counseling may take place in one-on-one situations or in groups. Counseling services provided by all Counselors include:

- Assisting students in planning high school subjects needed to meet future career goals;
- Assisting students to achieve satisfactory academic progress;
- Providing opportunities for students to investigate various post-high school possibilities;
- Participating with families regarding personal and/or educational problems;
- Counseling students in crisis situations;
- Making referrals to outside agencies when necessary;
- Administering tests and interpreting test results;

- Attending student's initial IEP conference;
- Consulting with students regarding classroom attendance;
- Acclimating students moving into the district to the high school.

Administrative Deans

The Administrative Dean system at Chaska High School is designed to support administrators, teachers, students, staff and the overall climate of the school. Maintaining a safe, supportive and constructive learning environment is essential for all students to reach their personal potential. If a student is unable to meet rules or expectations of the classroom and/or school she/he may be asked to visit a Dean. During this visit, the student and the Dean will discuss the inappropriate behavior, possible consequences and how to make restitution. The Dean's role is to assign appropriate, natural consequences to students who are unable to comply with the established expectations at Chaska High School.

When a student is directed to the Dean for a conversation or consequences, parents, teachers and other staff members may be notified. When student's behavior is unlawful or unsafe toward themselves or others, suspension or other higher level consequences may be assigned, including referral to the School Resource Officer. The Dean's primary role is to maintain a safe and secure environment at Chaska High School. Administrative Deans also act as designees of the Principal and are responsible for handling student behavior, discipline and suspensions.

Social and Emotional Well Being

The social and emotional services provided at CHS are intended to aid students who have health issues preventing their full participation in the high school program. Whether the presenting issues are chemical, mental health, or physical impairment, the student services staff attempts to help students find solutions and be ready to learn.

Parent Involvement

A core belief of District 112 centers around parent involvement. We know that student achievement is increased when parents/families are involved in the educational process of their child. We encourage parents to be involved in our school. Each fall, invitations for a variety of ways to be involved in your child's learning are available. We welcome your participation in an educational partnership. This includes all areas of instruction and specialized services (special education, Title I, etc.). Each school plans, implements, and assesses parent involvement opportunities that meet the needs of staff and families. All elementary and middle level buildings have a Parent Involvement Coordinator who plans Parents as Partners activities within the school.

IV. ATTENDANCE

Philosophy

Chaska High School recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time, every day. Chaska High School has set, as a minimum standard, 95% attendance. This means that a student would not miss more than four days of school in a semester. Students with 7 full or partial days of unauthorized cumulative absences from school are in violation of state compulsory education law and are considered truant.

Because students who have good attendance records are more likely to achieve higher grades and enjoy school life to a greater degree, it is extremely important for students to be in attendance each day. Therefore, the school recommends that doctor and dental appointments, family vacations, etc. be scheduled after school or on days when school is not in session. Parents/guardians who choose to have their son/daughter absent from school for an extended

period of time for a family vacation should realize that their child's grades may suffer due to missing the interactions, discussions, labs, cooperative group work etc. that go on in each classroom. Some missed activities are not possible to make up.

The Chaska High School attendance policy and procedures are guided by the following set of values. In some instances, these values may compete with each other. The Chaska High School attendance policy and procedures attempt to balance these values in the best interests of students and the school community.

- Student academic excellence is the primary goal of Chaska High School. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.
- School staff, students, families and the community share responsibility for student attendance. To assure student safety and accountability, families need to know daily if their students are absent from school. When making decisions about their students' schooling, families have the responsibility for notifying the school about their students' attendance.

18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by CHS attendance rules and regulations.

Procedures for Absences

If a student misses school because of the reasons listed in the next section, a parent or guardian must notify the house office (Green 556-7140; Red 556-7170; Blue 556-7120; Purple 556-7180) by phone (preferred) or by written message upon the student's return to school. Please call your child's house office by 10:30 a.m. on the day of the absence.

The student who was authorized by a parent's phone message on the day of the absence may report directly to his/her first period class upon return to school. The student who is authorized by written message upon his/her return to school must report to his/her house office for an admit slip before going to class.

Prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school at least three school days in advance of the scheduled absence so that a prearranged absence form will be initiated by the student to have signed by their teachers and Counselor. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments.

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the house office, or send a note with the student, indicating the time for the student's release. The student should then pick up a pass to leave the building from the house office. When a student returns to school, he/she must report back to the house office for an admit slip to class.

Suspensions are excused absences and students will be permitted to complete make-up work for missed classes.

Students will be released through the activities office for athletic and extracurricular activities.

Types of Absences:

AUTHORIZED ABSENCES	
Note: These count toward maximum 9-absence policy	
<ul style="list-style-type: none"> • Illness - undocumented • Illness in student’s family • Professional appointments that cannot be scheduled outside of the school day • College visits/college fair • Car trouble • Family matters necessitating absence from school with advance notice • Absences outside of the student’s control 	COUNTS TOWARD MAXIMUM 9-ABSENCE POLICY (SCHOOL)
UNAUTHORIZED ABSENCES	
Note: These count toward maximum 9-absence policy	
<ul style="list-style-type: none"> • Running late (to class or to school) • Missing ride/bus • Truancy/skipping school • Oversleeping/sleeping in • Senior skip day • Unverified by parent/guardian • Other illegitimate excuses 	COUNTS TOWARD TRUANCY (COUNTY)
SCHOOL EXCUSED ABSENCES	
Note: These DO NOT count toward maximum 9-absence policy, nor truancy	
<ul style="list-style-type: none"> • School sponsored curriculum and co curricular activities • Special talent/club activities-prior approval by Counselor required • Suspension • Authorized appointments with school personnel • Death in student’s immediate family or of a close relative or friend • Illness – original documentation required by medical personnel • Illness – H1N1 and influenza-like symptoms • Illness in student’s immediate family – original documentation required from medical personnel • Legal/court appearances – original documentation required from court system • Religious instruction (up to 3 hours/week) • Religious holidays • Physical emergency conditions such as fire, flood, or storm 	

Maximum Absence Policy

The maximum absence policy is enforced if a student exceeds 9 absences from a class in one semester. An absence from the authorized and unauthorized absences tables shown above (the first 2 tables) count towards the maximum absence policy. Students **will not receive credit** for a class in which absences exceed 9 in a semester under the authorized and unauthorized categories.

- Students **will receive a “Loss of Credit” (LC) due to absences** for the class if they remain in the class the remainder of the semester, follow behavior expectations, and meet all course requirements by the end of the semester. A “Loss of Credit” *does not* affect a student’s GPA.

- Students **will receive a "Fail" (F)** if they are removed from the class for being disruptive or not following expectations, or if they do not meet the course requirements. A "Fail" *does* affect a student's GPA.

Appeals Process

Students and parent(s)/guardian(s) may appeal the loss of credit when the maximum absence policy is reached if special or unusual circumstances have led to the absences. Upon receiving notice of the loss of credit, the student, parent(s)/guardian(s) may request an appeals application from the student's Counselor. The completed application should be returned to the Counselor and will be considered at the next meeting of the Appeals Committee. Appeal applications will only be accepted during the first two weeks of the following semester. If additional documentation is requested by the Appeals Committee, it must be submitted by the end of the following semester. Second semester appeals will be handled before the end of the school year.

Notifications/Interventions for Maximum 9-Absence Policy: CHS

Students are expected to be aware of their own status in regard to tardies and absences in classes each semester. They will receive the following information to assist them in this expectation:

- If a student is absent from class 3 times (excluding school excused absences) during a semester, automated calls will notify parent / guardian and counselors will follow – up with students.
- If a student is absent from class 6 times (excluding school excused absences) during a semester, notice from the Counselor will notify the parent/guardian. A staff intervention will also take place with the student and / or parent / guardian.
- If a student is absent from class 10 or more times (excluding school excused absences) during a semester, notice from the Counselor will notify the parent/guardian. This notification is in regards to the maximum absences rule. This notification will also inform the student and parent(s)/guardian(s) of the loss of credit according to the maximum absence rule and information on the appeals process.

Truancy: 7 Unauthorized Absences in Carver County

An unauthorized absence is one in which the student is absent from class/es without the knowledge and consent of his/her parent or guardian and/or without the approval of school officials. No graded credit will be granted for work missed when an absence is unauthorized, although teachers may still require making up missed work as a requirement of the course. Also, a student leaving the building for any reason during the day without getting a pass from the nurse or house office is unauthorized.

Minnesota Statute (MS260.015, subdivision 19) states that a high school student who is absent from school without lawful excuse for 7 partial or full cumulative school days (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the Carver County Attorney's Office in these cases.

- When a student has been absent without authorization from a class or from school the student's Dean will meet with the student to determine why s/he was absent.
- If a student has been absent 3 or more class periods on three school days without valid excuse, a notification from the Dean will inform the parent/guardian.
- If a student has been absent 5 or more class periods on five school days without valid excuse, a notification from a Dean will inform the parent/guardian to inform them of a required meeting with the school and a county official.
- If a student has been absent 7 or more class periods on seven school days without valid excuse, truancy will be filed with Carver County Social Services.

Absences counting toward truancy are **cumulative** throughout the school year and are not restricted to a particular semester.

Tardies

Chaska High School is deeply committed to student promptness as being educationally sound and as an important aspect of successful school and living. Promptness in appearing for class is one indication of the student's commitment and attitude towards his/her academic experiences. Therefore, Chaska High School expects every student to be in class on time and will make every effort to see that each student meets his/her responsibility. In case of inclement weather, the school may exercise discretion in admitting tardy students to class. Teachers will also maintain a complete record of tardiness, similar to absences, in the grade book which can be used by the administration in dealing with students and parents. A student tardy due to unavoidable circumstances, as determined by the administrator, may be given consideration on an individual basis.

Tardy to School (TTS)

Tardy to school is defined as not being in period 1 at the 8:10 bell. Students who arrive after that with a note from home must report to their house office for an admit slip. Students without a note should report directly to class.

1st TTS/semester: student informed of policy / warning

2nd TTS/semester: Conversation with Dean

3rd TTS/semester: Conversation with Dean, driver's parking permit suspended for 1 day OR if a non-driver, lunch detention for 1 day, parent contacted

4th TTS/semester: Conversation with Dean, driver's parking permit suspended for 3 days OR if a non-driver, lunch detention for 3 days, parent contacted

5th TTS/semester: Conversation with Dean, driver's parking permit suspended for 5 days OR if a non-driver, lunch detention for 5 days parent contacted, referral to administration

6th and subsequent TTS/semester: Conversation with Dean, driver's parking permit suspended for 10 days OR if a non-driver, lunch detention for 10 days, parent contacted, referral to administration

NOTE: Administration reserves the right to suspend or revoke parking permits, assign ISS (in school suspension) and/or OSS (out of school suspension) for chronic offenders.

Tardy to Class (TTC)

Tardy to class is defined as not being in a scheduled classroom at the bell for all periods after first period of the day. Students coming to the building with a note from home should report to their house office for an admit slip. Students should report direction to class if they are tardy for any other reason. An unexcused tardy will result in an unexcused absence after 10 minutes.

If a student leaves class more than 10 minutes early it will result in an absence.

1st TTC/semester/class: teacher inform student of policy / warning

2nd TTC/semester/class: teacher reinforce policy and warn student of consequence at next tardy

3rd TTC/semester/class: teacher assigns 1 after school detention

4th TTC/semester/class: teacher assigns 3 after school detentions

5th and subsequent tardies/semester/class: teacher refers student to Dean. Consequences may include additional detentions, time on "No Pass List," ISS (in school suspension), OSS (out of school suspension), parking permit suspensions, and / or referral to administration.

NOTE:

- 1 lunch detention needs to be served within 24 hours, 2 within 48, and so on.
- Lunch detentions not served in the allotted time will result in additional consequences.

It is expected that students arrive on time to school and for all classes. Valid excuses for tardiness may be found under the list of authorized absences; other reasons would be considered unauthorized. Extenuating circumstances should be referred to the Counselor. Teachers reserve the right to assign lunch detentions for tardiness. Such detentions should be served within 24 hours.

Prearranged Absences

Prearranged absences still count toward the maximum nine-day attendance policy. However, prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school **at least three school days in advance** of the scheduled absence. A prearranged absence form will then be initiated by the **house office** for students to have signed by their teachers and Counselor. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments. Make-up work may not be available for students prior to their absence if their teachers have not been given at least three days notice through the prearranged absence form.

Makeup Work

If a student is absent (authorized) one day only, make-up work, including tests, will be due the following day. (Ex.: A student is in attendance on Monday and absent on Tuesday. When the student returns on Wednesday, he/she is responsible for all work assigned on Monday. Any work assigned on Tuesday would be due on Thursday.) Students absent more than one day will receive an equal number of days to make up the work. It is the student's responsibility to contact the teacher and request the make-up work. If a student does not make up the work within the allotted time, the teacher may adjust the credit received for the assignment or test. This policy applies in all cases unless in certain circumstances, in the professional judgment of the teacher, the deadline may be extended.

Leaving the Building during the School DayIllness

If a student should become ill during the school day, he or she must report to the nurse's office. A parent/guardian will be contacted if a pass is issued to leave the building.

Appointments

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the **house office** or send a note with the student indicating the time for the student's release.

Next, the student should pick up a pass to leave the building from the **house office**. When a student returns to school, he/she must report to the **house office** for an admit slip to class.

A student leaving the building for any reason during the day without getting a pass from the nurse or house office is unexcused.

V. STUDENT ACTIVITIES AND ATHLETICS

Activities

Our school offers a wide variety of student activities that have been organized to meet the needs and interests of all students. The following activities and competitions are chartered for the purpose of encouraging participation in activities not possible in the classroom. Fees are required for participation in which the school offers a paid advisor. Students who receive free or reduced lunch will also receive free or reduced fees.

Academic Competitions

Knowledge Bowl, Quiz Bowl, Science Bowl

These teams are open to all students. Teams are chosen in the fall. Competition is with other metropolitan, state, and national teams in academic contests.

Band – Pep Band, Jazz Band, Marching Band

These programs are open to students wanting to expand their band experience. There is a separate fee for participation in each band.

Choir – Select Choir/Chamber 1 and 2/Cantare

Students audition for the Select Choir and Bel Canto choir. There is a separate fee for participation in each choir.

DECA

This is an organization whose program of leadership is designed specifically for students enrolled in the distributive education program.

Drama-Musical/One Act Play

The Drama Department will present a musical, a play, and one act plays during the school year. All students are invited to try out for these performances. Actors, Musicians and Tech Crew are required to pay an activity fee.

International Club

The membership of this club includes foreign exchange students as well as those students interested in world languages, cultures, and customs.

Key Club

This is a service-oriented organization co-sponsored by the Chaska Kiwanis Club.

National Honor Society

The Chaska Honor Society recognizes student academic achievement and participation in school and/or community activities. Membership is open to juniors and seniors who have a cumulative grade point average of 3.7 or higher, and can verify participation in two or more school or community based activities. Announcements are made when students may pick up an application.

Speech

These activities are under sponsorship of the Minnesota State High School League and are open to all students for competition. The debate season runs from October to March. The speech season runs from January to April.

Student Council

The student council organizes school-wide activities that encourage student participation and school spirit. It is made up of representatives from each class with elections for sophomores,

juniors and seniors occurring in May, and freshmen elections held in September. At-large membership is open in the fall of the year to any students who wish to apply.

Additional Clubs, activities, and volunteer opportunities are available for participation throughout the year. Announcements will be made.

Athletics

Chaska High School is a member of the Minnesota State High School League and Missota Conference. Students, who would like information about practice schedules, participation, team rules etc., should contact the Activities Office or the coach for that sport. All students, grades 7-12, are eligible to participate (unless noted). Fees are charged for participation. Students who receive free or reduced lunches also receive free or reduced activity fees.

Fall

Cross Country (B/G), Football (9-12), Intramural Volleyball (B/G 9-12), Adaptive Soccer (B/G), Soccer (B/G 8-12), Swimming (Girls), Tennis (Girls), Volleyball (Girls)

Winter

Basketball (Boys 9-12, Girls 8-12), Dance (Girls), Gymnastics (Girls), Hockey (B/G 9-12), Intramural Basketball (B/G 9-12), Alpine Skiing (B/G), Nordic Skiing (B/G), Swimming (Boys), Wrestling.

Spring

Baseball, Golf (B/G), Lacrosse (B/G), Softball (Girls), Adaptive Softball (B/G), Tennis (Boys), Track (B/G)

Activity/Athletic Fee Refunds

A commitment to a team, teammates, and coaches/advisors is made when the required forms are completed and the activity fee is paid. A decision to withdraw must be given a great deal of thought. That decision affects not only the student, but also the team, teammates, and coaches/advisors. Refunds will only be given the first two weeks of an activity.

If a student withdraws from an athletic activity and seeks a registration refund, the following criteria will apply:

- The student must return all equipment issued by the coach.
- The coach will return the equipment card to the Activities Office.
- A full refund will be mailed home only if the equipment card is returned to the Activities Office within two weeks of the start of the season.

If a student withdraws from a student activity and seeks a registration refund, the following rule will apply:

- A full refund will only be mailed home within two weeks of the start of the activity.

If a student is cut from a student activity and seeks a registration refund, the following rules will apply:

- The coach/advisor will complete and return their equipment card to the Activities Office. In this case, the coach/advisor is responsible for informing the Activities Office of the refunds that are needed. The refunds will be mailed home at that time.

Captain's Practice

It is the policy of the Minnesota State High School League that no sport specific training sessions, or athletic practices be held under the direction of a school coach before the official start date (Captain's Practice). All Captains practices have to be held purely under the concept

of the concept that 'Captains' organize, plan, and run the practice. Chaska High School requires 'Captains Practices' to reserve gym or field space through Community Education.

Eligibility Requirements

Academic Eligibility

A student must be making satisfactory progress toward graduation. Incompletes and failures are not considered satisfactory progress.

If unsatisfactory progress is determined, the coach/advisor and Counselor will decide the length of ineligibility. Any student not earning enough credits for grade promotion will be declared academically ineligible. Counselors shall inform the co-curricular staff of a student deficiency.

Attendance Eligibility

In order to participate in a MSHSL sponsored practice/competition students MUST be in school 'ALL DAY'. The exceptions are: school sponsored field trips, doctor appointment (with note from the physician, time and date stamped), dentist appointment (with a note from the dentist, time and date stamped), or a funeral. Exceptions to this policy will be:

1. Administratively approved absence
2. Previous administrative permission to miss school.

Any other exceptions to this policy shall be considered only upon the advice and consent of the high school principal and the athletic director.

Citizenship Eligibility

Students participating in any co-curricular activity are expected to comply with all school policies and to conduct themselves in a responsible manner. This is especially important for students who are in the building at the close of the academic day, waiting for practice to begin or a team bus to depart. Students may wait in the commons and must follow the requests of the after-school supervisor. If a student commits an infraction of a school rule during any time outside of school, it shall be at the discretion of the principal to determine the consequences.

Although the Assistant Principal for Athletics will be notified of the infraction, **it is the student's responsibility to inform the coach/advisor that a rule has been violated, and that she/he is suspended from participation.** Failure by the student to inform the coach/advisor will result in additional disciplinary action by the Assistant Principal for Athletics and Activities.

Dual Interscholastic Athletic Participation

Participation on dual athletic teams during the same season is rare, and cannot occur without permission from the Assistant Principal for Athletic and the coaches involved. Students considering such an undertaking must:

- Discuss dual interscholastic participation with both coaches and present a written application to the Assistant Principal for Athletics and Activities.
- Upon receipt of the application, the Assistant Principal for Athletics will meet with the coaches involved to determine the feasibility of dual participation. The outcome will be conveyed to the student as soon as possible.
- If such an undertaking is deemed workable, the student will be given a schedule outlining all attendance expectations for the entire season.

Dual School/Non-school Athletic Participation

The co-curricular committee strongly believes that dual school/non-school athletic participation not be recommended for the student athlete; however, we recognize that the Minnesota State High School League allows this type of participation under its minimum guidelines.

Interscholastic Code of Conduct

Students who participate in co-curricular activities represent the school in a very public manner. Thus, these students' behavior is under sharp scrutiny. When participating in interscholastic events, students are subject to the code of conduct and consequences for violating that code as outlined in this handbook. As representatives of District 112, students are expected to conform to socially acceptable norms of behavior and civility.

Prerequisites for Activity/Athletic Participation

To participate in co-curricular activities, every student must have the following documents on file in the Activities Office:

- proof of physical examination performed by a physician within the last two years (**Athletics only**);
- current District 112 and Minnesota State High School League Forms for any sanctioned MSHSL activity;
- payment of the appropriate registration fees recommended by District 112. Students who qualify for free and reduced lunch program also qualify for a free or reduced activity fee.

Sportsmanship

Good Sportsmanship involves the appreciation and recognition of the performance of others, whether they are a participant from Chaska High School or one of our opponents. Coaches, team members, parents, and fans should cheer enthusiastically for good performance by their team, rather than cheering against the opponent and/or the officials. Persons unwilling or unable to follow this request will be asked to leave.

If a student is asked to leave for inappropriate behavior, a conference with the student, his/her dean and / or the Assistant Principal for Athletics will be held. The student could be suspended from attending that activity for the next three (3) home contests and the parents will be informed.

At all athletic events the following statement will be read:

Please join us in a cooperative effort to practice good sportsmanship by cheering enthusiastically for good performance by your team while refraining from cheering against your opponent and or the officials. Persons unwilling or unable to follow this request will be asked to leave. Thank you.

Transportation

All co-curricular activity transportation shall be arranged in the Activities Office. School buses will be used on all trips unless otherwise decided by the Assistant Principal for Athletics.

All team members, managers, coaches, advisors, directors, and cheerleaders are to ride the bus both to and from the event. If a student wishes to ride home with his/her parents following an activity, they shall fill out a release and both parent and athlete must speak to the coach/advisor after the contest. State Transportation Laws dictate that students may only ride with *their* own parent or in a school vehicle.

VI. CITIZENSHIP

Bus Safety Policy

School Bus Safety Expectations and Responsibilities

A. Bus Safety & Student Conduct Expectations

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at designated stops.
3. Students will remain at a safe distance from buses that are arriving or departing from their stops.
4. Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats and stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students so as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are not allowed.
8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals it is safe to cross.
11. Students will not engage in noisy or boisterous conduct that might distract the driver.
12. Students will not use profane or indecent language.

B. Student Behavior Responsibilities

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out of, inside, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus. Transportation of animals is prohibited.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not engage in noisy or boisterous conduct that may distract the driver.
8. Students will not use profane or indecent language.
9. Students will not harass others physically, racially, religiously, sexually or in any other manner.

A student who violates either the Bus Safety & Student Conduct Expectations or the Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and School Principal.

C. Consequences for Student Misbehavior

Consequences will be assigned to students who misbehave in order to provide an opportunity for them to learn to behave appropriately. Students are expected to learn quickly because the school bus is a safety sensitive environment where their actions can affect the safety of others. Students who repeatedly misbehave will be assigned consequences that are progressively more severe. Students will immediately be assigned the most severe consequence when their behavior is seriously harmful or destructive. The most severe consequence is the loss of the privilege to ride the bus.

Parent/Guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parent/guardians are asked to work cooperatively with school and bus company officials to ensure that their children behave safely and responsibly.

Your participation and support is critical for teaching students the basic skills that will help them navigate safely in the real world.

- **Minimum Consequences:** Minor misbehaviors will result first in a warning, and then in the progressive assignment of no more than (5) five consequences. On the fifth consequence, the student loses his/her privilege to ride the bus for the remainder of the year.
- **Maximum Consequences:** Major misbehaviors will result in immediate loss of the privilege to ride the bus.

Discipline Policy for District 112

District 112 is committed to maintaining a learning environment that ensures no interference with the educational process. Order and discipline are keys to the creation of such an environment. District 112 recognizes that a positive approach to discipline and that early intervention are most effective in dealing with student behavior. Parents are an important resource in this effort.

Student Rights:

All District 112 students have

- The right to a free and full education and the right to learn;
- The right to equal educational opportunity and freedom from discrimination;
- The right to freedom of inquiry and expression within the parameters of responsibilities listed below;
- The right to privacy, in accordance with data privacy laws;
- The earned right to participate in student activities;
- The right to be informed of school rules.

Student Responsibilities:

All District 112 students have the responsibility to:

- Attend school daily except when excused and to be on time to class;
- Take and complete courses of study required by the state and District 112;
- Make up work when absent from school;
- Be aware of and follow school rules. Assume that until a rule is waived, altered or repealed, it is in effect;
- Be aware of and comply with state, federal and local laws;
- Willingly volunteer information in disciplinary cases and cooperate with the school staff should students have important knowledge relating to these cases;
- Respect school property and the property of others;
- Dress and groom to meet fair standards of safety and health and to avoid disrupting the educational process;
- Express ideas in ways that will not offend or slander others;
- Be aware of and comply with rules and regulations of the Minnesota State High School League and District 112 policies when participating in co-curricular activities.

The school may take disciplinary action resulting from:

- Truancy (absence unapproved by parents or school);
- A pattern of tardiness to school or class;
- Property violations such as unauthorized use of school property, damage or destruction of school property, theft, vandalism, arson, etc.;
- Assault, fighting, harassment, etc.;
- Abusive, threatening, profane or obscene language; racial, ethnic, religious or sexual slurs, degrading remarks, spoken or written;
- Defiance, cheating, bomb threats, disobedience and disrespectful behavior;

Violation of District 112 transportation rules, parking lot/school traffic rules;
Slander or libel;
Attire or grooming which creates danger to health or safety or disrupts the educational process;
Sexual, racial or religious harassment or violence;
Use, consumption, possession or selling dangerous or nuisance substances on school property, at school-sponsored activities or away from school that lead to dangerous or harmful activities on school grounds.

Examples of such substances or articles include but are not limited to alcohol, drugs, inhalants, tobacco;

Possession of a firearm or weapons on school grounds or at school activities.

Examples of weapons on school grounds or at school activities: shooters, stink bombs, smoke bombs, knives of any size, clubs, metal knuckles, throwing stars, rockets, stun-guns, mace, pellet guns, etc.

Examples of firearms include but are not limited to guns (loaded or unloaded) (functional or non-functional), explosives, rockets, bomb, grenade, etc.

Activities inappropriate in a school setting (e.g. gambling);

Violation of any school rules, policies, procedures;

Violation of any federal, state, or local law.

Action schools may take following these violations may include, but are not limited to.

student conference
parent contact
parent conference
family group conference
personal and/or financial restitution toward victims
suspension from extra-curricular activities
detention
schedule adjustments
removal from class
suspension from school (in-school or out-of-school)
referral to community services or outside agencies
assignment to alternative education program
transfer to another school building
expulsion/exclusion from school for a period of up to one year
referral to police or other law enforcement agencies
community service
assignments designed to increase awareness and sensitivity

A school employee, school bus driver, or other agent of District 112 may use reasonable force in exercising their authority when it is necessary under the circumstances to correct or restrain a student or to prevent bodily harm or death to another.

Student Removal from Class or Dismissal from School

Conduct considered grounds for a student's dismissal or removal from class includes, but is not limited to:

- Significantly disrupting the rights of others to an education; disrupting the ability of school personnel to perform their duties; disrupting school sponsored co-curricular activities; engaging in conduct that endangers other pupils or surrounding persons (including school district employees or property of the school).;
- Significantly interfering with a teacher's ability to teach or communicate effectively with students in a class or interfering with other students' ability to learn;

- Willful violation of any rule of conduct specified in the discipline policy adopted by the District 112 School Board.

If a student has been removed from class more than ten times in one school year, the student's dean will contact the parents to arrange a meeting to discuss resolving the problem.

When the student's total days of removal from school exceeds ten cumulative days in a school year, the school district will make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to removing the pupil from school. The purpose of the meeting will be to determine the pupil's need for assessment or other services.

Each school building may have additional specific discipline policy adaptations in effect as well.

Prohibited Behavior: Additional Examples

In addition to the rights, responsibilities, and consequences as outlined in the District 112 Discipline Summary, as well as other District policies enumerated in this handbook, the following acts are additional examples of prohibited behavior. **All students must abide by the rules in this Rights & Responsibilities Handbook. Also, the school may issue consequences for offenses not described in this handbook.**

The school may take disciplinary action resulting from: **Violation of any school rules, policies, procedures on and off school property; Violation of any federal, state, or local law on and off school property; other. Schools are authorized to discipline students for off-campus behavior. The general requirement is there must be some connection between the behavior and the school.**

Students may receive disciplinary action from participating in card playing, disrespectful language, departing another student, disorderly conduct, disruptive behavior, distribution or possession of pornography, exposing the body inappropriately, false fire alarms/tampering with fire safety, gambling, igniting stink bombs, insubordination, littering, not picking up trash on/under/around lunch table or sitting area, obscene gestures, possessing or operating laser lights, playing hacky sack inside the building, public displays of affection, self-inflicted injury, twirling crystal sticks or any sticks inside the building, record/identification falsification, robbery/extortion, slander/libel, telling a lie, theft, possessing stolen property, trespassing, unauthorized distribution of literature, unauthorized use of electronic devices, unauthorized use of school property, vandalism, and violations of student dress code.

Adult Authority

Each person, regardless of position or role at Chaska High School, has the right to be treated with respect. The deliberate refusal to obey the reasonable request or directive of a school staff member or employee will be considered insubordination. (Ex.: Any student who refuses to give his/her proper name or present his/her student ID card to a district employee or go to the office when directed to do so will be considered insubordinate.)

Bullying Prohibition Policy

A safe and civil environment in school is necessary for students to learn and achieve high academic standards. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. School administrators, faculty, staff, contracted service providers (bus drivers, food service workers, etc.), and volunteers should demonstrate appropriate behavior, treat others with civility and respect, and respond to incidences of bullying. District 112 believes

that positive behavioral expectations must be set, and requires the development of a Bullying Prevention Program and its implementation at all schools.

The term bullying includes, but is not limited to, intimidating, aggressive, humiliating behavior or intentional "harm doing" by one person or a group. It may be a single incident or carried out repeatedly over time. It may be targeted toward an individual or a group.

Bullying behavior includes, but is not limited to:

- Verbal, written, or electronic; such as insulting someone or making threats.
- Psychological; such as spreading rumors or shunning the individual inappropriate physical behavior; such as gestures, pushing, or hitting the person.
- Inappropriate physical behavior, such as gestures, pushing, or hitting the person.

Consequences and appropriate remedial actions for students who commit an act of bullying range from positive behavioral interventions up to and including suspension and expulsion.

District 112 prohibits reprisal or retaliation against any person or group who reports an act of bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the building administrator and/or designee after consideration of the nature and circumstances of the act, in accordance with district policies and procedures.

District 112 prohibits false accusations of bullying. Should false accusations be made, appropriate consequences will be assigned.

School principals or their designees are responsible for receiving complaints alleging violations of this policy. **All school employees and contracted service providers (bus drivers, food service workers, etc.) are required to report alleged violations of this policy to the principal or the principal's designee. All other members of the school community, including students, parents, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy.**

A complete copy of the Bullying Prohibition Policy is available in the school office. We welcome your comments and questions.

Cell Phones/iPods/Electronic Devices

Students must turn off and conceal electronic devices such as radios, personal gaming devices, MP3 players, iPods, PDAs, blackberries, cell phones, etc. during instructional time unless authorized by the classroom teacher for instructional purposes. Making or receiving a call or text messaging may only occur before or after school, during the individual student's assigned lunch, or during passing time. The taking of pictures of other students or of school staff is prohibited. Additionally, the possession, use, or sharing of cellphones, smartphones, iphones, digital cameras, etc. in locker rooms, and physical education classes is strictly prohibited.

The removal of a memory chip or battery from a phone in the process of being confiscated is considered grounds for disciplinary action.

If in use during instructional time, the electronic device may be confiscated by the teacher and taken to the house office

First offense: student may retrieve electronic device from house office secretary after end of the day and will be asked to read policy and sign indicating their understanding

Second offense: student must see Dean regarding electronic device, parents are contacted, parent / guardians must come to retrieve electronic device or student must serve detention

Third and additional offense: Student must see Dean regarding electronic device, parent / guardian must come to school to retrieve electronic device, and additional consequence may apply.

Students who refuse to turn over electronic device to staff member at the staff members request will be referred to the Dean.

Offenses to the policy are cumulative for the student during the entire school year.

Chaska High School does not condone or recommend that electronic devices be brought to school. CHS bears no responsibility for, nor is it obligated to investigate, the theft of such devices.

Depantsing

Students are not permitted to depant other students.

Detention

Students may be given detention when they violate the Discipline Policies as explained in this handbook.

Students who are assigned after school detention must serve the detention within the next two detention days scheduled.

Detention is scheduled for Thursdays. No detention is scheduled after school on the day preceding a break, or on days of parent-teacher conferences. Also, detention may be cancelled due to unforeseen circumstances. **Detention is to be served outside the school day.**

Lunch Detention

Lunch Detention may be assigned by teachers for tardiness or by the Deans for various infractions. **Lunch detentions are to be assigned on the day they are issued.** Students in lunch detention should report directly to the detention room where they will be provided with a lunch. They should not procure their own lunch in the Commons.

Responsibilities

Students assigned detention are to follow *Detention Room Rules*.

- Afternoon **detention begins at 3:10 p.m.** and ends at 4:00 p.m.
- Students are to bring enough study materials or reading materials to keep them busy for the full period.
- Students who are not in the detention room with study or reading materials by 3:10 will not be admitted for that day.
- Students may not leave early or be excused to leave the detention center for any reason.
- No food or beverage is allowed in the detention room.
- Appropriate and non-disruptive behavior is expected at all times in the detention room. Use of electronic devices is prohibited.
- Students are responsible for delivering their detention slips to their teachers. **Lost slips will not be replaced.**

Violations

Failure to serve detention within the allotted time may result in a referral to the student's dean and an in-school suspension. Detention not served by the end of the semester results in a mark of "Incomplete" on the student's report card until the detention is completed. Students who are uncooperative, disrespectful, or disruptive will forfeit the time spent in detention and must leave when asked to by the supervisor.

Due Process

In any action taken against a student of CHS resulting from a student's breach of established rules and regulation, the student will be entitled to due process as defined under the various Minnesota statutes. The following basic procedures will be adhered to:

- students shall be informed of policies, rules, and regulations dealing with students' rights and responsibilities;
- parents/Guardians shall have the opportunity to be informed of policies, rules, and regulations dealing with students' rights and responsibilities;
- prior to implementation of corrective measures, students must be informed of the reason for such corrective measures either orally or in writing, depending on the severity of the case;
- students should be given the right to explain their version of an incident;
- parents/guardians will be informed of any behavior by the student that may result in formal disciplinary action and shall be informed of any corrective or disciplinary measures taken in accordance with state statutes, rules, and regulations;
- the extent of involvement of parents in a conference will depend on the severity of the individual infraction and shall be decided by the principal;
- any action taken and the date it occurred will be documented;
- alternative measures will be considered as a possible means of bringing about behavioral change.

Decisions for disciplinary action may be based on one incident or may be based on several related incidents.

Dress Code

The appearance of a student is primarily the responsibility of the individual and the parent. District 112 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (Ex.: State law requires that shoes must be worn in public buildings.)

Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted. (See District 112 policies on Sexual, Racial and Religious Harassment and Violence.) It is not the intention of this dress code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire include, but are not limited to, the following:

- Bandanas of any color (Exception: School-sanctioned dress-up days);
- Chains extending beyond belt-loop closest to pocket;
- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures, including do/doo rags or look-alike do/doo rags (Chaska Police defines do/doo rags as large scarves tied about the head.);

- Tattoos depicting gang symbols or gang messages;
- Confederate flags, swastikas, Nazi symbols, or portions thereof;
- Clothing showing belly buttons, bare midriffs, cleavage, or underwear;
- Skirts/shorts/skorts above fingertip length;
- Clothing using language that is vulgar, sexually suggestive, or demeaning of others;
- Items referring to or suggestive of alcohol, drugs, gangs, tobacco, sex, and references to male/female body parts;
- Hats, hoods worn up, scarves, visors: anything on the head (exceptions: head bands, yarmulkes, kufis, hijabs);
- Jeans with rips or openings above fingertip length;
- Outer-wear jackets (exception: at the high school);
- Roller blades, shoes with roller blades (Heely's) or skate boards;
- Spikes or cleats;
- Sunglasses (exception: outdoors).

When a student's appearance violates the dress code, the student will be required to change his/her attire and additional consequences may be imposed, at the discretion of school officials, including sending the student home to change clothes. In exercising discretion to discipline and/or impose other consequences on students violating this dress code, school officials shall take into account the age of the student, District 112's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school-related activity.

Drugs & Alcohol

Student Drug & Alcohol Policy

District 112 will not tolerate the consumption, use, misuse, distribution, or possession of illicit drugs, drug paraphernalia or alcohol in school, on school property/school buses, or during any District 112 school-related activity anywhere, or consumed away from school with the student returning to school.

Alcohol is defined as any intoxicating liquor including but not limited to any alcoholic beverage, malt beverage, fortified wine, or other liquor. Drugs are defined as controlled substances including but not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, and inhalants.

To re-enter school following a violation of this policy:

The student must meet with the District 112 Chemical Health specialist or an independent expert for an assessment of chemical use.

After this evaluation, the parent/guardian will be contacted to discuss the assessment and recommendations for student support.

Students involved in distribution or sale of alcohol or an illegal or controlled substance in school, on school property/school buses, during any District 112 school-related activity anywhere, or who are involved in the sale of these substances away from school grounds that lead to dangerous or harmful activities on school grounds, are subject to consequences up to and including expulsion. After meeting with the principal, the school will contact the student's parent/guardian, the police liaison officer, and the chemical health specialist. The District's policy and consequences of violating the policy will be reviewed with the student and parents/guardians. Referral will be made to the police department.

Consequences for violating this policy may include but are not limited to:

- student/parent conferences
- suspension from co-curricular activities
- referral to community services or outside agency
- assignment to an alternative educational program
- suspension or expulsion from school
- completion of an appropriate rehabilitation program
- transfer to another school building or school program
- referral to appropriate law enforcement agency for criminal action
- referral to juvenile authorities
- schedule adjustments
- mandated attendance at student support group meetings

Prescription & Over-the-Counter Drugs

Prescription drugs or over-the-counter mood-altering products are not to be given or sold to a person other than the person for whom the drugs are prescribed. All prescription drugs must be brought to the school nurse. The sale and/or unauthorized distribution of prescription drugs will be treated in the same manner as any other illegal substance.

Consequences for violating this policy may include but are not limited to:

- student/parent conferences;
- suspension from co-curricular activities;
- referral to community services or outside agency;
- assignment to an alternative educational program;
- suspension or expulsion from school;
- completion of an appropriate rehabilitation program;
- transfer to another school building or school program;
- referral to appropriate law enforcement agency for criminal action;
- referral to juvenile authorities;
- schedule adjustments;
- mandated attendance at student support group meetings.

Synthetic or Look-Alike Substances

The possession, use, distribution, delivery, transfer, sale or purchase benign substances, synthetic, or look-alike substances being represented or used by students as an illicit substance is strictly prohibited and subject to consequences of the Drugs and Alcohol policy.

Expulsion/Exclusion

The board of education is the only authority that may exclude or expel a pupil.

Firearms and Weapons Prohibition Policy

It is the policy of District 112 to maintain a positive, safe learning and working environment. Thus, the District maintains no tolerance for firearms or weapons in the possession of students on school grounds.

All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the building principal or designee. This prohibition applies to all buildings and grounds (leased or owned), all school vehicles (leased or owned), and at other buildings or premises where District 112 students are present in connection with a school activity.

This prohibition specifically applies to school-sponsored activities such as field trips or co-curricular activities, wherever they occur.

Weapons are defined as any device or instrument designed as a weapon, or through its use capable of producing bodily harm or death, or any device or instrument that is used to threaten bodily harm. Some examples of weapons are: pellet guns, look-alike guns, knives of any size, clubs, metal knuckles, numchucks, throwing stars, splat guns, stun-guns, rockets, ammunition, fireworks and mace.

Firearms are defined as any gun (loaded or unloaded, workable or not), explosives, rockets, bomb, grenades, as defined by Section 921 of U.S. code.

Consequences for violation of this policy may include a suspension or an expulsion for a period of up to one calendar year. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapon will be confiscated.

A student who finds a weapon or firearm on the way to school, in the school building, or realizes she/he is in possession of a weapon or firearm and takes the weapon/firearm immediately to the principal's office or reports the location of the weapon/firearm to the principal, shall not be considered in possession of a weapon.

District 112 learners with and without disabilities are subject to the consequences of this policy. The District will adhere to all applicable statutes and rules relating to students with disabilities in the enforcement of this policy.

A complete copy of the Firearms and Weapons Prohibition Policy is available in all school offices.

Food and Drink

Food and beverage are to be consumed in the cafeteria, not in the halls. Students are not to purchase food or drink outside of their assigned lunch period. Food trays should remain in the lunchroom. At a teacher's discretion, food and beverage may be consumed in a classroom. **Students in the lunchroom are responsible for leaving the tables and floor around and under that table clean, even if they were not eating or drinking while they were at that table.** In like manner students in the halls are responsible for leaving the area clean. Pop is to be capped in the hall. Backpacks and jackets are not to be worn in the food court.

Students are to stay on campus for lunch. Lunch is to be eaten in the commons and, as weather permits, on the patio outside (except during construction periods). District 112 provides, through Food Services, a school lunch program.

Students may purchase Type A lunch on a daily or pay-ahead basis and/or purchase a la carte items on a daily basis. The computerized lunch system may be used for any lunch line or a la carte items. One check per family may be sent to District 112 Food Service, 11 Peavey Rd., Chaska, MN 55318. Free and reduced lunch programs are available to those who qualify. Applications are available in the main office. Please feel free to call the Food Service Office at 556-6150 with any questions or concerns you may have about the Food Service Program.

Food and Drink Theft

Any food or drink items concealed prior to payment are considered stolen and the student will be subject to school consequences as well as referral to law enforcement

Foodfights/Throwing Food

The throwing of food in the lunchroom, or anywhere in the school building, will not be tolerated. Any student who throws food is subject to the school discipline policy including loss of cafeteria privileges. While an offender will not be deprived of the right to eat lunch, she/he may be restricted to the purchase of a bag lunch and/or restricted to eating in a separate room. An offender is not entitled to a choice of food items or particular eating space.

Gangs

Any gang activity, show of colors, hand signs, writing, and verbal or non-verbal representation of gang affiliation is prohibited at Chaska High School.

- Students may not draw or write gang-related words, pictures, or symbols at school, at school events, or bring them onto school property.
- Students may not have visible gang-related tattoos. Any such tattoos must be covered at all times while on school property or during high school events.
- Students may not wear gang-affiliated clothing, accessories, or gang colors on high school property or during school events.

“Gang” as defined in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

Harassment

Chaska High School prohibits any type of harassment at school events or non-school events, on school property or off school property.

Sexual, Racial, Religious Harassment/Violence Prohibition

District 112 will not tolerate any act or form of sexual, racial, religious harassment or violence.

District 112 will provide students and employees with an environment for learning and working that is free from sexual, racial, religious harassment or violence, and prohibits any form of sexual, racial, religious harassment or sexual, racial, religious violence.

Violations of the sexual, racial, and religious harassment or violence policy may include, but are not limited to:

- unwelcome verbal harassment or abuse, including teasing, joking, or making derogatory or dehumanizing remarks about a person’s sex, race, or religion;
- subtle pressure for sexual activity;
- physical violence or abuse including leering, inappropriate patting or pinching, other forms of unwelcome touching, attempted rape, and rape;
- intentional brushing against a student’s or an employee’s body;
- displaying of offensive pictures, posters, T-shirts, or other graphics;
- demanding sexual favors accompanied by implied or overt threats concerning an individual’s educational or employment status;
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s educational or employment status;
- threats or actions related to an individual’s race, religion, or ethnic heritage.

Students and employees of District 112 are responsible for conducting themselves in a manner consistent with the spirit and intent of the Sexual, Racial, Religious Harassment and Violence Policy. Officials of District 112 will investigate all complaints, either formal or informal, verbal or written, of violations of this policy. Appropriate disciplinary action will be taken with any student or employee who is found to have violated this policy.

Any student or employee who believes he/she has been a victim of sexual, racial, religious harassment or sexual, racial, religious violence by another student or employee should report the incident so action can be taken. Complaints will be kept as confidential as possible. All

students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure, or to file a report of a policy violation, or to receive/review of the policy, contact your building principal or a District 112 Human Rights Officer.

Consequences of a violation of this policy may result in any or all of the following:

- assignments designed to increase awareness and sensitivity to the issues of sexual, racial, religious harassment;
- administrative conference with student or parent and student;
- detention;
- referral to outside agency;
- assignment to an alternative educational program;
- \$25.00 donation to the Carver County Sexual Violence Center;
- suspension, in or out of school;
- exclusion/expulsion;
- referral to police or other law enforcement agencies for criminal action;
- disciplinary actions consistent with Minnesota Statutes and collective bargaining agreements.

If you believe your child has experienced sexual, racial, religious harassment during the school day or while participating in District 112 activities or programs, you may contact the building principal or District Human Rights Officers: Dr. Jim O'Connell (556-6251) or Dr. Lynn Searcy (556-6181); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

State law gives you the right to file a charge of discrimination with the Minnesota Department of Human Rights, Sibley Street and Mears Park, 190 East 5th Street, Suite 700, St. Paul, Minnesota, 55101, telephone: 651-296-5663. Both the School District's policy and state law prohibit reprisals or retaliation against you for reporting sexual, racial, or religious harassment.

Hazing Prohibition Policy

Hazing activities of any kind are inconsistent with the educational goals of District 112 and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation; that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

School principals are the persons responsible for receiving reports at the building level. The school district will act to investigate all complaints of hazing and will discipline or take

appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during, and after school hours.

Laser Lights

The possession and use of laser lights is prohibited.

Parking and Driving

Driving a vehicle to school is considered a privilege, not a right. Student parking of a vehicle on campus without a permit is prohibited. CHS reserves the right to search/immobilize/tow any vehicle, and/or suspend or revoke student-driving privileges. Drivers are expected to know the CHS Parking Rules, adhere to the CHS Parking Rules, and accept the consequences for the violation of CHS Parking Rules. Furthermore, Chaska High School reserves the right to modify these rules at any time. ALL PERSONS AND VEHICLES ON THE CHS PARKING LOTS MUST ADHERE TO THE POLICIES PRESENTED IN THE CHASKA HIGH SCHOOL PARKING RULES 2011-2012 WHICH ARE AVAILABLE IN THE MAIN OFFICE AND ON OUR WEBSITE.

Parking Expectations

- All student vehicles parked on campus must have a daily pass or an annual permit. Annual permits must be adhered in the lower left hand corner of the driver's side windshield with the vehicle licensed to the student and/or parent/s listed on the permit application form.
- Motor vehicles driven on school grounds must conform to the regulations of the State of Minnesota, City of Chaska, Chaska High School, and School District 112.
- **Students must sign affidavit agreeing to abide by all parking policies before receiving an annual or daily permit.**
- Students are to maintain accurate vehicle registration and are responsible for giving new vehicle information and/or new car license plate number if there are any changes to the original permit application.
- Students are to be respectful parking supervisors.
- Students are to park only in their assigned lot, using only one parking spot. A vehicle may be immobilized or towed if it is parked in a location other than a STUDENT space. Parking is prohibited in the staff lot and visitor parking areas at all times.
- Exhibition driving is prohibited.
- Students are not to move cars during the school day from arrival time until dismissal of school for the day, unless the student has special permission or a Permit to Leave Building Pass.
- Students are not to transport other students to or from campus during the school day.
- The school district may use canine units in the parking lot as a means to deter the use and possession of illegal/dangerous substances. Signing the permit application gives consent for vehicle to be searched or impounded if deemed suspicious by school officials.
- Parking Permits are NON-TRANSFERABLE. Students caught illegally buying or selling parking permits will have the permit revoked and will also face disciplinary action. Permits will not be refunded when illegally bought or sold. Students who receive a permit from another student will have the permit revoked and will not be allowed to purchase another permit for the balance of the school year.
- Lost Parking Permits need to be replaced at FULL PRICE – NO EXCEPTIONS.

Bus Transportation

Students holding CHS parking permits are disqualified from District #112 bus transportation. Should a student choose to return his/her permit, he/she will again be eligible to ride the bus after having submitted a signed transportation form.

Staff Permits

Students are not allowed to drive/park using permits of relatives employed by CHS/Dist. 112 unless accompanied by the relative. Students employed by the district are not allowed to park as staff and must have a CHS student permit to park at CHS.

Driving Another Student's Vehicle

If another person, student or non-student drives a student's vehicle and violates the parking regulations while driving the other student's vehicle, parking consequences will be issued to the student who has registered the vehicle for a CHS permit and to the driver, if the driver is a student.

One-Day Passes

Students without permits may purchase One-Day Passes in the purple office at a cost of \$5.00 per day. These passes are good for one day.

Field Trips

Students are not allowed to drive to field trips. (Ex.: Students may not drive to the College Fair.) However, students may transport other students to school-sponsored, supervised events during the school day for which CHS does not provide transportation. (Ex.: Dads Make A Difference, Peer Planning.) **To drive or ride to these events each driver and each passenger must secure a CHS permission slip from his/her teacher and present the permission slip, which has been signed by the student's parent/guardian, to the House Secretary 24 hours prior to the event for verification.** No handwritten notes or phone calls will be accepted. Students driving to field trips without authorization will be considered leaving campus unexcused and transporting other students off campus without permission with regard to parking rules.

Transporting another Student off Campus

Students may not transport another student to or from campus during the student day except in field trip instances as noted above. (Ex.: Student A and Student B have dental appointments at the same time at the same dentists' office. Student A may not drive Student B to a dental appointment at 9:00 a.m., even if both parents have given written permission for the students to drive together.) The only exception would be siblings who ride together.

CO-OP

Students are not to drive to or from the CO-OP unless their school day begins at the CO-OP and they drive to CHS for the beginning of period 3. A student in CO-OP auto may obtain a one-day pass from the instructor to work on his/her vehicle. That student must also present written parental and Dean permission to the house secretary to receive a pass to drive to CO-OP auto that day.) **Students may not transport other students to or from the Coop.**

Chanhassen High School

CHS students with classes at CNHS during periods one or seven may only drive between buildings if they have a valid CHS parking permit AND a waiver signed by the parent/guardian AND a school official. Student may not drive other students. Students are not permitted to drive between schools during any other periods.

No Parking/No Driving Zones

Students are to park only in their assigned lots, using only one parking space. Motorcycles are to be parked two per space. Students are not to drive on Purple Brick Road, nor are students to park in staff, visitor, lined, or handicapped spaces. The school may immobilize or tow a vehicle parked in a handicapped or visitor space. The owner of a vehicle parked in the handicapped space will be cited and fined by the Chaska Police. By ordinance of the City of Chaska, there is no parking any time on Pioneer Trail, Hawk Pkwy., Purple Brick Rd., Oriole

Ln., or Hundertmark Drive. There is no parking, Monday through Friday, 7:00 am to 3:00 pm on Acorn Road, Christian Parkway, Luisa Court, Nightingale Court, Oriole Lane, and on Manuela Dr. (7 a.m. to 10 a.m. only) or in the residential town house area adjacent to the school. Violators will be tagged/towed by the police. Students are also not allowed to park at Pioneer Ridge Freshman Center. **Parents: Students are to be dropped off or picked up in the EAST LOT ONLY, NOT THE WEST LOT.**

Search of a Vehicle

Any vehicle on campus is subject to search by a school administrator. In instances where the school official determines there is reasonable suspicion that a school regulation, a city law, or a state law has been violated she/he may be assisted by a law enforcement officer. Anything in a student's vehicle is presumed to belong to that student. All contraband (including, but not limited to weapons, look-alike weapons, paint ball and pellet guns, ammunition, alcohol, controlled substances, drug paraphernalia, fireworks, cigarettes, lighters, toilet paper rolls, eggs, paint, animals (dead or alive)) will be confiscated. Students with inappropriate items in their vehicles may be subject to additional school consequences.

Theft/Vandalism

District 112 and Chaska High School are not responsible for vandalism, injury, theft (including stolen parking permits), or damage to vehicles or items therein in the school parking lot. **Vehicles should be locked and valuables should not be brought to school.**

Immobilization of Vehicle

Vehicles found to be in violation of Chaska High School Parking rules may be immobilized using a car boot. A \$30 fine will be assessed to remove the boot from the vehicle. Attempting to drive a vehicle which has been immobilized may result in damage to the vehicle. District 112 and Chaska High School are not responsible for damages as a result of a car boot being applied to a vehicle. Student removal of, or damage of car boot will result in further consequences; for example: restitution, police referral or suspension/expulsion.

Towing

Chaska High School reserves the right to call a service to tow vehicles from school parking lots if found to be in violation of school parking policy. A surcharge may be assessed by the towing company for disrespectful behavior to the towing company staff. We will attempt to tow the vehicle to the location closest to the student's home.

Plagiarism and Cheating

Academic honesty on the part of all students is basic to the individual growth and development realized through Chaska High School coursework. When cheating or plagiarism occurs, the teaching/learning process and school climate are seriously undermined and student growth and development is compromised. Cheating and/or plagiarism also prevent the teacher from truly evaluating the student's level of mastery. Consequences for cheating and plagiarism are subject to individual teacher policies and school discipline.

Definitions

Cheating occurs when you present as your own the work of another. Some examples of cheating include, but are not limited to:

- altering teacher records;
- copying and/or providing for another an examination, assignment or other work to be graded;
- using of unauthorized "cheating sheets";
- buying/selling examinations;
- having another student take an exam, write a paper or assignment;
- using a cell phone to give or receive questions or answers;
- receiving and/or providing test questions/answers prior to taking an examination.

Plagiarism is a form of cheating and is the taking of another's word, thoughts or ideas and representing them as their own. Some examples of plagiarism include, but are not limited to:

- using all or part of another's speech, paper or ideas as your own;
- using a direct quote without citing the source;
- copying a passage word for word and not using quotation marks;
- substituting words or rearranging the phrasing of a passage without indicating that changes have been made;
- rearranging the order of sentences or ideas from the original passage and presenting it as your own;
- not acknowledging or documenting sources;
- using translations, including online translation sources and native/advanced speakers in second language composition.

Dual Submission It is the expectation of every course that all work submitted to it will have been done solely for the assessment assigned to that course. A student who submits the same or similar written work to more than one course needs to make sure that the work submitted meets the requirements of that particular assignment. According to the standards set by turnitin.com, at least 75% of a student's work should be original work. Students are expected to document all outside support used (e.g. use in text citations to document all paraphrased and direct quote sources used).

Responsibilities

Students have the responsibility: to not participate, either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others; and to report any known incidents of plagiarism or cheating.

Teachers have the responsibility: to inform students of the Chaska High School cheating/plagiarism policy and of any specific interpretation of the policy unique to a given course; to actively discourage cheating and plagiarism by students; to contact parents/guardians of a student involved in cheating and/or plagiarism.

Consequences

Consequences for violating this policy may include, but are not limited to:

- Students may receive a "no credit" (0) on the test/paper/assignment in question.
- Students may receive a "no credit" (0) and be required to retake the test and/or resubmit the paper or assignment to be eligible to successfully pass the course.
- Students involved may be required to submit additional assignments to be eligible to meet District 112 graduation requirements.
- Students may be subject to school consequences as outlined in the Discipline Policy.

Ponds

Students are not allowed to enter into, dive in, jump in, wade in, swim in, fish in, float on, walk on, skate on, or otherwise come into contact with the ponds at the school.

Rollerblades, Roller-shoes, Skateboards, Scooters

Rollerblades, roller-shoes, skateboards, and scooters are not to be used inside the building or on school sidewalks.

Search and Seizure

If school officials have reason to believe that an illegal act or violation of school rules has been committed or is about to be committed, they are authorized to reasonably search the student, the student's property (i.e., backpacks, vehicle), or any school district property used by the student (i.e., locker). Items believed to be stolen, injurious, or detrimental to the safety and welfare of the students may be seized by school officials.

Suspension

Minnesota Statutes 127.27, subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 15 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension.

In the event of a suspension, written notice will be personally served upon the student at or before the time of suspension when reasonable possible. A copy of the notice will be sent to the parent/guardian by mail within 48 hours of the conference for suspensions of two or more days. In the event that a suspension is over five (5) days the student shall receive an appropriate alternative program during the term of suspension.

A student who has been suspended may not participate in or attend any school activities or functions on the day/s of suspension or on non-school days, such as weekends, during the suspension. If the student is suspended one day only, make-up work, including tests, is due the following day. Students suspended more than one day will receive an equal number of days to make up missed work. **It is the student's responsibility to contact the teacher and request the make-up work.**

Tennessee Warning

A Tennessee Warning may be used when the school is investigating a potential violation of school policy. The information will be used to determine if a violation occurred and if discipline is warranted. A student may refuse to answer questions about the matter, but the school will make its decision without the student's input. Information provided will only be shared with district employees, board members, and possibly law enforcement with a need to know.

Theft/Property Damage

On occasion, property belonging to students, staff, visitors, or District 112 buildings is stolen or damaged. Any individual implicated in a theft or destruction of property is subject to questioning by school officials. Anyone found to be involved in a theft, in possession of stolen property, or involved in property damage is subject to school consequences and referral to the Chaska Police Department.

Tobacco Policy

District 112 is proud to encourage and support a tobacco-free environment.

Smoking, chewing, possessing, or using tobacco in any form in school, on a school bus, on school property, or at a school sponsored activity is prohibited.

Students in violation of the tobacco policy will be encouraged to see the school nurse to seek assistance to quit smoking and/or using tobacco products.

Any student using or possessing tobacco in violation of this policy will be subject to the following action:

First Violation: The student will be assigned an in-school suspension during which the student will complete an educational program on the hazards of using tobacco. A parent/guardian contact will be made. A referral to the police liaison officer is also made.

Second Violation: The student will be suspended from classes for one day and will not be reinstated to classes until there is a conference at school involving the student.

Third Violation: The student will be suspended from classes for three days and will not be

reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. A third violation results in a referral to the police liaison officer for a citation and a court referral.

Fourth Violation and Subsequent Violations: The student will be suspended from classes for up to five days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. Fourth and subsequent violations result in a referral to the police liaison officer for a citation and a court referral.

VII. SCHOOL LIFE

Backpacks and Book Bags

Backpacks, book bags and any item intended to carry educational materials will be allowed on school campus to help transport materials to / from school. Upon arriving at school, student should secure their backpacks / book bags in their lockers. Backpacks and book bags will not be allowed in classrooms, media center, the commons, or computer labs during the school day. Any unattended property will be subject to search and seizure. Students are responsible for safeguarding their personal property. Stolen property cannot be reimbursed by the school.

Realizing that a small number of students will be shuttling between Chanhassen and Chaska High Schools to take classes and will not have access to lockers at both locations, Chaska High School will make allowance for visiting students to carry their backpacks to class. Teachers will make provisions for visiting students to leave their backpacks in a designated area in their classrooms.

Balloons

Balloons are not allowed inside Chaska High School.

Building Upkeep/Halls

Students are expected to accept their responsibility for maintaining the building and keeping it clean.

Also, occasions will occur when students will be expected to cooperate by picking up litter in the cafeteria or other parts of the building even though they may not have been the ones directly responsible for the litter or mess. We are fortunate to have a beautiful facility in which to work and learn; therefore, everyone needs to work together to keep Chaska High School beautiful.

Care of School Equipment and Materials

Each student has the right to use school equipment and materials in an appropriate manner. All students have the responsibility to take care of the equipment and materials they are using, and to follow the proper procedures for checking out materials. Students will have to reimburse the school district for any lost or damaged equipment, texts or materials.

Closing of School

When school is closed or delayed due to inclement weather, an announcement will be made at approximately 5:30 a.m. on Channels 4, 5, 9, 11, and over WCCO radio (830 AM). School closings are also available on the District 112 website www.district112.org.

Construction

Students are not to be in construction zones nor are students to be in prohibited areas of the campus at any time.

Copy Machines

Students are not allowed to use the staff, office or House copy machines at any time. Students may be sent to deliver or pick up materials.

Dances

All CHS students must have a current CHS ID to be admitted to any Chaska High School dance. Guests must have a current school ID or driver's license. A CHS student is permitted to bring one guest to a dance. Guests must be current 9th – 12th graders or in their first year out of high school. Guests must be registered in Student Activities by the Wednesday prior to the dance to be able to attend the dance. The following registration information is required of a guest: name of guest, parent's/guardian's names and phone numbers, high school, and the phone number of the high school. Chaska High School reserves the right to close any or all dances to guests. Once a student leaves a dance, she/he will not be readmitted. The supervisor(s) of the dance reserves the right to refuse admittance to anyone into a Chaska High School dance.

Eighteen (18) Year Olds

18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by all CHS rules and regulations.

Food/Food Deliveries

Students are encouraged to plan ahead by bringing money to purchase a school lunch or packing a lunch from home. Parking lot supervisors will not allow the delivery of food; Student Supervisors will not receive food at the doors; and the main office will not accept food dropped off for students.

If a student is bringing food for classroom activities, District 112 requires all food brought in to be prepackaged and commercially prepared.

Field Trips

Only students currently registered for the class going on a field trip may participate in that field trip.

Gambling & Games

All gambling is strictly forbidden at CHS. Hacky-sack and similar non-instructional games where an item is tossed or kicked may not be played inside the school building. Unsupervised gymnastics, cheerleading, or dance practices in the halls or classrooms are not permitted.

Hall Passes

Students in the halls after the tardy bell rings are required to have a pass. Any students in the hall without a pass will be escorted to their class and receive a detention for tardiness.

Hawk News**Hawk News (Computer/TV Broadcast Productions 2) Policy & Purpose**

It has been the policy of the show to promote student school events and student life in a positive light. It has been the purpose of the show to help promote the connectedness of the school and pull the school community together.

Under no circumstances will we accept any outside advertising of any kind (non-school sponsored events).

Health Services

Illness

Students becoming ill during the school day should report to the nurse and sign in on the nurse's sign-in sheet. If it becomes necessary to go home, the nurse will inform the parent, and the pupil will be released from school. **If this procedure is not followed and the pupil leaves without properly checking out, the student will be considered truant from school, the parents will be contacted, and consequences will be assigned.** (Also see Attendance Regulations)

Student Medication Policy

Independent School District 112 acknowledges that some students may require prescribed medication during the school day. The following provisions are necessary to provide for the safe, proper, and timely administration of non-emergency prescription medication to students in the schools.

Types of Medication Administered

Independent School District 112 will dispense only FDA approved medications as prescribed by a licensed medication prescriber. Licensed medication prescribers are:

- Physicians
- Advanced Practice RN with prescriptive authority
- Physician assistant who has direction from a physician or written protocol
- Dentist
- Podiatrist
- Osteopath
- Psychiatrist

Who will Administer Medication

Medications will be dispensed by the Registered Nurse. The RN may delegate this medical function to the Health Associate, paraprofessional/unlicensed assistive personnel.

Delegation of Medical Administration

Delegation is "the transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation." (National Council of State Boards of Nursing)

Secure Handling, Storage, and Disposal

All medications will be stored in a locked drawer/cabinet which is used exclusively for medications. All medications should be stored in the original pharmacy, or manufactured labeled container with the student's name on it.

Medications are to be kept no longer than the medication expiration date or the end of the school year. All unused, discontinued, or outdated medications shall be returned to the parent/legal guardian. If the parent/legal guardian does not pick up medication at the end of the year, it will be disposed of at school.

Lockers

Each student will be assigned a locker, and the locker will be located in his or her house. No student is to switch or share a locker with another student. Each student will be held responsible for the condition of the locker assigned to him/her and for the contents of that locker.

The State-Mandated Locker Policy

"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 authorities for any reason at any time, without notice, without student consent, and without a search warrant.** The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials."

Students should not keep money or valuables in lockers.

Lost or Damaged School Materials

The school will charge an appropriate replacement fee for textbooks, library books, etc., that are lost, damaged, or destroyed by students.

Lost and Found

Articles found in and around the school should be turned into the main office where the owners may claim his/her property by identifying it.

Media Center/Computer Labs

The Chaska High School Media Center is open before and after school for extended student use. The Media Center offers many resources, which includes an extensive collection of periodicals, reference materials, books, Internet access, CD ROM sources, and video production facilities. Leisure reading is available through magazines, hardbound books, and paperbacks. Vertical file materials such as pamphlets and newspaper clippings may be checked out for one week. There are no overdue fines, but replacement costs are charged for lost materials. Books may be checked out for three weeks. Periodicals and reference books may be checked out overnight. Photocopying is available for a minimal fee.

Camcorders, editing facilities and the video studio must be reserved prior to date of use. Only those students who have been trained by school staff members are eligible for using the video equipment.

The Media Center provides a quiet comfortable place to study and read. Please feel free to make use of the many resources offered in this facility.

Rules of the Media Center/Computer Labs

- For the benefit of other students and for the maintenance of an atmosphere conducive to learning, students will remain reasonably quiet while using the Media Center/Computer Labs.
- Students are responsible for all equipment and materials used both in the Media Center and checked out of the Media Center.
- Students are responsible for maintaining furniture, equipment, and the Media Center facility in general, in clean and in good condition.
- No beverages or food may be consumed in the Media Center and Computer labs.
- Copyright: Students photocopying materials from the Media Center are subject to the U.S. copyright guidelines. These are posted in the Media Center, and a complete explanation is available from the Media Specialist.
- No backpacks are allowed in the Media Center.
- Students must create/print only appropriate materials. (Ex.: Creating/printing a submission to a "senior will" or other inappropriate work will result in an immediate two week suspension from the Media Center and computer usage.)

Student violations of the rules of the Media Center/Computer Labs will be handled in accordance with appropriate student discipline policies.

Acceptable Use of Technology Policy

District 112 realizes the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments as a part of 21st century learning. To this aim, District 112 has developed guidelines to provide direction for instructional employees, students and the school district community in the acceptable use of technology. Individual expression and exploration, while an essential element of our global community, must be balanced with the need to provide a successful, safe, and secure learning environment. Ongoing education of our students, staff, and community is essential for the responsible and appropriate use of technology. Policies and procedures for the acceptable use of technology enable us to work toward this goal.

Students in School District 112 utilize technology to search for information or create products to meet their educational needs and to communicate with other individuals in the pursuit of learning. Community members in School District 112 may also be granted access needed to support the mission of District 112 Public Schools.

The use of District 112 technology is in support of learning and consistent with the educational objectives of School District 112. Any use of technology that adversely affects learning, teaching, or the operation of the District is prohibited and will be dealt with in accordance with applicable laws, or employee or student policies. Any use that jeopardizes district resources is also prohibited.

The Internet is a fluid environment where content is continually changing, and where the authenticity and validity of information at times can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. The district will monitor the on-line activities of users and operate technology protection measures (e.g., filtering/blocking device) on all computers with Internet access, as required by law.

Privileges

1. **Privacy.** There is no expectation of privacy for personal files on the district system. An individual search will be conducted if there is reasonable suspicion that students have violated technology use guidelines, District policies, or the law.
2. **Access.** Technology is used for the purposes of District 112 instruction and operations. All staff and students of School District 112 will be granted access to technology services accordingly. An adult will monitor student use of technology.
3. **Safety.** To the greatest extent possible, users of the School District 112 technology community will be protected from harassment or unwanted or unsolicited contact. Any student who receives threatening or unwelcome communications should bring them to the attention of their instructor or an administrator.
4. **Intellectual Freedom.** Digital content created by District 112 staff and students must reflect high ethical standards. The district understands that some content also may include statements of personal views or beliefs of the author. Any statement of personal views or beliefs is implicitly understood to be that of the author, not School District 112. Personal views in the form of attacks, threats, or inappropriate language within electronic communications are not acceptable use of district technology. The author will be held responsible and will face appropriate consequences.

User Responsibilities

It is the user's responsibility to adhere to the standards set by the school district. Specifically:

1. Use appropriate language.

2. Adhere to the rules of copyright in the development and posting of materials using district resources.
3. Protect their privacy and respect the privacy of other users. Students must not reveal personal information (address, phone number, etc.) to unknown users. Under no circumstances should students give their passwords to other students.
4. Respect the hardware and equipment.
5. Use of technology for any illegal activities is prohibited.
6. Users have full responsibility for the use of their account: All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the account user.
7. Be aware that e-mail and files are not guaranteed to be private.
8. Students may not download or install software on our computers or networks without the permission of a technology staff member.
9. Students may be granted access to approved online electronic communication, publishing, and collaborative tools. Use of these resources shall be for academic purposes, and shall be governed by all appropriate District 112 policies and procedures.
10. Liability for Loss/Damage: In the event that district equipment should be damaged or lost, the technology department shall make a reasonable effort to determine the circumstances involved and the monetary value of the loss. The decision to charge the individual for the value of damaged or lost district equipment shall be made by the appropriate administrator or supervisor.
11. A fee may be charged to your account for printing or copying.

Technology Products

Materials produced with the technology of School District 112 are subject to the following policies and guidelines:

1. They may only be displayed on district technology or web sites with the permission of an authorized staff member.
2. School District 112 publications (including, but not limited to, web pages, video recordings, audio recordings, brochures, newsletters, or other print and digital media) may contain student information in compliance with the District 112 Data Privacy Policy. Student work may be published through district media when such publication is part of the curriculum for a class.
3. As intellectual property owners, students may choose to retain course artifacts (digital or physical products); as such, they are responsible for this property. Each student assumes responsibility for ensuring that his/her work conforms to pertinent laws and district policies concerning content, copyright, harassment, bullying, and defamation.
4. If a student chooses to publish all or a portion of their product in any forum (public, private, electronic, or otherwise) outside of the district, the student then assumes all liability and responsibility for his/her actions, including any consequences of the release of his/her product. School District 112 encourages students to exercise reasonable judgment in publishing their work, as reflected in the district's Acceptable Use of Technology Policy and Student Handbook.
5. Any production must adhere to all legal requirements. Inclusion of copyrighted material including video, audio, transcripts, or web sites shall not be permitted without the appropriate Fair Use guidelines being met or releases being obtained. A sample Request for Permission to Copy Form is included in the Copyright Policy.

Music

Student may perform music in the commons or in the halls only with administrative permission.

Office Assistant/Teaching Assistant

Seniors have the option to be an office assistant to gain work experience in the house offices or with a specific teacher in a given department at the high school. Aides will be expected to fulfill requirements as outlined in the student aide contract set up with the supervising teacher.

Seniors who have passed a class with high proficiency have the opportunity to assist a teacher in that class as a teaching assistant. The responsibilities of this role would be determined and monitored by the classroom teacher. Weekly reflections and meetings with the teacher are required.

Pep Fests and Convocations

During the year there will be pep fests and assemblies that promote school spirit, recognize student accomplishments, or give students valuable information and opportunities for learning.

Attendance at Pep Fests/Convocations is mandatory.

Photo ID

All students must have a photo taken as students must carry their photo IDs and present them upon request. Lost ID's will be replaced only once in the Media Center. Further replacements will cost \$5.00 each.

Pledge of Allegiance Policy

Per Minnesota law, students in District 112 shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation can take place either in individual classrooms or as an entire building over the intercom system. Any student or teacher may decline to participate and that decision will be respected.

Posters/Flyers/Signs/Wills

Only posters, flyers or signs, which promote school-sponsored activities, and are authorized and signed by the administration, may be displayed or distributed in the building. In addition, non-school sponsored trips, camps, tryouts, or activities may not be advertised at CHS. "Senior Wills" are not sanctioned by the school, may not be produced on school equipment, are not permitted in the school, and will be confiscated by the school. Authors of senior wills may receive consequences from the school.

Prom

Attendance at Prom is a privilege limited to Juniors and Seniors of Chaska High School. Ninth and Tenth grade CHS students and/or other guests may attend Prom only if they are escorted by a Junior or Senior of Chaska High School. (Ex.: CHS Sophomore may attend Prom if the date of a CHS Junior or Senior) Guest registration rules (See *Dances*) apply to the Prom.

School Day and Early Dismissal

State Law (EDU 44) requires that the minimum length of the school day for each secondary pupil will be six hours, exclusive of the noon intermission

School Spirit

School spirit may be described as:

- Courtesy toward all adults and fellow students;
- Pride in everything this school tries to accomplish and has accomplished;
- Sportsmanship, the ability to win and lose gracefully, whether it is in the area of academics, sports, music, forensics, or any other function of the school;
- Loyalty, supporting the school and doing the utmost to keep scholastic and activity standards at the highest possible level;
- Respect for persons and school property, whether books or building.

Spirit Rock

The Spirit Rock is to be decorated respectfully with surrounding areas remaining untouched.

Student Surveys, Physical Exams, and Marketing Policy

District 112 affords parents certain rights regarding student surveys, certain physical exams, and collection and use of information for marketing purposes. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Telephones

For emergencies, students may contact their Dean. A phone is also available in the activities office for students who need to call home for a ride after games or practice. **Students may use house office phones only during passing time, before school, or after school.** If a teacher sends a student to the house office with a pass to use the phone, the phone may be used. It is not possible for the office to receive phone messages for students **except in emergencies.**

Video Surveillance

Policy

Chaska High School is committed to a safe, caring, and positive environment. In order to provide for the personal safety and security of students, staff, and visitors, Chaska High School uses video surveillance on school property, including the surveillance of vehicles, in accordance with guidelines established by the school administration. The school administration will be responsible for managing and auditing the site use and security of video surveillance cameras. This policy is expected to encourage individuals to demonstrate respect for themselves, for others, and for their surroundings.

General Procedures

Video surveillance devices may monitor school buildings, vehicles, and grounds. Video surveillance may be placed in areas to monitor the safety and security of students, staff, and visitors and where surveillance has proven to be necessary as a result of threats, prior property damages, or other security incidents.

The school principal shall be responsible for managing and auditing the site use and security of video cameras, monitors, and electronic images. Only the principal or individuals designated by the principal shall be permitted access to the video monitors or be permitted to operate the video system controls. Video monitors are located in controlled access areas.

The school is not responsible for sharing video surveillance with students, parents, neighbors, or visitors.

The recording of actions of students, staff, and other may be reviewed or audited for the purpose of determining adherence to federal and state law, as well as school rules and policies. The school may use video surveillance to detect, report, and/or deter criminal offenses.

The school may monitor video surveillance and recordings from such surveillance to assure the safety and security of students, staff, and visitors. If deemed appropriate by the school administration, further actions may be taken by the school as a result of video surveillance activities including, but not limited to, disciplinary actions and reporting evidence of crimes to appropriate authorities. Disclosure of video records shall be done on a need to know basis.

Visitors

Visitors to the school will be required to sign in upon entering the building and to wear a Visitor's Pass during their visit.

To uphold the rights of all students to a safe, orderly, and uninterrupted education, students may not bring visitors to school; however, in special circumstances the student's dean may grant permission, provided that a parent has made the request. The student must then obtain written permission from his/her dean and teachers at least one day in advance of the planned visitation. **However, no visitors will be permitted during the first or last week of the semester.**

Wellness Policy

The Wellness Policy is a guide to ensure students are able to form healthy, life-long nutritional and physical habits. Students will be provided appropriate education in each of these areas, as well as healthy food choices and opportunities to participate in physical activities. Nutritional value and portion size guidelines have been established for food items that are made available to students. School staff, parents, and parent organizations are encouraged to make healthy choices when providing food for classroom incentives, snacks, celebrations, and fundraisers.

VIII. District 112 Policies

Communicable Disease Policy

District 112 has the obligation to provide a healthy environment while protecting the educational rights of all students. The District also has an obligation to require that all students attend school regularly to ensure continuity of the educational process. Procedures for inclusion or exclusion from school and/or school-related activities of students with communicable diseases will consider the educational and health implications for the students and others with whom they come in contact. To that end, District 112 has adopted the most

current guidelines established by the Minnesota Department of Health and with which the Minnesota Department of Education concurs.

District 112 recognizes that employees with communicable diseases may wish to continue working. As long as a physician's statement indicates that an employee's condition is not a threat to themselves or others, an employee will not be denied continued employment solely because of his or her medical condition.

Data Privacy Policy

District 112 complies with federal and state laws governing the release of student record information. These laws require the District to release "directory information." Directory information includes the student's name, student's date of birth, gender, dates enrolled in District 112 schools, grade level, school, special honors and achievement, participation in officially recognized activities and sports, height and weight for members of athletic teams, and photos or videotapes of a student engaged in academic, non-academic, or co-curricular activities. Directory information does not include individual grades, testing results, race, religion, or other personal facts.

Should parents choose to classify their child's directory information as private, their child's directory information (as listed above) will be excluded from official school publications including but not limited to the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs, and drama playbills.

By law, directory information must be made available to organizations or individuals who request it. PTO fund raisers, scouts, booster clubs, photographers, drivers' training schools, and senior class party organizers are examples of groups who may request student directory data. Student mailing addresses are not included in the student directory data provided to these organizations and individuals.

Parents and students of legal age may request that directory information be classified as private and therefore withheld from publications without written consent. Requests to exclude students from directory information should be made in writing to the school principal. "Request to Exclude Student Directory Information" forms are available from each school office. The exclusion will be in effect for the current school year only. A new Request to Exclude Student Directory Information must be completed for each subsequent school year.

Current student privacy practices become federal law under PPRA

District 112 and parents share a commitment to protecting student privacy. A new federal act called the Protection of Pupil Rights Amendment (PPRA) puts into law many practices already in place in District 112 and adds others. Specifically, PPRA gives parents or students age 18 or older the right to:

- Give consent before students are asked for personal information on federally-funded surveys distributed through school
- Opt students out of surveys that ask for personal information if the surveys are not federally funded. Parents may request to inspect the surveys before students take them.
- Opt students out of medical examinations or screenings that don't meet federal criteria
- Inspect curriculum materials
- Deny use of personal student information for marketing, sales or other distribution.

Education records protected by FERPA

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over age 18 new rights in regard to student records. Under FERPA you have the right to:

- Inspect and review student records. We will make the records available within 45 days of receiving your request. Please put your request in writing to the school principal and identify the records you want to review. We'll invite you to school to inspect the records together.
- Request an amendment of the student educational records. If you think something is inaccurate or misleading, you should submit your request for change in writing to the principal. Schools have the right to refuse the request, but must offer the opportunity for a hearing if requested. The request for a hearing must be in writing.
- Consent to the disclosure of personally identifiable student information. FERPA does allow school officials with legitimate educational interests to look at the student information. "School officials" include employees of the school district such as teachers, administrators or someone working under their direction, a school board member, or a contracted employee such as an attorney. (A complete list of school officials identified by law is available in the school office.) The information must be necessary to fulfill the school official's professional responsibility.

These laws (PPRA and FERPA) go into effect in January 2004. If you have questions about either new federal law, please contact your principal. If you believe your rights have been violated, you may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Ave. SW
 Washington D.C. 20202-4605

District Nondiscrimination Policies:

Disability Nondiscrimination

It is the policy of School District 112 to protect students with disabilities from discrimination and to identify and evaluate learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services, or programs in order that such learners may receive the required free, appropriate public education.

Section 504 in the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, including learning; or
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require individualized education program services pursuant to the Individuals with Disabilities Education Act.

SECTION 504 COMPLIANCE

Principals and designated Section 504 building contacts are responsible for assistance and support in compliance activities. Questions, comments, or concerns regarding disability discrimination issues should be directed to the person responsible for assuring that the District, its programs, and facilities comply with Section 504:

Laura Pingry-Kyle, Director of Specialized Education Services
 11 Peavey Road
 Chaska, MN 55318
 Telephone: (952) 556-6100

A pamphlet entitled Section 504 Guidelines is available in the school office or by telephone request.

Equal Educational Opportunity

District 112 is committed to providing equal educational opportunities for all students regardless of sex, race, color, creed, religion, national origin, status with regard to public assistance, disability, age, sex, marital status, parental status, or sexual orientation. The district also makes reasonable accommodations for disabled students. Equal opportunities apply to all areas of the educational program, including academics and activities.

Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal. The principal will follow up. If the policy has been violated, a report is sent to one of the District's Human Rights Officers, Cathy Gallagher or Dr. Jim O'Connell. Parents are involved as appropriate as the principal follows up. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure or to review/receive a copy of this policy, contact your building principal or a District 112 Human Rights Officer

If you believe your child has been denied equal opportunity for one of the reasons listed above, you may contact the building principal or the District Human Rights Officers: Cathy Gallagher (556-6182) or Dr. Jim O'Connell (556-6251); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

Student Sex Nondiscrimination Policy

All students are provided equal educational opportunities, and sexual discrimination is prohibited at all times. Sexual discrimination is the exclusion from participation in, denying the benefits of, or otherwise discrimination from any educational program or activity, based on sex.

It is the responsibility of every school district employee to comply with this policy. The school district will act to investigate all complaints of unlawful sexual discrimination toward a student and will take appropriate action.

The school district will also take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliate against any person who reports the sexual discrimination, testifies, assists, or participates in an investigation or hearing related to such unlawful discrimination.

The Assistant Superintendent and the Director of Administrative Services, as the school district human rights officers, are designated to receive reports, complaints, or grievances. Contact information for these officers is posted on the web site.

Integrated Pest Management Information

District 112 currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings. The District also uses a similar strategy in controlling weeds on its grounds and athletic fields. The goal of both programs is to provide proper pest control and at the same time minimize the amount of pesticide or herbicide used inside and around buildings. At no time are any pesticides or herbicides used or applied when children are present in the building.

Legislation enacted in 2000 requires that by September 15th of each year, all schools must notify parents that an estimated schedule of applications of pesticides and/or herbicides is available for review or copying at each school office. Parents may also request to be notified

prior to any unscheduled applications of these materials. Concerned parents should contact the school office after September 15th to request the noted information.

Reporting of Maltreatment of Minors Policy

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

School Responsibility and Authority

All employees and students of Chaska High School have the responsibility to enforce school regulations. The principals, counselors, deans, teachers, secretaries, nurses, librarians, custodians, cooks, bus drivers, student supervisors, parking lot security officers, paraprofessionals, and fellow students have the right and responsibility to correct those who violate school rules.

Waste Reduction, Reuse, Recycling Policy

District 112 will make a continuous and deliberate effort to instill in current and future citizens, the importance of protecting and maintaining the environment. The District and its staff will model stewardship of the environment by recycling the following items in all buildings: cardboard, paper, aluminum cans, plastic bottles, tin cans, and glass bottles. All students and staff will be instructed and encouraged to reuse and/or recycle all paper whenever possible. The role of all staff is to demonstrate support by modeling good recycling habits and behaviors. Every student in the school will have the opportunity to personally support the school's paper recycling program at least once each school year. Each building will appoint an Environmental Representative to assist in the education and coordination of the recycling program and other environmental efforts. Each school may plan additional educational activities and environmental efforts beyond the District's basic expectation for all buildings.