

2019-2020

Student Handbook

St. Anthony Village High School

It is the St. Anthony New Brighton School District's policy to provide equal education opportunity for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment or access to its programs or activities. In addition, the School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

St. Anthony Village High School

3303 33rd Avenue NE St. Anthony, MN 55418 612.706.1102 fax: 612.706.1140 www.isd282.org

Last Name	<u>First</u> <u>Name</u>	Position	<u>Rm#</u>	Extension 612.706	<u>email</u>
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Duelman	Angie	Spec. Ed. Para	216		aduelman@stanthony.k12.mn.us
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Kronback	Celine	French	207	1144	ckronback@stanthony.k12.mn.us
Kronback	Eric	PE	Gym	1043	ekronback@stanthony.k12.mn.us
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Last Name	<u>First</u> <u>Name</u>	<u>Position</u>	<u>Rm#</u>	Extension 612.706	<u>email</u>

High School Staff, 2019-2020, as of 8.19.2019

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Wiggins	Dave	Math	313	1110	dwiggins@stanthony.k12.mn.us
Woods	Kelly	Athletics, Activities, and Facilities Assistant	1103	HS Office	kwoods@stanthony.k12.mn.us



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Calendar Key					
New Teachers – Workshop August 21-22					
Staff Development Days – No School Aug. 26-30, Nov. 8, Jan. 27, April 3, June 5					
First Day of School September 3					
No School Oct. 17-18, Nov. 8, 28, 29, Dec. 23-31, Jan 1, 20, 27, Feb. 17, March 16-20, April 3, 10, and May 25					
Last Day of School June 4					

	Quarters
1 st	September 3 - November 7 = 46 days
2 nd	November 11 - January 24 = 44 days
3rd	January 28 - April 2 = 42 days
4th	April 6 - June 4 = 42 days
	Total Teacher Days = 185
	Total New Teacher Days = 187
	Total Student Contact Days = 174
	Approved December 4, 2018

SAVHS Bell Schedule

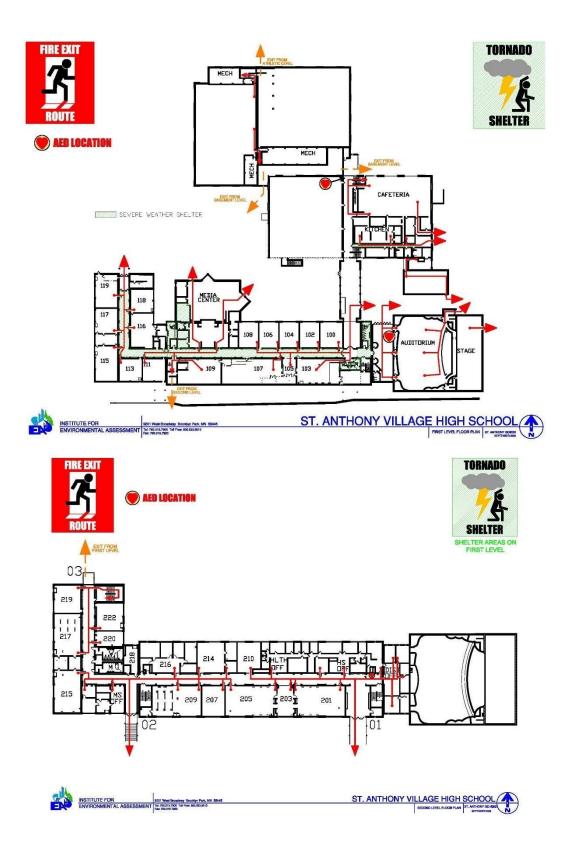
$\begin{array}{cccc} 1^{st} \ Hour & 7:40-8:30 \\ Advisory (grades 10-12) \\ & 8:05-8:30 \\ 2^{nd} \ Hour & 8:35-9:25 \\ 3^{rd} \ Hour & 9:30-10:20 \\ 4^{th} \ Hour & 10:25-11:15 \end{array}$

5th Hour 11:20 – 12:45

B Lunch 11:20-11:50; Class 11:55-12:45

C Lunch Class 11:20-12:10; lunch 12:15-12:45

6 th Hour	12:50 - 1:40
7 th Hour	1:45 – 2:35





St. Anthony Village High School Song

Honor to our Blue and White We'll fight for Village High! Banners waving in the breeze, We'll shout up to the sky: Fight! Fight! Fight! Loyal sons and daughters are we, Proud of all the glory we see! Bold Huskies on the March As we stride on to Victory!

School District Vision

We are committed to the success of all learners. We will engage, inspire, challenge, and support each learner through innovation and collaboration.

School District Mission

The mission of the St. Anthony-New Brighton School District is to Educate, Prepare and Inspire a Community of lifelong learners in our small, caring environment.

SAVHS Mission

St Anthony Village High School will provide a personally challenging, engaging, and inclusive education for all students in preparation for a successful future.

SAVHS Vision

We are committed to relationships and helping all students reach their full potential.

Non-Discrimination Statement

It is the St. Anthony-New Brighton School District's policy to provide equal education opportunity to for all students and to provide equal employment opportunity for all employees. The district does not discriminate in admission, treatment, employment or access to its programs or activities. In addition, the School District does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age.

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district. II. GENERAL STATEMENT OF POLICY A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, gender, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The school district also makes reasonable accommodations for disabled students. B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence. C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment. D. Every school district employee shall be responsible for complying with this policy conscientiously. E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

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

Arrival/Dismissal Information

BEFORE SCHOOL

Students being dropped off should not arrive before 7:15 unless they have a club or activity meeting.

BUSING PROCEDURES

We encourage children who will be riding the bus to use bus transportation starting on the first day of school. This helps children and bus drivers become familiar with bus routes and bus stops. Please be patient the first week of school as everybody learns what to do; routes will take longer the first few days of school.

PARKING

Students are afforded bus transportation to and from school; therefore student parking at St. Anthony Village High School is a privilege, and not a right. Student parking is permitted with a purchased parking pass IN AND ONLY IN the lower parking lot. 70 Parking tags are available for purchase for \$50 for the year, and will be handed out by seniority, on a first-come, first-served basis. Students will pick up their parking permits within the first few weeks of school. Students passing their parking tag to other students, or parking in lots other than the student lots, will have their parking tag revoked and will not be refunded their parking fee. Students without a parking permit that choose to drive to school must find legal street parking, or park in the north commuter parking lot near community services. Students that park illegally, or in the community center lot, are subject to tag and/or tow at the student's expense. Students driving recklessly will be referred to the police and their parking privileges will be revoked. Students and their parents must accept the responsibility through personal auto and

homeowners insurance for theft, theft of contents, or damage to their motor vehicle while parked in the school parking lots.

Consequences for illegal parking*, parking in handicap spots without a valid permit**, parking in staff parking lot, parking in visitor parking, or parking permit violations without valid parking permit (which includes parking in student parking lots) are as follow: First Violation-Verbal Warning. Second Violation-Parking Violation Warning Notice. Third Violation-Vehicle will be towed. Cost may exceed \$300.00 *Illegal Parking in Fire Lanes will result in a Parking Ticket issued by St. Anthony Village Police Department. **Handicap Parking requires a parking permit issued by the State Department of Transportation of Minnesota. Violations of handicap parking will result in a Parking Ticket issued by the St. Anthony Police Department.

AFTER SCHOOL

Students are not allowed to be in the High School building after school unless they are under the direct supervision of a staff member.

Students who are not under the direct supervision of a staff member must leave the building by 3:15 p.m. If students are involved in a school-sponsored activity after school, they must leave the building within 10 minutes after the activity is finished. Students who complete detention must leave the building immediately following detention.

Extracurricular activities participants (team players or participants in other activities) will be required to be with the coach or supervisor.

Students who do not comply with the policy will be given the appropriate consequences. All staff (including custodians) will help to enforce these rules.

Attendance

STATEMENT OF PURPOSE:

Minnesota State Law and Education Department regulations require daily attendance: Children aged seven to 16 must receive instruction for at least 170 calendar days each year (M.S. 124.19, subd 1b) A child under the age of 16 is considered a "continuing truant" if the child is in high school and absent on three or more class periods on three (3) school days without a lawful excuse (1995, M.S. 260.015, subd. 19, sec 18-19)

Punctual regular attendance is absolutely necessary for a high school education. Research shows that class attendance is closely related to positive performance in course work. The entire process of education requires continuity of instruction from a trained professional, classroom contact and participation with other students, along with individualized study to maximize student learning. Students must be in attendance to avil themselves to these opportunities. It is the responsibility of each student and parent to see that the student attends and arrives on time every day school is in session.

Students are expected to be in class each hour. When a student misses a class, a parent or guardian has 24 hours to call and excuse the absence with an appropriate excuse. If the absence is not excused within 24 hours, it will remain unexcused. **15 minutes late for a class = 1 unexcused absence. Students must remain in the class for the entire hour or they will be marked absent unexcused.

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. In instances where students have excessive tardies or absences, the School District may require that absences for medical reasons be verified by a medical professional. Students who have accumulated ten (10) or more days of unexcused or excused absences or excessive tardies will be required to provide documentation from a medical care provider that the absence was due to medical reasons. In the discretion of administration, verification from a medical professional may be required at any other time to verify an absence due to medical reasons. *After 15 consecutive days of one or more periods of unexcused absences, a student will be dropped from our enrollment.

EXCUSED ABSENCE

Any absence that is approved by both the school and a parent/guardian is an excused absence. Examples include: medical appointments, college visits (school must receive prior notice), court appointments, religious holidays, legitimate illness, or emergency. Missed academic work must be completed; students who have been absent for legitimate reasons will be allowed a reasonable amount of time to make up work missed while they were absent. Upon returning to school it is the STUDENT'S responsibility to get missed assignments. A student shall receive 2 days for the first day missed and one day for each day missed thereafter. If pre-arranged tests or projects are due on first day of absence, the student must be prepared to take the test or submit any project on the day he/she returns.

UNEXCUSED ABSENCE

Any absence that is unapproved by the school is an unexcused absence. Missed academic work will be recorded as a zero, with no credit given for the period or days absent.

TRUANCY

In cases where a pattern of excessive absences has been established, the school may respond with any of the following: a warning letter, a contact by the school nurse, or a requirement for a note from a doctor to have additional absences excused. In cases of excessive unexcused absences and tardies, a truancy report will be filed with the county attorney.

LATE FOR CLASS (TARDIES)

Tardies will either be considered excused or unexcused. Students arriving late to school are to report immediately to the student attendance office for a pass. Students arriving late to a class must have a pass from the attendance office or from a staff member excusing the tardy. If there is no pass or no accepted valid reason for the tardy, the tardy will be considered unexcused.

After 3 unexcused tardies per class, a detention must be served for each tardy above 2. Students have one week to serve the detention. If a student does not serve the detention it will turn into 2 lunch detentions. Students who accumulate more than 4 lunch detentions will not be allowed to participate in extra-curricular activities until the detentions are served. An unexcused tardy to class of 15 minutes or more is considered an unexcused absence.

PROCEDURE TO REPORT ABSENCES

It is the parent's or guardian's responsibility to report their child's absence to the school. Parents or guardians should call the attendance office at 612-706-1108 within 24 hours of the absence. Students are to report to the attendance office upon their return to school to hand in the signed note and pick up an admit slip that allows them back into class. Parents may also email the attendance office in place of a phone call.

SPECIAL LEAVE (FAMILY VACATION)

Absences from school when taken to accommodate a family's vacation could have a negative impact on academic performance. Parents and students must assume responsibility for, and student will be required to make up work missed under the following procedure:

The student must bring a written request for special leave of absence from his/her parent or guardian to the principal at least **five (5) school days in advance** of the proposed leave. The Special Leave Application is available in the attendance office. It must be taken to all classes and signed by all teachers to indicate assignments for the proposed absence. The student then must who the parents the teacher's statement and the parent must sign the request authorizing the special leave. **The student must** return the form to the attendance office prior to leaving. Special requests are approved on an individual basis.

FIELD TRIPS

Each semester, teachers in various departments offer field trips to enhance the content of their courses. The field trips range widely from attendance at cultural evants to hands on experiences of many kinds, Field trips are always optional because they necessitate missing more classes than just the one offering the experience; therefore teachers are notified in advance of all proposed trips. Students are expected to fill out a field trip request form and have teachers sign for whose classes they will miss, along with getting worked missed during the field trip. Being gone for a field trip does not exuse class work or grant extensions for due dates of other in class work. Costs are often involved depending on the nature of the activities. We reserve the right to withhold a student from field trip(s). Reasons for students being withheld from field trips include, but are not limited to, attendance, behavior, or health concerns. Students missing class for a school-sponsored athletic event or activity in which they are participating should follow the same guidelines for missing class due to field trips.

PHYSICAL EDUCATION EXCUSES

Excuses for one to three days from physical education classes require a note from the parent/guardian presented to the instructor at the beginning of the class. Excuses for more than three days require a written excuse from a doctor and must be presented to the physical education instructor and principal. The instructor and counselor will then decide if the student should remain in the class with modifications, or drop the class with no credit. **Each academic school year updated notes from the doctor should be placed in the student's file in the Health Office.**

Academics

CLASS CREDIT LOADS

The school year is divided into four marking periods approximately nine weeks long: First Quarter Start: Sept. 3, 2019, End: Nov. 7, 2019 Second Quarter Start: Nov. 11, 2019, End: Jan. 24, 2019 Third Quarter Start: Jan. 28, 2020 End: April 2, 2020, Fourth Quarter Start: April 6, 2020, End: June 4, 2020

The grades at the end of the first and third quarters are progress grades are not maintained as part of a student's permanent record. Semester grades are fixed, and used for determining credit accumulation and grade point average. Semester grades become part of the student's transcript file. Class rank is computed at the end of each semester. Since St. Anthony Village High School is a four year high school, class rank and cumulative grade point averages are computed for the first time in 9th grade at the end of the first semester. Ninth grade students and parents need to understand how important a successful start in their first semester can be. <u>Students graduating are required to have achieved forty-six (46) credits to graduate from St. Anthony Village High School.</u>

Grade reports will be available on-line using Infinite Campus Parent Portal Access. We do not mail home grade reports. Interim progress reports may be sent home by individual teachers at any time during the semester to advise parents of their student's academic and behavioral progress. We highly recommend parents and guardians to use the Infinite Campus Parent Portal to check daily grades and attendance. Please contact the principal's administrative assistant to receive your login and access code at 612.706.1102.

ACADEMIC AWARDS AND SCHOLARSHIPS

Each spring, a night is set aside to honor senior students who have achieved academic honors. This awards program is conducted in conjunction with the Local Scholarship Program. Seniors should contact the counseling office for scholarship information throughout the year.

CHANGING SCHOOLS

Students who are moving out of the district should see the High School Administrative Assistant for a withdrawal form. The High School office must be notified within two weeks of any change of address. Students moving out of district may be allowed to finish the current semester in the St. Anthony School district with the agreement that they will attend their district school beginning the following semester. Students whose families move out of district following the completion of their sophomore year will be allowed to continue at St. Anthony, if desired, through graduation.

STUDENT SCHEDULE CHANGES

Students are given freedom in choosing their classes at registration time. Students should assume that the decisions they make in the selection of courses are final and not anticipate that they will be able to make changes. Students are encouraged to plan programs carefully. Schedule changes after the initial registration may be made only for the following reasons: If the student failed a course which would affect the schedule sequence, needs a course to meet graduation requirements, or had placement/scheduling errors. Exceptions would be a mutual agreement between teachers, students, and families, and the school counselor because of placement error (i.e. math level, science placement, etc.)

DROP/ADD POLICY

Students will have five (5) school days to make schedule changes. Class changes will be made according to space available and for academic reasons only. All changes beyond five (5) school days will result in a grade of No Credit (NC) on official transcripts. A grade of No credit (NC) is the GPA equivalent of a failing grade.

NO CREDIT OPTION

Beginning for the 2018-2019 school year, students will no longer earn credit for Student Aide or SAV Prep. Students in grades 11 and 12 who want to register for a study period will be allowed one hour per semester for zero credit. Students hwo plan to aide for the office or a classroom teacher will be allowed to continue with this practice for zero credit. Office and Teacher Aide are determined after the semester starts.

HOMEBOUND

Homebound instruction is available for students who have necessary medically-related extended absences in excess of 15 consecutive school days. The School Counselor or Dean of Students, as well as the Director of Special Education, should be contacted if there is a need for homebound instruction.

INCOMPLETES

Incomplete grades should be made up as quickly as possible within a reasonable amount of time. Since each case is different, the teachers and counselor will work with students to help them in making up assignments. Any incomplete that is not made up within six (6) weeks after the end of the marking period will automatically turn into a FAIL.

Any class that has earned the grade of an "F" needs to be recovered for credit. ALP credits are given the value of "P" for Pass, and do not count toward a student's GPA; only toward the final credit count for graduation. Students that make up a class with a failing grade through ALP or otherwise will not have the failing grade replaced on their transcript.

REPORT CARDS

Report cards are not mailed home during the school year. Report cards and grades are accessible to students and parents/guardians throughout the year on Infinite Campus. Families who do not have access to computers can contact the guidance office for a copy of their report card. Contact the high school office if you need help logging in to your parent portal in Infinite Campus.

TESTING

In high school there are three MCA tests: 10th grade MCA Reading, 11th grade MCA Math, and HS Science (taken

the year a student takes Biology). Testing dates will be announced after the beginning of the year.

Office Procedures

AGE OF MAJORITY

The age of majority is the period of time after an individual reaches the age of 18 (M.S. 645.451, subd. 5).

All students, regardless of age, are required to follow the rules and regulations of St. Anthony Village High School.

ANNOUNCEMENTS AND BULLETINS

All high school announcements must have approval of the activity advisor or principal before inclusion in the announcements.

ELEVATOR PROCEDURES

Students need a written request from a parent, doctor or school nurse to use the school elevator. Students with written permission should give the permission slip to the school nurse. No more than two students should be together on the elevator at the same time.

MESSAGES

The school does not release students from class to answer phone calls. Only emergency telephone messages will be delivered to students.

PARENT VISITS

Parents are welcome and encouraged to visit the school. Parents are required to check in at Door 1 with our visitor management system to increase safety for students and staff. The visitor management system will help us know who is in our buildings at all times. This system will screen all visitors--parents, contractors, and volunteers--who enter our schools and provide us with a safer environment for our students and staff. Entrance Procedure:

- Upon entering the elementary or secondary building, all visitors will present a government-issued identification such as a Driver's License or State ID, which can either be scanned or manually entered into the system. If a parent or guardian does not have a government-issued identification, the school staff member can use any form of identification and manually enter the person's name into the visitor management system.
- The visitor management system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The system will check to ensure that registered sex offenders are not entering our school buildings without our knowledge.
 The registered sex offender database is the only

official database checked by the visitor management system.

- No other data from the Identification is gathered or recorded and the information is not shared with any outside agency.
- 3. Once entry is approved, a badge will be printed identifying the visitor, the date, and the purpose of his/her visit.

The safety of our students is our highest priority. Thank you in advance for your understanding and your support in enhancing the school safety protocols in our district.

All visitors, including volunteers, must wear a visitor or volunteer badge while they are in the building.

UNAUTHORIZED VISITORS/STUDENT VISITORS

St. Anthony Village High School does not allow student visitors, unless they are enrolled for the upcoming school year. Anyone who is not enrolled at St. Anthony High School should not be in the building without a visitor's pass. Unauthorized students or visitors will be asked to leave the building. One warning will be given and then the police will be called.

POSTERS/NOTICES (IN HALLWAY)

Posters or notices are allowed in certain areas of the building hallways and must be approved by the principal or high school administrative assistant before being posted.

SALE OF ITEMS IN SCHOOL

Students may not sell any items in school for any reason unless approved by the principal.

TEXTBOOKS AND FEES

Textbooks are furnished without charge to the student. Books should be handled with care. A fine will be charged for lost or damaged books.

First year --- Original Cost of Book Second year --- Original Cost of Book Third year and beyond --- Price of Purchasing used Book

LOCKERS

Each student is assigned a locker. Students are expected to use only the locker assigned to them and keep them locked at all times. Hall lockers are "on loan" to students for the school year and remain the property of the school district. Physical education lockers are "on loan" to students who are currently reenrolled in a physical education class and/or athletic activity. Physical education lockers should not be used during the day except during physical education classes. The school reserves the right to inspect student lockers when building administrators, in their reasonable judgement, deem such action necessary to insure the safety and welfare of students and staff. It is the individual student's responsibility to keep the assigned locker clean and neat and the locker combination confidential at all times.

Students are NOT To share lockers with other

students. If they choose to do so, then all residents of the lockers are responsible for the contents and condition of the locker. Students are advised not to keep money or other valuable items in their lockers. **THE SCHOOL**

WILL NOT BE RESPONSIBLE FOR LOST OR STOLEN PROPERTY. In the Physical Education setting, in which lockers have a mesh design, student valuables should be hidden from view.

LOST AND FOUND

Lost books that are found will be returned to the department. Found items deemed valuable or sentimental will be kept at the high school office desk, all other found items are placed in the lost and found, located near door #1. Unclaimed items are donated to charity at the end of each semester.

Special Services

SPECIAL SERVICES

St. Anthony Village High School provides a variety of special services to meet the special needs of students during the school year. These services include:

Counseling- The counselors are assigned to students by grade. Counselors work with the students to plan course schedules, give academic, vocational and career guidance, administer tests and interpret results. They work with students, parents, teachers, and referral agencies to help solve problems. The counselor serves as an advocate for the student in relationships with the school, peers, parents, and outside agencies. The Counseling staff is part of the team for working with families to determine whether or not their son or daughter may require accommodations due to a significant disability impacting their educations.

Diagnostic Testing- The school psychologist performs diagnostic testing to determine learning disabilities and special education needs. A student is usually referred by a counselor, teacher or principal, but testing may be requested by a parent or student.

Special Education Services- St. Anthony Village High School offers a wide range of services available to students whom are eligible for special education. Staff resources include special education teachers, speech/language pathologist, psychologist, developmental adaptive physical education, and the school nurse.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 (34 C.F.R. Part 104) is a federal civil rights statute that assures individuals will not be discriminated against based on their disability. All school districts that receive federal funding are responsible for the implementation of this law.

Section 504 protects a student with an impairment that substantially limits one or more major life activities, whether the student receives special education services or not.

- Examples of physical or mental impairments that may be covered under Section 504 include: epilepsy, AIDS, allergies, vision impairment, broken limbs, cancer, diabetes, asthma, temporary condition due to accidents or illness, ADD/ADHD, learning disabilities, autism, depression, intellectual disability, traumatic brain injury, and post-traumatic stress disorder.
- Examples of major life activities that can be affected by the student's disability include: learning, thinking, concentrating, reading, speaking, walking, breathing, sleeping, caring for oneself, as well as major bodily functions, including brain function, immune system function, or digestive functions. This is not an exhaustive list.

504 Plans may be granted after an evaluation by a team of SAVHS staff. The evaluation may include interviews of teachers/student/parent, records review, test score review, classroom observations. To inquire about a 504 Plan, contact your student's School Counselor.

EL SCREENING AND PLACEMENT

Upon enrollment, all parents/guardians must complete the Minnesota Language Survey. Students who are determined to have a primary language other than English are not automatically ELs. They are, however, screened to determine whether or not they qualify for EL designation. The student's records may be used to determine eligibility if they contain WIDA ACCESS or WIDA Screener scores from the previous year. If the student is new to the United States or there are no recent ACCESS/Screener scores available, the student will be assessed using the WIDA Screener. If you have questions regarding EL students, please contact Lori Casey.

STUDENT ASSISTANCE TEAM

The Student Assistance Team at St. Anthony High School meets weekly during the school year to help students in need or who are having difficulty of any kind. Students may be referred by themselves, by friends, by staff, and by parents. All referrals to the Student Assistance Team are treated with the strictest confidence. If you need help or know of a friend who needs help, please see a member of the team. Members of the Student Assistance Team include:

Ms. Katrina Peterson	School Psychologist
Mr. Justin Sawyer	Principal
Ms. Heather Berndt	BARR/9th Grade and 10-11 last
	names N-Z Counselor
Ms. Kate Edwards	12th Grade and 10-11 last
	names A-M Counselor
Mr. Jeff Williams	Student Services/Attendance
Mr. Todd Niklaus	Dean of Students
Mr. Luke Tressel	Behavior Interventionist

SPECIAL FACILITIES

St. Anthony Village High School consists of a variety of special facilities to meet the needs of students during the school year. These facilities include:

Athletic- Facilities for both indoor and outdoor physical education, as well as interscholastic activities are available. Indoor facilities include the pool, gymnasiums, weight lifting, and training room. The outdoor facilities include tennis courts and athletic fields.

Computer Rooms- Technology is a high priority at St. Anthony Village High School. Several computer centers are available to individual students and to classes for scheduled course work and individual projects. Each department also has a classroom set of Chrome books which can be used for scheduled course work and projects.

Media Center- Both fiction and non-fiction materials are available in the Media Center for classroom work, projects, and recreational use. The center holds many volumes and subscribes to multiple print magazines and newspapers.

SPECIAL PROGRAMS

Post Secondary Enrollment Options (PSEO)- This program allows any 10th, 11th, or 12th grade student to attend a Minnesota college (subject to college acceptance) at the expense of the state. Students will be granted credits toward their high school diploma for classes successfully completed at the college level. **Students who attend full time PSEO must take responsibility for keeping contact with the high school** regarding special school award programs, yearbooks sales, graduation preparation, etc. Contact persons are the guidance office at 612.706.1104

Safety

St. Anthony-New Brighton schools work hard to provide a safe environment for students. The district's Health and Safety Committee reviews concerns and suggests safe practices for schools to follow. However, despite best efforts, accidents do occasionally happen. Even normal childhood activities such as playing on the playground carry a potential for injury. The district does not provide insurance coverage for accidents that may occur during the regular school day. Parents should consider this when planning their family insurance program.

EMERGENCY CLOSINGS

In the event of inclement weather, school closings will be announced over local radio station WCCO - 830 AM. A District communication will be dispatched to all parents that have signed up through Infinite Campus. Close contact is maintained with the Bus Company, highway department, and weather bureau. Decisions are made in the evening, if possible, or early in the morning, preferably no later than 6:00 a.m.

EMERGENCY EVACUATIONS

In the event of a major problem such as an explosion, fire, gas leak, etc., and if students and staff cannot re-enter the facility, students and staff will go to the City Hall. Buses will be dispatched to the City Hall parking lot and depart from there.

FIRE DRILL PROCEDURES

Several times during each school year, fire drills will be held in our schools. Teachers and staff are to provide leadership to assure the rapid and smooth evacuation of the school and to prevent injury should an actual emergency situation exist. See emergency procedures pamphlet for procedures.

TORNADO WARNINGS

A tornado warning will be announced over the intercom system or by severe weather sirens. All persons must take immediate shelter in the locker rooms, music rooms, or the lower halls away from outside windows (not in the gyms, pool, cafeteria, auditorium or link).

Health

A school nurse is available in the Health Services Office. If a student becomes ill or injured during the day they must report to the Heath Aide Office Students should notify their teacher before going to the nurse's office. (Any student who is ill and wishes to leave the building must check out with the nurse.) Parents or Guardians will then be notified by the Health Aide if students are in need of medical care. Because of the limited ward

facilities, parents are requested to provide transportation as soon as it is possible. Each student should return the updated Annual Health Update to enable to the school to contact the parents or guardian in the event of an emergency. It is imperative that your child's health and emergency information is kept up to date with current phone numbers and emails.

HEARING

Individual hearing tests will be done at the request of any student, parent, or teacher. Routine hearing screening of all students is done during their tenth grade year. To schedule a hearing test, contact the school nurse or the speech/language clinician.

IMMUNIZATIONS

All children enrolled in Minnesota Schools must be immunized against diphtheria, tetanus, peruses, polio, measles, mumps, and rubella. Proof of immunization must be provided to the school nurse by parents within 30 days of transfer from another school

MEDICATIONS

Prescription medications prescribed by the doctor should be brought to the Health Office in the prescription bottle with a note signed by the parent/guarding and a written Doctor's Order requestions that the medication be given in school. Students may carry an asthma inhaler during the school day with a doctor's order to carry, a note from the parent, and the inhaler must be marked with a prescription label. An extra inhaler should be kept in the Health Office in case of an emergency. State law prohibits the school from dispensing any internal medication, including aspirin, without parental permission. Non-prescription medications can be kept in a locker with a signed copy of the Self Administration of medication form.

VISION SCREENING

The school nurse periodically checks the vision of students. Any student who does not pass the screening will be referred to his/her parents to have a professional eye exam. The nurse will make this referral by a note sent home with the student. Color vision is tested on request.

Food Service

LUNCH

Student hot lunch costs \$3.00 each. Students, who wish to receive free or reduced rate lunches, should contact the High School Office. Students who apply for free and reduced lunches may receive them prior to final approval by checking at the snack bar with the food service manager. The application for free or reduced lunches can be found on our website.

Breakfast

Breakfast is served daily from 7:20 to 8:00 a.m. at a cost of \$2.15/per person.

CAFETERIA BEHAVIOR

The right of the student to eat in the cafeteria is coupled with the responsibility of keeping the area presentable for others. All food must remain in the cafeteria. Students are **not allowed** to have outside food delivered.

LUNCHROOM THEFT

When a student is caught stealing, the following takes place:

- 1. The student must pay for item stolen.
- 2. The police may be notified
- 3. Policy for theft will be followed.
- 4. MSHSL Code of Conduct Consequence.

Activities

STUDENT COUNCIL

The Student Council plans and carries out school activities such as Homecoming, Dances, Snow Days, and Spring Fling Week. Student Council representatives are elected in the fall every year. Any student is able to attend student council meetings if they choose.

DANCES

Dances will be planned by the Student Council and will be announced during the school year. Appropriate school behavior and adherence to all school rules is expected at school functions.

VISITORS AT SCHOOL DANCES

Students who wish to bring visitors to dances must get approval by the Principal or Dean of Students <u>no later</u> <u>than noon of the day of the dance</u>. Visitors without prior approval will not be allowed into the dance. If a visitor has or creates problems at a dance, he or she will be asked to leave and will not be allowed to visit again. The St. Anthony student responsible for the visitor will lose the privilege of bringing another visitor for the remainder of the year. Students may bring one (1) student at a time.

Athletics

Fall	(Boys)	Cross Country Soccer Football
	(Girls)	Soccer Swimming Volleyball

Tennis Cross Country

Winter (Boys)	Wrestling - Irondale, Spring Lake Park
	Basketball
	Hockey – Irondale
	Nordic Skiing-Spring Lake Park
	Swimming

- (Girls) Basketball Gymnastics- Spring Lake Park Hockey – Irondale Nordic Skiing- Spring Lake Park
- Spring (Boys) Tennis Baseball Golf Track – Spring Lake Park
 - (Girls) Softball Track - Spring Lake Park Golf

ELIGIBILITY FOR SCHOOL-SPONSORED ATHLETICS:

Students and staff are not to discourage the participation of students in school sponsored activities. However, students may be ineligible due to their academic standing or discipline related issues.

- 1. Academic eligibility.
 - A. Minnesota State High School League (MSHSL) regulations state that all students must "demonstrate satisfactory progress towards graduation" in order to compete in MSHSL sponsored events. This would apply to all sports offered as part of the varsity and B-squad programs.
 - B. Individual coaches may have additional academic requirements for team participation.
 - C. Credit Requirements for Extracurricular Eligibility Grade 1st sem 2nd sem

Ulaue	i sem	2 5011
9 th	6	14
10^{th}	18	26
11 th	29	38
12 th	40	50

- 2. Discipline-related eligibility.
 - A. Students will not be allowed to participate if they have been suspended from school.
 - B. Individual Coaches may have additional

discipline-related requirement for participation.

TRANSPORTATION

SAVHS provides transportation to and from school-sponsored sporting events. An adult is present on the team bus at all. For activities co-sponsored with Spring Lake Park with practices at a SLP facility, SAVHS provides transportation to the practices.

MEDICAL INFORMATION/INSURANCE

STAVHS carries no medical insurance for participants in sports. Therefore, all insurance is the responsibility of the parents of student athletes. In the case of a medical situation that requires transportation to a hospital, every attempt will be made to contact the parents/guardians before transporting the student. In the event that the parent/guardian cannot be reached, the athletic director and/or the coach will make the decision. In either case, the student's own medical insurance will incur the cost of emergency transportation.

For students participating in sports, current medical information regarding medical history, current medication, etc., is kept on file at the school. A completed physical form must also be on file with the school to be eligible. It is recommended that all student athletes have a physical completed yearly.

FEES

There is a maximum total fee (cap) of \$580.00 per family, per school year.

ATHLETICS:

Baseball	\$135.00
Basketball	\$160.00
Cheerleading (per season)	\$ 90.00
Cross Country	\$135.00
Football	\$160.00
Golf	\$135.00
Gymnastics	\$230.00
Hockey	\$310.00
Nordic Ski	\$135.00
Soccer	\$135.00
Softball	\$135.00
Swimming	\$135.00
Tennis	\$135.00
Track	\$135.00
Volleyball	\$135.00
Wrestling	\$135.00
A OTHUTIES.	

<u>ACTIVITIES:</u>

Drama Knowledge Bowl RoboHuskies \$ 45.00 (per play) \$100.00 \$ 35.00

Science Team	\$ 35.00
Speech	\$ 90.00

REFUND POLICIES

- Refunds will be given to those students who terminate participation in an activity due to injury, illness, squad cutting, or transfer to another school district.
- The amount of the refund will be according to the following time schedule:
 - Athletic/Activity fees will be refunded in full to students who drop the activity before the first official contest in that sport.
 - One-half of the fee will be refunded if the student drops before the third official contest.
 - No refund will be given following the third official contest. Students who drop the activity for medical reasons will be handled on an individual basis
- All refunds will be made through a District 282 check. No cash refunds will be given.

BEHAVIOR EXPECTATIONS

St. Anthony High School is a community of students, parents and leaders dedicated to the process of learning. Every student and employee of District 282 is entitled to learn and work in a safe school environment. To ensure this, the district and each school have established clear student discipline policies, consequences appropriate with the behavior and a practice to do so consistently.

Students are expected to behave in accordance with federal, state and local laws and rules; district, athletic and activity policies and school regulations, and in a way that respects the rights and safety of others. The school expects students to:

- be polite and show kindness and consideration toward one another and to adults.
- follow directions from supervising adults.
- walk in all areas of the building and speak in a normal tone of voice.
- use socially acceptable language.
- use and respect school property and not intentionally cause damage.
- sit quietly and listen during assembly programs. Clapping of hands is appropriate. Booing or whistling is not appropriate.
- ask permission to use any article which does not belong to them.

Corrective action will be taken by staff when a student's behavior does not fall within the guidelines.

CELL PHONES

Cell phone use is only permitted during passing times, lunch, or with staff approval. Students caught using their phones during other times will be asked to turn the phone over to their teacher or other staff member. The phone will be turned in to the High School Office and the Dean of Students will call the student's parents and ask them to come to retrieve the phone.

Dress Code: Policy 504

There are two basic principles/rules that govern our dress code:

A) Certain body parts must be covered for all students

1) Genitals, buttocks, breasts, and nipples must be fully covered by opaque fabric. This does not include cleavage, midriff, or shoulders as part of this standard

- B) Students must wear
 - 1) A shirt with opaque fabric in the front, the back, and on the sides under the arms
 - 2) Pants/jeans/shorts or the equivalent
 - 3) Shoes

Dress and grooming on a school location must be appropriate to the school setting and not be lewd*, obscene*, abusive* related or discriminatory. For example: a. Wearing clothing that includes words or pictures which are obscene, vulgar, abusive, discriminatory or which promote or advertise alcohol, chemical, tobacco or any other product that is illegal for use by minors. b. Wearing clothing and other items or grooming in a manner that represents and/or promotes threat/hate groups, hate speech, or written or expressed language that creates a hostile or intimidating environment based on any protected class or consistently marginalized group. c. Wearing of clothing or grooming that poses a threat to the health and safety of others.

Students Cannot Wear:

Any item that obscures the face or ears (except as a religious observation).

Any clothing that reveals visible undergarments (visible waistbands on undergarments or visible straps on undergarments worn under other clothing are allowed as long as the basic principles of dress and grooming are upheld.

No backpacks during the school day. Backpacks must be stored in locker during the school day.

* Lewd and Obscene is defined as follows: 1) The average person, applying contemporary community standards, would find that the clothing taken as a whole appeals to the prurient interest of minors of like age; 2) The clothing depicts or describes sexual conduct in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of like age, and 3) The clothing taken as a whole lacks serious literary, artistic, political or scientific value for minors. * Abusive is defined as insulting, contemptuous or defamatory. * Discriminatory is defined as demonstrating prejudice against groups or individuals, as referred to in the district's anti-discrimination policy.

- Appropriate clothing includes, but is not limited to, the following
 - Clothing appropriate for the weather.
 - Clothing that does not create a health or safety hazard.
 - Clothing appropriate for the activity (i.e., physical education or the classroom).
- Inappropriate clothing includes, but is not limited to, the following:
 - Clothing bearing a message that is lewd, vulgar, or obscene.
 - Apparel promoting products or activities that are illegal for use by minors.
 - Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist,

sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.

• Any apparel or footwear that would damage school property.

WEAPONS

Independent School District 282, St. Anthony, Minnesota prohibits all persons from possessing any weapon while in school, on school grounds, at school events or activities, upon entering or departing from school grounds or school-sponsored events or activities and on school buses or any other school vehicle.

The entire student handbook as well as a copy of the student rights and responsibilities, is available on the high school website at http://schools.isd282.org/hs including consequences that may apply at any time a student is present on a district school location or participating in a school-sponsored activity. Listed on this website are the violations and the recommended consequences. The infractions and consequences may be modified or disregarded if circumstances require mitigation or exception (e.g. disabled student whose misbehavior is related to his or her disability). These guidelines are based upon school board policies. A copy of District 282 School Board Policies is located on each school site.



School District Policy INDEPENDENT SCHOOL DISTRICT NO. 282 HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Harassment and Violence

Independent School District No. 282 maintains a firm policy prohibiting all forms of discrimination. Harassment or violence against students or employees or groups of students or employees on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, familial status, status with regard to public assistance, sexual orientation, or disability is strictly prohibited. All persons are to be treated with respect and dignity. Harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by any pupil, teacher, administrator, or other school personnel, which create an intimidating, hostile, or offensive environment will not be tolerated under any circumstances.

Complainant:

Home Address:

Work Address:

Home Phone:

Work Phone:

Date of Alleged Incident(s):

Basis of Alleged Harassment/Violence - circle as appropriate: race \ color \ creed \ religion \ national origin \ sex \ age \ marital status \ familial status \ status with regard to public assistance \ sexual orientation \ disability

Name of person you believe harassed or was violent toward you or another person or group:

If the alleged harassment or violence was toward another person or group, identify that person or group:

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e., threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that ______ has harassed or has been violent to me or to another person or group. I hereby certify that the information I have provided in this complaint is true, correct, and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

(Received by)

(Date)

Claims of discrimination may also be pursued through the following agencies where appropriate: U.S. Department of Education Office for Civil Rights, Region V 500 W. Madison Street – Suite 1475 Chicago, IL 60661 Tel: 312-730-1560 TDD: 312-730-1609

<u>MN Department of Human Rights</u> <u>190 E 5th Street</u> <u>St. Paul, MN 55101</u> <u>800-657-3704</u> <u>651-296-5663</u> TDD: 651-296-1283

For complaints of employment discrimination: Equal Employment Opportunity Commission 330 S. 2nd Avenue Suite 430 Minneapolis, MN 55401 800-669-4000 612-335-4040 TDD: 612-335-4045 This document provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

<u>Legal References:</u> <u>34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)</u> <u>34 C.F.R. Section 106.8(b) (Title IX of the Education Amendments of 1972)</u>

<u>Resources:</u> U.S. Department of Education Office for Civil Rights, Region V 500 W. Madison Street – Suite 1475 Chicago, IL 60661 Tel: 312-730-1560 TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights: http://www2.ed.gov/about/offices/list/ocr/publications.html

> St. Anthony-New Brighton Schools Bullying Reporting Form

DEFINITION OF BULLYING:

Bullying means behavior by an individual student or group of students that is:

1) intimidating, threatening, abusive or harmful;

2) involves an actual or perceived imbalance of power in which the student being bullied has difficulty defending him or herself; and

3) the conduct is repeated or forms a pattern.

Bullying is also behavior that materially and substantially interferes with a student's educational opportunities, or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

HOW TO REPORT BULLYING:

Use this form to report bullying that occurred on school property; at a school-sponsored activity or event off school property; on a school bus; on the way to and/or from school; on social media or through text message, during the current school year. You can also make a verbal report to a staff person in your building or program. However, providing a written report will help staff to understand and follow up on this report.

CONFIDENTIALITY:

You do not have to include your name on this form. However, a staff person may want to ask more questions about this, so including your name will help them follow up on this report. If you do include your name, an effort will be made to keep your name confidential. However, depending on the situation, some information may need to be shared with others as part of the investigation of this report. Also, please note that discipline decisions cannot be made solely on anonymous reports.

About You: Name (optional):

__ Date:_____

I am (choose one): Student Bystander [Parent/Guardian Staff Member Other:	
Phone number (optional):	Email address (optional):	_
Tell Us What Happened:		
Student who was harmed:	Grade:	
Student(s) who did harm:		
What happened:		
		When did it
happen:		
Where did it happen:	Has this happened before? Yes No	
If yes, how often?		
What kind of bullying happened? (check a	ll that apply)	
Physical Acts such as hitting, spitting, k	icking, or damaging your or another student's poss	sessions
Emotional: Spreading mean rumors or l	ies about you or another student	
Uverbal: Saying mean or hurtful things of	r threatening you or another student	
Cyber/Online: Occurs on website or soc	ial media, by cell phone, email or text message So	cial Excluding you or another
student from a group, telling other kids no	t to talk to you or another student	
Other: (Please describe)		_
Did you see the event happen? Yes No		
If no, who made this report to you?		
Did anyone else see what happened? Yes I	No Who?	_ Was an adult nearby? Yes No
Who?		
	d correct to the best of my knowledge and belief.	
Reporter Signature (optional):		
Report Received by:		
Date:		

103 COMPLAINTS - STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

I. PURPOSE The school district takes seriously all concerns or complaints by students, employees, parents or other persons. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. GENERAL STATEMENT OF POLICY A. Students, parents, employees or other persons, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the principal or immediate supervisor of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. A person may file a complaint at any level of the school district; i.e., principal, superintendent or school board. However, persons are encouraged to file a complaint at the building level when appropriate. B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or followup procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be conducted. In either case, the superintendent shall determine the nature and scope of the investigation and designate the person responsible for the investigation or followup relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter. C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or followup, including any 103-2 appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) or other law. D. Students, parents, employees or other persons, may report concerns or complaints regarding the Superintendent to the School Board Chair.