



Verndale Public School

K-12 Handbook

2023-2024

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Verndale Public School

411 SW. Brown St.

Verndale MN 56481

(218) 445-5184

<https://www.verndaleschool.org/home>

Mission

The mission of the Verndale Public School District is to provide a safe and innovative learning environment where students are prepared for an ever-changing world through educational excellence.

School Goals:

- All children are ready for school
- All third-graders can read at grade level
- All racial and economic achievement gaps between students are closed
- All students are ready for career and college
- All students graduation from high school

District Goals:

- Optimize Student Achievement
- Manage an Effective School Budget
- Retain Effective Staff Members

Dear Students and Families,

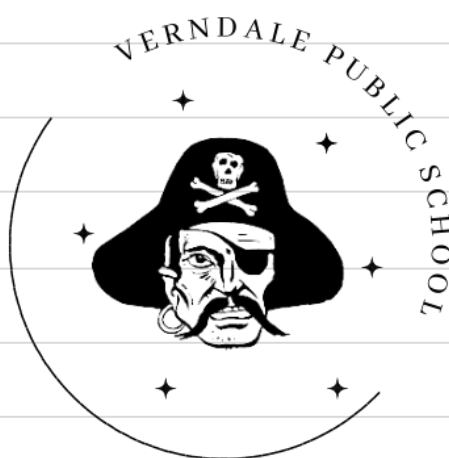
We would like to welcome you to Verndale Public School. Students will have many opportunities to learn, grow, and succeed. Student success is best achieved when clear expectations are set and a strong partnership exists between families and the school.

The student handbook explains the policies and procedures that will be used to help promote a safe educational environment at Verndale Public School. Please review the handbook and keep it for future reference. As with any student handbook, every situation a student may encounter during the school year cannot be covered and explained thoroughly in a condensed book.

It is our pleasure to work with the students, parents/guardians, teachers, and staff to ensure each student in the Verndale Public School District receives a high-quality education. Please feel free to contact the school if you have any questions regarding the student handbook or any other school matter.

Thank you!

Principal Bolland & Superintendent Mayer



2023-2024 Verndale School Calendar

July 2023						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2023						
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27	28	29	30	31		
				S-0	T-4	

September 2023						
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24	25	26	27	28	29	30
				S-19	T-19	

October 2023						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
				S-19	T-20.5	

November 2023						
S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
				S-18	T-19	

December 2023						
S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				S-16	T-16	

10/23- SD 8-11:15 and Conf. 12:15-8:30

Early Release on 12/22 @12:30

January 2024						
S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
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				S-21	T-22	

February 2024						
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				S-20	T-20	

March 2024						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31				S-19	T-20.5	

10/23- SD 8-11:15 and Conf. 12:15-8:30

April 2024						
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14	15	16	17	18	19	20
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28	29	30				
				S-21	T-21	

May 2024						
S	M	T	W	T	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
				S-18	T-19	

Early Release on 5/24 @ 12:30

Graduation at 7 PM

Legend	
No School	Red
Staff Only	Yellow
Parent/Teacher Conf.	Blue

Open House
Open House will take place on 8/30 from 4-6 pm. The teacher day will be from 10-6 on 8/30.

1st Day Details
Grades K-7 & 12 will start on 9/5
Grades 8-11 will start on 9/6

Late Start Dates	
10/4	2/7
11/1	3/6
12/6	4/3
1/3	5/1

Quarters	
Nov. 2	40 Days
Jan. 19	45 Days
Mar. 22	43 Days
May 24	43 Days

Total Student Days: 171

Total Teacher Days: 181

* Board approved 3/6/2023

2023-24 Daily Schedule

Elementary Daily Schedule

Kindergarten Lunch	10:50-11:20
Kindergarten Recess	11:20-11:50
1st Grade Lunch	10:55-11:25
1st Grade Recess	11:25-11:55
2nd Grade Lunch	11:00-11:30
2nd Grade Recess	11:30-11:55
3rd / 4th Grade Recess	11:00-11:30
3rd / 4th Grade Lunch	11:30-12:00
5th / 6th Lunch	11:20-11:50
5th / 6th Recess	11:50-12:20

High School Daily Schedule

1st Period	8:15-9:03
2nd Period	9:06-9:54
3rd Period	9:57-10:45
4th Period	10:48-11:36
PT2	11:39-12:06
Lunch (9-12)	12:06-12:36
5th Period (7-8)	5th Period (7-8)
5A	12:09-12:33
Lunch (7-8)5B	12:34-12:58
5C	12:59-1:27
5th Period (9-12)	12:39-1:27
6th Period	1:30-2:18
7th Period	2:21-3:09

2023-24

2-Hour Late Start Schedule

1st Period	10:15-10:50
2nd Period	10:53-11:28
3rd Period	11:31-12:06
Lunch (9-12)	12:06-12:37
4th Period (7-8)	12:09-12:44
Lunch (7-8)	12:44-1:15
4th Period (9-12)	12:40-1:15
5th Period	1:18-1:53
6th Period	1:56-2:31
7th Period	2:34-3:09

Verndale Staff

Preschool / ECSE Kindergarten	Becky Ludovissie, Joni Schwartz Sarah Bendson, Autumn Flickinger
1st Grade	Meagan Ferris, Alicia Jones
2nd Grade	Lisa Wickett, Sara Ross
3rd Grade	Kristin Johnson, Jennifer Cameron
4th Grade	Angie Erickson, Julia Gwiazdon
5th Grade	Kimberly Pepin, Art Schluttner
6th Grade	Dan Johnson, Alexys Thompson
Intervention / Title I	Heather Arroyo, Jennifer Veronen
Agriculture	Hanna Milligan
Career & Technical Education	Matt Jones
Driver's Education	Dan Johnson
English/Language Arts	Rachel Beard, Tim Fiskum
Industrial Technology	Jeff Moore
Instructional Coach	Matthew Parker
Physical Education / Health	Dillon Card, Kody Van Den Eykel
Physical Education / DAPE	Brian Hartwig
Mathematics	Alex Anderson, Rachel Bounds, Steve Riewer
Music	Deb Hutson, Adam Tervola Hultberg
Science	Daniel Stelck, Kelly Youngbauer
Social Studies	Rose Johnson, Samantha Schmitz
Special Education	Jamie Adams, Heidi Brandsma, Bonnie Richter, Aaron Rothermund, Jennifer Dietz-Michael, Jennifer Anderson
Special Education Evaluation Specialist	Tracy Kjeldergaard
Metier / STEM	Angie Wallin
Visual Arts	Katie Johnson
School Counselor	Katie Tackmann, Heather Lehmkuhl
Speech / Language Pathologist	Matthew Parker
Speech / Language Pathology Assistant	Taylor Mueller
School Nurse / LPN	Blair Loscheider
School Nurse Supervisor / RN	Jill Davis
Technology Coordinator	Mike Hess
District Assessment Coordinator	Katie Bolland
504 Coordinator	Heather Lehmkuhl, Blair Loscheider

Verndale Staff

Education Assistants	Cami Dick, Kayla Kneisel, Tonya Fiskum, Jenny Heldman, Katie Bounds, Amanda Snyder, Tami Merk, Tanya Poster, Sharyl Olson, Amanda Richter, Kim Snyder, Britney Bursch, Sara Imrick, Shyla Hess, Angie Franklin, Phyllis Umland, Ashley Hess, Meagan Wall, Katy Skillings, Courtney Hogan, Kendra Sanford, Haley Youngbauer
Kitchen Staff	Vickie Thompson, Sue Johnson, Kim Kern, Anna Larsen, Lisa Finck
Maintenance / Custodial Staff	Ed Pudwill, Wade Kern, Lisa Cochran, Kim Kern, Mitchell White, Lester Bain, Heidi Hoemberg
Transportation Bus Drivers / Van Driver	Wade Kern Deb Hackler, Travis Lothson, Tony Stanley, Jason Rurup, Ryan Finck, Taylor Mellberg, Ashley McFarland, Rita Weishalla, Loran Hackler, Laura Brownlow, Penny Wolpert
Media Assistant	Haley Youngbauer
Office Staff	Jordan Anderson, Amber Wendt, Jesse Ashbaugh, Mary Gronlund, Amy Thompson
Administration	Jeannie Mayer, Superintendent Katie Bolland, Principal Greg Johnson, Dean of Students / Activities Director
School Board	Scott Veronen, Shyla Hess, Jeremy Schwartz, Tahna Rurup, Chris Youngbauer, Tyler Fisher

Elementary Academic Information

Grades and Evaluation

The following Grades will be used to evaluate student progress:

A	Superior	H	Exceptional Quality
B	Above Average	S+	Above Average
C	Average	S	Satisfactory
D	Below Average	S-	Below Satisfactory
F	Failure	IM	Improving
		NI	Needs Improvement
		U	Unsatisfactory

Marking Period and Report Cards

The elementary school has four (4) nine-week grading periods. Because the nine-week grading period is rather long, communication will be made with parents/guardians of students who are having difficulty.

Parent Conferences

Parents/guardians may make appointments for conferences with teachers or the principal by contacting the school office. Regular conferences are set on the school calendar.

Retention - Promotion

The Verndale School may retain students. The decision to retain a student will be made by a team including the classroom teacher(s), administration or designee and the parent(s). Several factors will be considered including, but not limited to: academic aptitude and progress; social, emotional and behavior readiness; age; conduct and attendance. Students that do not meet these academic, social or attendance levels may be retained. When a student is retained, a plan will be developed to assist the student to be successful.

Teacher Request

Parents/guardians may make a request for a specific classroom teacher for their child for the following school year by submitting a Teacher Request Form to the school office by the first Friday in May.

Tutoring Program

The Verndale School will offer the Targeted Services tutoring program to students in first through sixth grade. The Targeted Services program will be held after school on Monday, Tuesday and Thursday from 3:10 to 5:00 p.m. Please contact the school office for more information.

High School Academic Information

7th and 8th Grade Promotion

Seventh and eighth grade students who fail three out of four core subjects (mathematics / language arts / science / social studies) must repeat the entire grade. Students failing fewer than three core subjects will repeat those subjects for as long as is necessary to satisfactorily complete the required work.

Junior high students are required to complete the following courses:

2 years of Mathematics	2 trimesters of Health
2 years of English	2 trimesters of Art
2 years of Science	2 trimesters of Family & Consumer Science
2 years of Social Studies	2 trimesters of Industrial Technology
2 years of Music	2 trimesters of Computer/Business
2 trimesters of Physical Education	

Certificate of Attendance

The Verndale School will issue a Certificate of Attendance in lieu of a Diploma.

The Certificate of Attendance should be designated to mean that a student has registered as a senior for the entire senior year.

The Certificate of Attendance should be designated only for students who are not eligible for a diploma because they have not met all of the requirements established by the Minnesota Department of Education and the Verndale School District.

College in the High School

The Verndale School offers several college-level classes during the regular school day. Students should see the school counselor or administration for the eligibility requirements.

All college online or in-school courses are considered honors classes.

High School Academic Information

Graduation Requirements

Graduation from Verndale Public School requires a minimum of seventy-six and one-half (76.5) credits earned during grades 9–12. In order to participate in the graduation ceremony, students must have successfully completed sixty-nine (69) credits in grades 9–12.

The course requirements are as follows:

English/Communication **12 credits**

Required classes: English 9, English 10, Research & Composition, and American Literature

Social Studies **12 credits**

Required classes: Civics 9, US History, Economics, and US Government

Science **9 credits**

Required classes: Earth Science 9, Biology, and either Chemistry or Physics

Mathematics **9 credits**

Required classes: Algebra I Nonlinear, Algebra II, and Geometry

PE/Health **4.5 credits**

Required classes: PE 9 (1 credit) and Sr. High Health (1.5 credits)

Computer/Business **3 credits**

Required classes: Microsoft Office I (1 credit) and Personal Finance (1.5 credits)

Careers/Life Skills **1.5 credits**

Auto & Home Maintenance **1 credit**

Agriculture **1.5 credits**

Fine Arts **3 credits**

Any student that has a cumulative GPA of 3.5 at the end of his/her senior year will be acknowledged as a "Distinguished Student".

The student will have an asterisk (*) next to their name in the graduation program.

Honor Roll

Honor rolls are calculated and prepared for publication two weeks after the end of the marking period. Students who do NOT wish to have their name(s) published in the Verndale Sun should notify the office one week prior to publication. A student who receives a failing or incomplete grade, regardless of GPA, is not eligible for Honor Roll status.

A+	GPA of 4.00
A	GPA of 3.67 - 3.99
B+	GPA of 3.33 - 3.66
B	GPA of 3.00 - 3.32

High School Academic Information

Honor Students

To be eligible for honor student status at graduation, a senior must have taken fourteen (14) of the following twenty-one (21) electives and have a GPA of 3.5 or better at midterm of the second semester of their senior year.

College English I – Academic Writing	2 years of Choir
College English II – Intro to Literature	College Environmental Biology
Poetry/Shakespeare	College Human Biology
Psychology	Chemistry
Sociology	Physics
College Algebra	Introduction to Computer
College Trigonometry & Spec Functions	Technology Visual Arts
Intro to College Statistics	Culinary Arts
College Calculus I	Agriculture Leadership
2 years of Band	Entrepreneurship
	Two years of a Foreign Language

Courses may be substituted or waived at the discretion of administration or a counselor.

Academic Lettering

Academic letters will be issued to qualifying students starting with the 9th grade. Academic Lettering will be based on the cumulative grade point average for each year of a student's high school career. To qualify for an academic letter a student must have a cumulative grade point average of 3.67 or higher on a four-point scale at the time of determination. Seniors will receive their awards during Senior Award Night. All other students will receive their awards from the previous school year during the back to school assembly.

Incomplete Policy

Any student who is given an incomplete at the end of a semester has **ten (10) school days** to get that incomplete made up. If this does not occur, the student may lose credit for any missing assignments that semester and will be graded accordingly. If as a result of this, a student fails a required course for graduation, they will be required to take the course again.

Online Courses

Students in grades 10–12 may enroll in online courses that are not offered in Verndale or if there is a conflict that prevents taking the class in house. The online course must align with Verndale curriculum and standards. Students will be assigned to the library for their online course work. All coursework must be completed in a timely fashion. Administrative approval is required for students who wish to enroll in more than two (2) online courses in a semester.

If a student receives an "F" in an online course, they will be required to go through an additional application process with administration in order to register for any additional online courses. Exceptions may be granted by the administration for special circumstances.

High School Academic Information

Parent Conferences

Parents/guardians may make appointments for conferences with teachers or the principal by contacting the school office. Regular conferences are set on the school calendar.

Post-Secondary Classes

Postsecondary Enrollment Options (PSEO) is a program that allows 10th–12th grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. Students in 11th–12th grade may take PSEO courses on a full-time or part-time basis; 10th graders may take one career/technical PSEO course. If they earn at least a C grade in that class, they may take additional PSEO courses.

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. Funds are available to help pay transportation expenses for qualifying students to participate in PSEO courses on college campuses. Schools must provide information to all students in grades 8–11 and their families by March 1, every year. Students must notify their school by May 30 if they want to participate in PSEO for the following school year. For current information about the PSEO program, visit the Minnesota Department of Education.

Progress Reports

After four weeks and thirteen weeks or any other time during each semester, faculty members will contact parents of students who are making poor academic progress. Parents are urged to contact the teacher so that a conference with the teacher may be scheduled to discuss concerns about a class. Student progress can also be accessed by parents on the Verndale School Website (www.verndaleschool.org)

Schedule Changes – Drop/Add Policy

Classes may only be added or dropped during the first week of the academic semester and only after completion of a Drop/Add form available through the office.

Work-Based Learning

Students involved in the Work-Based Learning Program are not to be loitering on or around school grounds during that time. If a student continually violates this policy, administration may revoke their Work-Based Learning status and assign them to regular classes during those times. To be eligible for Work-Based Learning, a student must be in 11th grade or 12th grade and have passed the Careers/Lifeskills class.

Communication

Access to Records

The school has student grades, attendance and standardized test scores on file. Students and/or their parent/guardian may see the contents of these records by making an appointment with the principal or designee. All student records will be treated in accordance with the provisions of Public Law 93-380, passed by Congress in 1974, and Chapter 479 of the 1974 Sessions Laws of the State of Minnesota.

All school information regarding a student is considered private and confidential except directory information.

Directory information for a student includes:

- Name
- Address
- Telephone listing
- Email address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Enrollment status
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors and awards
- Most recent institution attended
- Parent(s) name, address, telephone number

Directory information does not include personally identifiable data; which references religion, race, color, social position or nationality.

The district considers names and birthdates of students, eligible for special education, as directory information and will share the information with DHS (Minnesota Dept. of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not want this information shared, please contact the school office.

If a student/parent/guardian wishes to have his/her name or picture omitted from any or all school publications, a written request must be made. (Verndale School District Policy # 515 – Protection and Privacy of Student Records)

Announcements

Public address announcements will be restricted to the last three minutes of the school day with further announcements at the discretion of administration or designee.

Change of Address/Telephone Number

Please notify the office of any change in address or telephone number as soon as possible.

Communication

Daily Bulletin

School activities will be announced in the daily bulletin and are to be submitted to the high school secretary before 8:15 a.m. Items for the bulletin may be omitted at the discretion of administration or designee.

Internet/Technology

The Verndale School is equipped with many technology items that are educationally valuable to students and faculty. When used properly, this technology can be a wonderful source of information and connection to worldwide communication. Because this technology provides a worldwide fluid environment, the information available to students and staff is constantly changing. Therefore, it is impossible to predict what information might be located. Making electronic information available does not imply endorsement of all content accessible. Technology tools, such as Internet and e-mail, must be used responsibly. The Internet and e-mail are extensions of Verndale School just as if it is a classroom, library, hallway, gymnasium or bus. The use of these tools in school is a privilege, not a right. Students who misuse these tools will be denied the privilege of access.

The following examples are provided to guide users but do not necessarily cover all areas of proper behavior:

- Users will not send, display, download or copy sexually explicit, pornographic, obscene, lewd or other inappropriate messages or pictures. If access to these areas is gained accidentally, the user will exit immediately.
- Users should not expect that files on district servers would always be private. Passwords are not to be shared.
- Users must not interfere with others' work, or with the performance of the network, by attempting to "hack" passwords, gain entry to closed areas of the network or by knowingly or inadvertently introducing computer "viruses". Illegal activities are prohibited and subject to prosecution.
- Students are not to load any software or download any files without permission from the instructor.

Student's use of the Internet should be for educational purposes. Students that use the Internet (in-school or off-school property) for inappropriate use directed at students, staff or faculty will be disciplined according to school district policies. The discipline could range from detention, suspension, expulsion or the matter could be turned over to law enforcement. (Verndale School District Policy # 524 – Internet Acceptable Use and Safety Policy)

School Closing

All school closings will be announced on the instant alert system and over the following radio stations: KWAD (920 AM), KKWS (105.9 FM) and KSKK (94.7 FM); and television stations: KSAX (Channel 5), WCCO (Channel 4), KMSP (Channel 9) and KARE (Channel 11).

Dangerous and Harmful Substances

Alcohol

Students are prohibited from using, possessing or being under the influence of alcoholic beverages at school, on school grounds, in school vehicles or at school-sponsored activities. Law enforcement will be notified immediately.

Drugs

Students are prohibited from using, possessing or being under the influence of illegal drugs at school, on school grounds, in school vehicles or at school-sponsored activities. This includes drug paraphernalia. Law enforcement will be notified immediately.

Harmful, Dangerous or Nuisance Articles

The possession or use of articles that are nuisances, illegal, or that may cause harm to persons (including guns and knives) or property is prohibited at school, on school grounds or at school-sponsored activities. Administration will have the discretion in determining whether an item may be harmful or a nuisance. District policies cover most circumstances. (Verndale School District Policy #501 Schools Weapons Policy)

Tobacco, Tobacco-Related Devices, Electronic-Cigarette, Vape

Students are prohibited from using or possessing tobacco, tobacco-related devices, or electronic cigarette at school, on school grounds, in school vehicles or at school-sponsored activities. The Verndale School building, grounds and vehicles are tobacco-free. (Verndale School District Policy #419 – Tobacco-Free Environment)

Threats and Harassment

Bullying

"Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
- 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.

(Verndale School District Policy #514 – Bullying Prohibition Policy)

If an act of hazing/bullying occurs it must be reported to an appropriate school official. Any person denying or lying about an act of hazing/bullying or instigating any other person to do so offends this policy.

The school district will discipline or take appropriate action against any person, including district employees, who retaliates against any person who reports, testifies, assists or helps to investigate in any act of hazing/bullying.

The school district will also take and authorize any action necessary to investigate any case of hazing/bullying and to discipline all persons responsible.

Harassment and Violence

It is the policy of the Verndale School District to maintain a learning and working environment that is free from harassment and violence on the basis of race, color creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability. The school district prohibits any form of 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.

To report an act of harassment and/or violence contact Mrs. Katie Tackmann, Human Rights Officer, at 411 Southwest Brown Street, Verndale, MN 56481 or (218) 445-5184. (Verndale School District Policy #413 – Harassment and Violence)

Hazing

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, student group or for any other purpose. (Verndale School District Policy #526 – Hazing Prohibition)

Extra Curricular Activities (HS Specific)

Academic Eligibility Policy

A restricted list will be comprised of students who have un-served detention(s) and/or are placed on academic suspension.

Teachers will report failing grades to the office on Tuesday of each school week to determine student eligibility. A student will be placed on **academic probation** if they receive an "F" in any class. A student will be placed on **academic suspension** if they receive an "F" in any class the following week (two consecutive weeks with a failing grade). A Student placed on **academic suspension** will be **ineligible** for participation in any school activity for one (1) week. The weekly ineligibility period will run from Wednesday at 8:00 a.m to the following Wednesday at 8:00 a.m.

A student on academic suspension will remain ineligible until they are "cleared" by having a passing grade in all classes when grades are reported.

Athletic Coaches

Cross Country	Heidi Brandsma
Baseball*	Dillon Card
Basketball, Boys	Greg Johnson
Basketball, Girls	Art Schluttner
Football	Mike Mahlen
Golf*	Glen Hasselberg
Hockey, Boys*	Scott Woods
Softball*	Dan Johnson
Track, Boys*	Jeff Moore
Track, Girls*	Kenny Miller
Volleyball	Dan Johnson
Wrestling*	Bill Wagner

*Teams paired through cooperative agreement

Extra Curricular Activities (HS Specific)

Co-Curricular Activities/Advisors

Activities Director	Greg Johnson	Knowledge Bowl	Sam Schmitz
Band			Rose Johnson
Choir	Deb Hutson	Honor Society	Alex Anderson
Drama	Kelly Youngbauer	Robotics	Matt Jones
FCCLA	Jamie Adams	SADD	Rachel Bounds
FFA	Hanna Milligan	Speech	Renae Roth
		Student Council	Sam Schmitz
		Yearbook	Kelly Youngbauer

Extra-Curricular Activity Policy

All students participating in extracurricular activities sponsored by the Minnesota State High School League (MSHSL) must follow the rules of the league.

Students must be in attendance at school all day in order to participate in, or attend, any extracurricular activity that day or evening. Exceptions to this are excused absences approved by administration.

Furthermore, eligibility for participation may be limited by academic standing, disciplinary matters and enrollment status. If students have any questions about eligibility for participation, they should contact administration.

Extra-Curricular Transportation

Students taking part in school activities are to travel to and from events on school-sponsored transportation. Failure to comply will result in disciplinary action. The activity sponsor may grant the participant permission to travel home with his/her parent(s) only after his/her parent(s) have contacted the activity sponsor in writing and/or in person. Exceptions must be approved by administration prior to the event.

Student Activities

Activities are a part of the curriculum at the Verndale School. The school board, administration, coaches and advisors feel that all participating students must follow the rules established by the Minnesota State High School League and the Verndale Public School

Student Council

The Student Council provides an important opportunity for students to have input in some of the decision making of the school. The student council not only provides a forum for expressing ideas regarding our school, but also provides an opportunity for greater interaction between students, faculty and the administration.

Representatives are elected from each class to attend meetings and to report council action to the classes. The council sponsors various activities during the school year.

Extra Curricular Activities (HS Specific)

Sportsmanship

Sportsmanship is expected in all activities and is the responsibility of coaches/advisors, participants, cheerleaders, students, adult spectators and officials. Promotion of sportsmanship at activities should include a demonstration of respect for opponents and officials. Rules of the event should be respected and skill and performance should be recognized regardless of school affiliation.

The following rules will be adhered to:

- Students/spectators are expected to stand during the playing of the national anthem.
- Respect the rights of all spectators.
- Accept the official's decision as final.
- No booing/jeering officials/players at any time.
- No use of profane or inappropriate language.
- No throwing of objects on the field or playing surface.

Wednesday Night Activities

Wednesday night is designated as family night. All student activities are to be completed by 6:00 p.m. Any exceptions will be handled by administration.

General Information

Breakfast/Hot Lunch Program

Breakfast and lunch will be served on a daily basis. All students must eat in the cafeteria even if they bring their own lunch.

In order to serve our students with peanut allergies, the Verndale School does not serve products containing nuts or nut products. We also encourage students and parents to follow these same guidelines. The district will also provide an alternate product for students that are lactose-intolerant.

The School Board has determined the following prices:

Breakfast for Kindergarten	Free
Breakfast for 1 st -12 th Grade	Free
Free & Reduced-Price Breakfast	Free
Breakfast for all Adults	\$2.25
Lunch for Elementary	Free
Lunch for High School (7-12)	Free
Free & Reduced-Price Lunch	Free
Lunch for Adults	\$4.95
Additional Milk - Student	\$0.25
Additional Milk - Adult	\$0.40

(All visitors - adults and children - are expected to pay the adult price for their meal.)

Free and reduced meals are available to families that qualify. An application may be picked up from the office.

All meals and extra milk are to be paid for in advance or at the time of service. Students will receive their meal number the first day of school.

General Information

Communicable Diseases

Students who have been diagnosed with a communicable disease (Pinkeye, Chickenpox, Diarrhea, Fever, Head Lice, Impetigo, Influenza, Pneumonia, Ringworm, Scabies, Strep Throat and Vomiting) must be excluded from attending school until the communicability period has ended. The school office has a list of the recommended exclusion periods for communicable diseases.

Health Office

A school nurse (LPN) is located in the office and can provide first aid and administer medications as needed. Students who leave school due to illness or injury must obtain a Permit to Leave from the office.

If a student needs to take prescription medication during school hours, the school requires the following:

- Parents must bring the medication to the health office in the **original container** from the pharmacy. The label should include the student's name, name and dose of the drug, and time the drug should be administered.
- A signed order from the parent and prescribing medical professional, which should include the student's name, name and dose of the medication, time the drug should be administered, for what condition the drug is being prescribed, as well as possible side effects.
- Students needing prescription drugs that can be self-administered (inhalers, Epi-Pens) must have a written order from the doctor and should include the information listed in number 2.

If a student needs over-the-counter medication/non-prescription medication during the school day, the school requires the following:

- Parents must bring the medication to the health office in the **original container**.
- Parents must provide written consent, indicating what medication should be given, for what purpose, dosage instructions and the time the medication should be administered. (Verndale School District Policy # 516 – Student Medication)

Lost and Found

All items in the lost and found will be donated to a community organization two times per year (December and May).

Money/Valuables in School

A method of safekeeping for those students who may find it necessary to bring large sums of money or other valuable items to school is provided. It is strongly recommended that money or other items of high value be brought to the office as soon as the student arrives at school in the morning. If the item is lost or stolen, the school will do its due diligence in locating the item, but **will assume no responsibility for the loss of money or valuables**.

General Information

Safety and Security

Door Policy

Parents and students should always use the main entrance (door 1) to access our school during the school day. All external doors, except the main entrance (door 1) will remain locked during school hours (from 8:15 a.m. to 3:09 p.m.). For safety precautions, individuals entering must use the security system and identify themselves.

Surveillance Cameras

The Verndale School uses surveillance cameras twenty-four hours per day. The administration and school staff will view the camera's footage when necessary. Parents WILL NOT be allowed to view the camera's footage unless only their child is visible.

Canine Searches

Verndale Public School strives to maintain a safe school environment. Therefore, random canine searches by a certified detection dog and trainer will be conducted on all locations on school grounds including, but not limited to, student cars, backpacks, outerwear and purses. The school will require students to cooperate with the findings of the dog by a review of possessions and a search of the locker and/or vehicle.

Fire Drill

During the school year, the school will conduct at least five fire drills. Follow the following safety precautions:

- Walk quietly and orderly out of the building.
- Keep a safe distance from the building when outside.
- Directions for exits are posted in each classroom in the building.

Tornado Drill

There will be one tornado drill each spring. An announcement will be made over the intercom system that all students and staff should follow the tornado drill procedure and report to their designated shelter area.

Lockdown Drill

A Lockdown Drill will be called five times during the school year. During these drills, students and staff will practice the procedures that will be used during a crisis situation. The following actions will occur:

- All exterior doors will be locked and all exterior window shades will be closed.
- All classroom doors will be locked, with students moving away from windows.
- Classroom doors will remain locked until notification by designated school personnel.
- Lockdown status will be removed once it has been determined to be appropriate.

General Information

Student Immunizations/Health Records

MN State Regulations (Statute 121A.15) include keeping a health record on each student kindergarten through twelfth grade. This record contains the student's immunizations and results of hearing and vision screenings. If a student moves to a different school, the immunizations are forwarded to that school. A physical and/or dental exam is not required for school entrance, however it is highly recommended. *Medical Emergency information must be updated in JMC.* Please inform the school of any changes in address, telephone numbers, or emergency information. This information is vital to reaching parents in an emergency.

Minnesota State School Law requires that prior to a child's initial enrollment in school in this state, the parent shall submit to the principal one of the following statements:

- A statement signed by a physician that the child has received the required immunizations as approved by the state board of health and that such immunizations are currently effective.
- A statement signed by a physician, that the physical condition of the child is such that immunization would seriously endanger his/her life or health, or that lab tests indicate adequate immunity exists.
- A notarized statement signed by the child's parent or guardian that he/she is conscientiously exempting the child from immunization(s).

A child must be excluded from school if the immunizations are not completed by the specified time period or a notarized conscientious exemption is not on record in the health office.



Please see this document for more information

Student Insurance

Parents/guardians should consider taking out student insurance if their insurance policy does not cover accidents (including dental) that occur in the school. Parents/guardians should also check their policy to determine if their student is covered when he/she participates in athletics. The school carries liability insurance that applies only if the school district is declared legally responsible by a court of law.

Student Obligations

Books and Equipment

All equipment including textbooks, laboratory manuals, sporting equipment and other materials provided by the school for student use, must be paid for, by the student, if lost or damaged.

Lockers

Lockers are issued to each student. The care of these lockers is the student's responsibility. **Any damage to the locker will be assessed to the student.** The administration may at any time search a student's locker, desk, personal possessions or person if administration has reasonable suspicion to believe unauthorized objects are present. (Verndale School District Policy # 502 – Search of Student Lockers, Desks, Personal Possessions and Student's Person)

General Information

Fees

Public education in Minnesota is free to all students who are residents. However, fees may be charged to students under the following circumstances:

- Rental charge on school-owned music instruments
- Projects in art, Metier/STEM, industrial technology or some other course that is in excess of the material requirements of the minimum course outline, provided that the student elects to do such a project with the approval of the instructor. The student may elect to take such projects home and costs of such projects must be paid as the material is used. Students may provide their own materials for such projects, again, with the approval of the instructor
- Cost of school equipment or material destroyed or broken or unduly damaged through carelessness or failure to follow instructions, in the amount necessary to restore the item involved to service
- Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work
- Costs of field trips, which are made available from time to time but are not required as a part of a course, should the student elect to participate in the field trip
- Cost of the yearbook, graduation announcements or class rings should the student elect to order any of these items
- Admission fees for concerts, plays, athletic events and other programs or activities which the student may attend at his/her discretion. Deposit for padlocks supplied by the school for use on lockers. Deposit will be returned when padlock is returned at the end of each school year
- Students who have not brought in the money to purchase materials or the materials for their industrial technology courses by the Friday of the 2nd week of school, may be given an alternate class assignment until such fee/material requirement is resolved.
 - Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes and other items of personal equipment.
 - Fees unpaid within thirty days of the end of the school year may be collected through action in a small claims court or other appropriate means.
 - Fees may be charged for personal equipment and apparel issued to students. Students are requested to make their payment to the school secretary. Students will be allowed one week to pay fees.
 - The fee requirement may be waived under special circumstances.
 - These procedures are in accordance with and governed by the Minnesota Public School Law, MSA 120.71-120.76

Legal Notices

District 818 Policies

The Verndale School District #818 Policies are available for inspection at the District Office during regular business hours.

Indoor Air Quality Notification

The Verndale School District advocates a healthy school environment in which the surroundings contribute to an environment conducive to learning for students and productivity for students and staff. To help accomplish this, we have implemented an IAQ Management Plan using guidelines provided by the Minnesota Department of Education (MDE) and the "Tools for Schools" document developed by the U.S EPA. Wade Kern is the IAQ Coordinator for the Verndale School District. He has been trained and certified by the Minnesota Department of Education to fulfill this position. All concerns should be brought to his attention. He can be reached at (218) 445-5184.

Notice Concerning Use of Pest Control Materials

A Minnesota state law went into effect in 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Schools that apply these pesticides are required to maintain an estimated schedule of pesticide applications and to make the schedule available for review or copying at the school office. State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact Wade Kern at (218) 445-5184.

Pledge of Allegiance

Students will recite the Pledge of Allegiance each morning. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.
(Verndale School District Policy #531 – The Pledge of Allegiance)

Section 504

The Verndale School supports Section 504 regulations that eliminate discrimination on the basis of disability in any program or activity receiving federal funds. Heather Lehmkuhl is the District 504 Coordinator. (Verndale School District Policy #521 – Student Disability Nondiscrimination)

Legal Notices

Title IX

Verndale School complies with all regulations prohibiting discrimination on the basis of gender in school. The district's Title IX Officer is Katie Bolland, the K-12 Principal. Inquiries regarding compliance with the Title IX may be directed to the Title IX Officer or to the Director at the Office for Civil Rights, Department of Health, Education, Welfare, Washington D.C. (Verndale School District Policy #522 – Student Sex Nondiscrimination)

Verndale School Compliance with State and Federal Laws Prohibiting Discrimination

Verndale School District #818 does not unlawfully discriminate on the basis of race, color, creed, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for the complaint to the school's Superintendent within 30 days. The Superintendent will initiate an investigation and resolve the complaint. (Verndale School District Policy #102 – Equal Educational Opportunity)

Verndale School District Annual Asbestos Notification

In accordance with federal regulations, the Verndale School District has an asbestos management plan documenting the location and condition of all known or assumed asbestos containing building materials (ACBM) in the school building. Every six months, an accredited inspector visually inspects the condition of the ACBM. The management plan is available for public inspection at the school office during normal business hours. Questions related to the plan should be directed to the account manager under contract with the Institute for Environmental Assessment, Inc., Brooklyn Park, MN, at (763) 315-7900.

Employment Background Checks

Verndale School District #818 will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Rules and Regulations

Attendance

- Regular attendance is absolutely essential for progress in a student's schoolwork. Students should develop the habit of being on time and prepared for the day's work. Parents and students are expected to cooperate in the matter of attendance.
 - Students who anticipate being gone for one day or more must first secure an advance notice of absence form from the office and show it to each of their teachers. Failure to do so before leaving may result in the absence being unexcused.
 - Every absence will be evaluated and determined as excused or unexcused. If a student is absent from a class for ten or more unexcused days in a semester, the student may have to make up time for that class.
 - Although excusing absenteeism and tardiness is at the discretion of administration, the following reasons are considered valid and should be used by parents and students as guidelines:
 1. Illness of the student
 2. Serious illness in the student's immediate family
 3. Attending a funeral for a relative, friend or neighbor will be excused with a prearranged parental permission slip
 4. Family emergency
 5. Medical, dental, orthodontic or counseling appointment that cannot be scheduled outside of the school day
 6. Court appearances occasioned by family or personal action
 7. A student may be excused for work at home or in a family business only when it is a necessity and cannot be done outside of the normal school day. A written request must be submitted to administration. Work for neighbors or for hire is not excused
 8. Educational experiences, such as trips sponsored by the school and visits to post-secondary institutions that are arranged by the counselor
 9. Absences because of severe weather conditions, depending on the merits of each case
 10. Prearranged absences, by parents/guardians, for a family trip
 11. Students who wish to go hunting with their parents, or some responsible adult approved by the parent, will be excused provided:
 - a. The student is passing in all subjects
 - b. The student is up to date in all class work and make-up work
- Exceptions are school-sponsored activities or medical appointments, where the student must show the appointment card or doctor's excuse.

Truancy

A student who does not have an excused absence is expected to be in school. Violations of this regulation will result in a student making up time for any additional unexcused absences, being placed on restricted list, and the matter being referred to the School Attendance Program. Failure to participate in the School Attendance Program will result in a truancy filing.

Rules and Regulations

School Attendance Program

PROCESS

- A. The school office, school counselor, and principal review attendance on a daily basis. If a student is absent and the school office has not been notified, the school office will follow up with an automated phone call from JMC to parent/guardian at home or work notifying them of their child's absence from school. They will also be reminded of the importance of their child being in school on a daily basis.
- B. When a student has three (3) unexcused absences, the student is considered a continuing truant, which is not in violation of the law, however, warrants the school to begin an intervention process.
 - a. The counselor or Principal will send a letter and a Wadena County School Attendance Mediation Program brochure (if the student resides in Wadena County) home to the parents/guardians (required under MS260A.03). A copy of the letter will also be sent to the residential county human services office. This notice must contain the following information:
 - i. that the student is truant;
 - ii. that a parent or guardian should notify the school if there is a valid excuse for the student's absence;
 - iii. that a parent or guardian is obligated to compel the student to attend school or face criminal prosecution under the compulsory school attendance law (MS 120A.34);
 - iv. that alternative programs and services may be available in the school district and that the parent or guardian has the right to meet with the school officials to discuss possible solutions to the student's truancy;
 - v. that the parent/guardian and student may be subject to court proceedings if attendance does not improve and that the student may face the loss of their driving privileges if the truancy continues (MS 260C.201);
- C. When a student has five (5) or more unexcused absences, they are considered a continual truant and are in violation of MS 260A.03. High school students may also be denied credit for any course with four unexcused absences.
 - a. A letter will be sent home from the school and county indicating that the student is now heading towards truant.
 - b. A mediation meeting will be scheduled with the county attorney, family, school, CCY, and human services to discuss why absences are continuing and work to resolve those barriers.
- D. When a student exceeds seven (7) or more unexcused absences, they are considered habitual truants and are in violation of MS260.007, Subd. 19. A report will be made to the county human services and Child Protective Service report will become involved. At this time, a CHIPS petition will be filed and the student may have to appear in court.

Rules and Regulations

School Attendance Program (continued)

CASE MONITORING

- A. Reviews will be scheduled at the time of the contract meeting to include, county social worker, school officials, parents, and student. Reviews are scheduled every two weeks until the student's attendance improves. The length between reviews is subject to change depending on the student's progress.
- B. Responsibility of counselor and/or Principal
 - a. Check and review daily attendance of student;
 - b. Meet with the student at school frequently (daily if possible) to begin with and decrease contact as the student's attendance and other related behavior improves;
 - c. Meet with the student's teachers and explain that the student is involved in School Attendance Program (SAP). Inquire as to any special needs or classes that need attention;
 - d. Accompany the student to class, as needed;
 - e. Contact the student's parent/guardian at home and/or work to inquire as to the absences of the student;
 - f. Document, in detail, all personal, telephone, and collateral contacts made regarding the case;
- C. A student is discharged from SAP when the case is deemed successful or when the school official, or court has terminated the student's involvement in the program.

FAILURE TO PARTICIPATE IN SCHOOL ATTENDANCE PROGRAM

If there is no improvement in attendance and other related behaviors, a truancy petition will be filed. This decision will be made jointly with school officials. A designated school official will send the following to the Wadena County Attorney's office:

- A. Truancy request form;
- B. Copy of notice sent to parents/guardians (MS 260A.03) and the date it was sent;
- C. All documentation of efforts to intervene:
 - a. copy of all notices/letter to parents/guardians
 - b. list of detentions/suspensions and indicate why they were given
 - c. copy of student's attendance records

APPROPRIATE ACTION AND CONSEQUENCES:

- The Wadena County Attorney's office may choose one or more of the following actions:
1. File Educational Neglect charges against the parent/guardian if it is determined that they are responsible for the student's absenteeism.
 2. Refer back to school for additional efforts and documentation.
 3. File a petition against the child for truancy.

Rules and Regulations

School Attendance Program (continued)

PROBATION

MS 260C.201, Subd. 1 (b) states: If a child was adjudicate in need of protection or services because the child is a runaway or habitual truant, the court may order any of the following dispositions authorized under paragraph (a):

1. Counsel the child or the child's parents, guardians, or custodian;
2. Place the child under the supervision of a probation officer or other suitable person in the child's home under conditions prescribed by the court, including reasonable rules for the child's conduct and well being and behavior of the child;
3. Subject to the court's supervision, transfer legal custody of the child to one of the following:
 - a. A reputable person of good moral character. No person may received custody of two or more unrelated children unless licensed to operate a residential program under sections 245A.01 to 245A.16; or
4. Require child to pay a fine up to \$100. The court shall order payment of the fine in a manner that will not impose undue financial hardship upon the child;
5. Require the child to participate in community service project;
6. Order the child to undergo a chemical dependency evaluation and if warranted by the evaluation , order participation by the child in a drug awareness program or an inpatient or outpatient chemical dependency treatment program;
7. If the court believes that it is in the best interests of the child and of public safety that the child's driver's license or instruction permit be canceled, the court may order the commissioner of public safety to cancel the child's license or permit for any period up to the child's 18th birthday. If the child does not have a driver's license or permit, the court may order a denial of driving privileges for any period up to the child's 18th birthday. The court shall forward an order issued under this clause to the commissioner, who shall cancel the license or permit or deny driving privileges without a hearing for the period specified by the court. At any time before the expiration of the period of cancellation or denial, the court may, for good cause, order the commissioner of public safety to allow the child to apply for a license or permit, and the commissioner shall so authorize;
8. Order that the child's parents or legal guardian deliver the child to school at the beginning of each school day for a period of time specified by the court; or
9. Require the child to perform any other activities or participate in any other treatment programs deemed appropriate by the court.

****PLEASE NOTE**** According to MS 260C.201, Subd. 1(c): If a child who is 14 years of age or older is adjudicated in need of protection or services because the child is a habitual truant and truancy procedures involving the child were previously dealt with by a school attendance review board or county attorney mediation program under section 260A.06 or 260A.07, the court shall order a cancellation or denial of driving privileges under paragraph (b), clause (7), for any period up to the child's 18th birthday

Rules and Regulations

Tardies

Students will be considered tardy if they are not in their classroom when the class begins. Students will be considered absent if they miss more than fifteen (15) minutes of the class period due to unexcused tardiness. Excessive tardiness may result in a referral to the School Attendance Program.

Passes

Passes will be used to gain admittance from one room to another. Students should not leave a room during a class period without a pass and/or teacher permission. Passes must be signed by the teacher in the room you leave and the room you enter.

Resource Room Passes

If a student has class work to do or a test to take in the resource room (located in the library), the student must obtain a pass from the instructor who assigned the work or test. The student must report to their assigned class before reporting to the resource room. The student must sign in with the resource room supervisor and show them their pass from their classroom teacher. Failure to provide a pass will result in being sent back to scheduled class.

Skipping School / Class

Skipping school or class is treated differently than receiving an unexcused absence. When you skip school or class, the school and/or your parents/guardians do not know where you are and have not given you permission to be somewhere else. Consequences will be determined according to each situation, but will be a minimum of making up equal time. When a student skips school or class, they will receive a zero for any assignments given by the teacher for each class period missed. Student may be referred to the School Attendance Program if skipping class becomes excessive.

Skip Day / Senior Prank Policy

There is no excused skip day. Any attempt to have an organized skip day will result in the students receiving an unexcused absence, in-school suspension, and/or other appropriate consequences.

Any student who, under the notion of a Senior Prank, enters and/or vandalizes the school grounds will be referred to law enforcement. Any senior involved in this type of activity may not be permitted to participate in any graduation activities.

Reporting an Absence

Parents/guardians must call the school by 8:30 a.m. if their student is going to be absent. If we have not received a call by 8:30 a.m., an automated call will be made through JMC and it will be marked as an unexcused absence until appropriate documentation is approved by the school principal.

Make-Up Policy and Incompletes

Students who have been absent from school will have twice the length of time missed to make up daily work or tests that were assigned while the student was absent. (Example: If a student is gone two days, they have four days to make up the work.) At the end of the allotted time the teacher, at their own discretion, will award either a letter grade or give an incomplete for the assignment.

Rules and Regulations

Make-Up Policy and Incompletes cont.

An assignment not turned in by the end of the allotted time may result in a zero.

In the case of both excused and unexcused absences, the teacher may assign different or additional materials to cover the material missed during the absence, not to exceed proof of mastery for missed assignments. The student is responsible for work assigned previous to their absence. (Ex. Test or paper assigned weeks in advance are due on the date student returns from absence).

Student Behavior and Expectations

Every school must have rules and regulations, but no written rules and regulations can possibly cover all situations. It should be understood that it is not practical or necessary to attempt to put all possible regulations into this handbook. Students are here to receive an education in a positive and productive atmosphere. The school has the right to expect students to have good attendance, respect all students, school personnel and school property, and be groomed and dressed appropriately.

Student Behavior at Games, Assemblies, Concerts, Plays, etc

Students must adhere to the following guidelines:

- Students must stay off the playing field and court at all times.
- Students may show their appreciation with appropriate applause and cheering.

Student Conduct

Without discipline in schools, learning cannot occur; therefore, disciplinary action may be taken against students for any behavior, which is disruptive of good order or violates the rights of others.

The following types of conduct are never permissible: truancy, threats, assault (physical, verbal or written), fighting, defiance of school staff, the use of profanity, refusal to prepare assignments, academic dishonesty, gambling, vandalism, and possession of weapons, dangerous objects, tobacco, alcohol or drugs.

Every student is required to carry out the reasonable direction, assignment and request of any teacher, paraprofessional, custodian, bus driver or school employee at any time during the school day or school-sponsored activity. Refusal by the student orally, by action or inaction, will be deemed as insubordination. Cursing at or about a school employee will be considered as an act of defiance.

Consequences for inappropriate behaviors take many forms, and the effectiveness of a consequence varies by student. Common consequences will be used until it is determined that alternative methods are necessary. Administration may impose or recommend longer suspension, expulsion, restitution or other discipline as appropriate on a case-by-case basis. Students and parents/guardians should also realize that teachers and administrators who are trained in Crisis Prevention Intervention (CPI) procedures may use these techniques in situations where the need arises.

Rules and Regulations

Student Conduct continued

Willful conduct which materially and substantially disrupts the rights of others to an education; endangers school district employees, the student or other students, or the property of the school; or violates any rule of conduct specified in the discipline policy adopted by the School Board, may result in removal of a student from class. (Verndale School District Policy #506 – Student Discipline and Notice of Suspension)

Classroom Rules

Each teacher will have a set of classroom rules/consequences that are specific to his/her classroom. The student will be expected to follow and respect each teacher's rules/consequences.

Detention

A teacher or administration may issue detention. This needs to be served on the scheduled date. The detention will be served before or after school or at another pre-arranged time. Classroom teachers or administration will contact parents to communicate detention date and time. If a student fails to serve their assigned detention the student will receive additional consequences and will be placed on the restricted list. They will not be allowed to participate in any school activity until the detention has been served. Students must make their own arrangements for transportation on days when assigned detention.

- Students must bring schoolwork or something to read to detention.
- Students are not permitted to have cell phones in the detention room. Cell phone will be placed inside a sealed envelope until their detention is completed.
- Students will not be allowed to talk or interact with other students during detention unless directed to do so by administration or teacher in charge of the detention.
- Students will not be allowed to leave the room or space for any reason during their assigned detention time.

Dress Code / Grooming

The Verndale School District recognizes the school as a place of learning where dress of employees and students should be attire-appropriate for a quality workplace. The Verndale School District encourage students to take pride in their attire at school. The dress and grooming of students become the concern of the school if it causes disruption of the educational program or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration the educational environment, safety, health and welfare of others. The following guidelines apply to students during regular school hours.

Rules and Regulations

Dress Code continued...

Students' rights to choose their dress and appearance for school and school-related activities will be protected provided that the clothing:

- Does not injure people or damage property;
- Does not materially and substantially disrupt or interfere with the educational process or classwork;
- Does not interfere with the requirements of discipline in the operation of the school or school activities, materially disrupt classwork;
- Does not involve substantial disorder or invasion of the rights of others

Such clothing includes, but is not limited to, the following:

- Clothing for the weather.
- Clothing that does not create a health or safety hazard
- Clothing for the activity (i.e., physical education or the classroom).
- Footwear that does not present a safety hazard.
- Hair, including but not limited to hair texture and hair styles such as braids, locks, and twists.

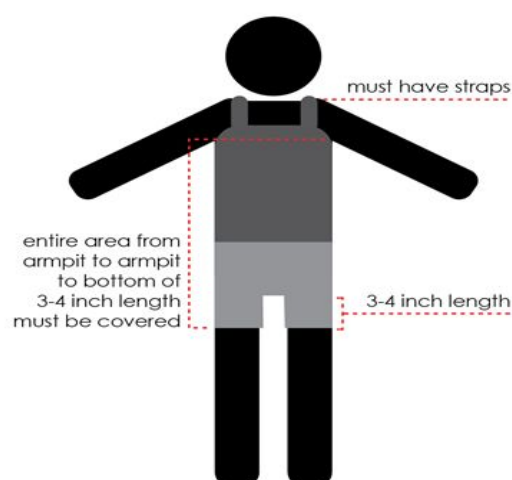
Student clothing may not include the following:

- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals.
- Any apparel or footwear that would damage school property;
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
 - ****Headgear will be allowed for 7-12 students on Fridays only. Student's face must be visible. Headgear must be removed for the Pledge of Allegiance. All headgear must follow dress code policy. Staff will have discretion whether or not to allow headgear in the classroom. Failure to comply with staff members or administrators will result in disciplinary action and elimination of the headgear policy.****

Rules and Regulations

Dress Code continued...

- Students may not wear inappropriate clothing; extremely brief garments and see-through garments may not be worn; clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). (Verndale School District Policy #504 – Student Dress and Appearance)



Backpacks and other bags are not allowed in classrooms. These items should be stored in student lockers during the school day. Any backpack, bags, coats, and other items left in the hallway will be brought to the office.

A student may not have both ears covered by any item that could restrict the ability to hear verbal directions or safety warnings. These items include, but are not limited to headphones, earbuds, ear muffs, hoods, etc.

Every faculty member will be at liberty to decide what clothing is prohibited. Students not adhering to the dress code will have the following consequences:

- First Incident: Discipline referral, t-shirt to cover or corrected by student, collection of accessories.
- Second Incident: Discipline referral, parent/guardian notified, t-shirt to cover or sent home.
- Third Incident: Discipline referral, parent/guardian notified, detention as assigned, t-shirt to cover or sent home.

If a student refuses to correct their attire, thus acting in an insubordinate manner, they will be escorted to the office where they will remain until they are able to meet dress code policy. This will also result in a parent/guardian meeting with administration.

Rules and Regulations

In-School Suspension

Students on in-school suspension will be assigned to an area from 8:15 a.m. to 3:09 p.m. The student will be isolated from other students and must be doing the work that was assigned to them, as the work will be due upon the student's return to class. The student will not be allowed to participate in breaks or leave the building and will eat in an area determined by administration. Students in ISS may not have electronic devices or cell phones in the ISS room. These devices will be left with the office staff while the student is in ISS and will be returned to the student upon the completion of his/her ISS.

Teacher Responsibilities

It is the teacher's responsibility to follow all school district policies, ensure equal educational opportunities for all students, notify students of general classroom rules and procedures, provide fair discipline for all students and make attempts to resolve classroom management issues prior to involving administration. Teachers will also update their online grade books on a weekly basis.

Transportation

School Bus Policy

The Verndale School has established a school bus safety program to ensure that its students have a safe ride to and from school. (Verndale School District Policy # 709 – Student Transportation Safety Policy)

Transportation is a privilege not a right. M.S. 123.801

- A student's eligibility to ride a school bus may be revoked for a violation of bus safety or conduct policies.
- The bus is an extension of the classroom.
- District conduct and discipline policies apply to the school bus and bus stop areas as well as to school buildings and grounds.

School Bus Passes

Students riding a school bus anywhere other than home must secure a bus pass from the school office. A signed note or a phone call from a parent/guardian must be presented prior to the issuance of a bus pass. If a student does not have a bus pass, he/she will be sent home on the regular bus.

Additional Rules and Regulations

B's or Better Breakfast

Each year in May, the Verndale School will host the B's or Better Breakfast for students in grades 7-12 (along with their parents/guardians) who meet eligibility requirements on the date of review.

- All grades in Verndale School courses must be at a B- level or higher for the current school year.
- No incomplete grades.

Cell Phones, iPods, iPads and Other Electronic Devices

Students may have cell phones at school, but use is limited to before school, in between classes, noon hour, and after school. Classroom use is prohibited (devices should not be seen or heard) unless the instructor has given permission to use for academic purposes. Teachers using or allowing electronic devices as a part of their instruction should ensure they do not disturb others.

A student that uses their cell phone for purposes other than the educational intent of the lesson will be held to the same consequences of someone using the device during a prohibited class time. Students that violate the cell phone/electronic device policy will face the following consequences:

- First Offense:
 - The device will be taken away from the student and returned by the classroom teacher at the end of the class period.
- Second Offense:
 - The device will be taken away from the student and brought to the office. The device can be picked up from the office at the end of the day.
- Third Offense:
 - The device will be taken away from the student and the parent must pick up the device in the office.

Any additional violations will result in additional consequences for each subsequent offense.

Taking pictures and/or recording video clips with electronic devices is strictly prohibited and could result in suspension/expulsion.

Chromebooks and computers are not allowed in the cafeteria during lunch. Consequences will follow the cell phone/electronic device policy.

Driving

Students are not allowed to drive or ride in any motorized vehicle during school hours without permission from the administration and the student's parents/guardians. Students are to park only in designated and marked parking spots in the student parking lot. Violation of this rule may result in suspension of driving privileges.

Additional Rules and Regulations

Graduation Attire

The occasion of graduation calls for students to look their best. Students are not only representing themselves and their class, but are also representing Verndale Public School. In order to honor the importance of this event, we have expectations regarding the attire of our graduating seniors. Males should wear dress pants, a collared dress shirt, and dress shoes. Females should wear a dress, or dress pants with a nice shirt, and dress shoes. Jeans are not acceptable graduation attire.

All seniors participating in the graduation ceremony are required to wear a school approved cap and gown over their clothes. The altering or decorating of the graduation attire (cap and gown) is strictly prohibited. Participation in our ceremony is a privilege, not a right.

Leaving School Grounds

A student must obtain a pass from the office before leaving school grounds. Parent/guardian permission must be obtained before in order to receive a pass. Administration reserves the right to refuse issuing such passes.

Messages and Use of Telephone

Student's use of the telephone will be limited to before school, after school, and noon hour. Students will not be allowed to use the office phone except for emergency situations. Students must use either the phone provided for them in the hallway, or teachers (at their discretion), may allow students to use their classroom phone to place a call. Students are not to be excused during normal class time to use the phone. Abuse of the telephone privilege will result in the student phone being disconnected. Using the telephone is not an accepted excuse for tardiness.

Note to 18 Year Old Students

State law requires schools to enforce the same rules on all students regardless of their age, with a few exceptions:

- Students who are 18 years old or older need not seek consent of their parents/guardians to exercise their rights of access, control and transfer of their school records.
- Students who are 18 years old may write their own passes if they do not live at home. Students that are 18 and live at home will not be allowed to write their own notes. Students must verify their age and home status with administration before being granted this privilege.

Noon Hour/Open Campus for 11th and 12th

The Board of Education has specified a CLOSED noon hour. This means students will not leave school premises without permission from the office. No students are to be in vehicles during the school day.

All junior and senior students who meet the eligibility requirements will be allowed to take advantage of the open campus opportunity. Specific details on this will be given at the beginning of the school year. Campus will be closed for juniors and seniors on Wednesdays.

Additional Rules and Regulations

Pets

The administration must grant prior approval before any pet can be brought to school for school projects. Pets must be brought to and from school by a parent or guardian.

Public Displays of Affection

Appropriate displays of affection will be allowed (i.e. hand-holding). Kissing or any other inappropriate touching will not be tolerated.

School Dances

There shall be no dances open to the general public. Students at the dance shall not be allowed to leave the building and re-enter.

Students must indicate by Wednesday of the week of the dance who their guest will be by submitting a Dance Permission Form for Guests to administration. An invited guest to a dance may be a non-student, but must be no older than twenty years of age. If the guest is approved, the Verndale student must accompany his/her guest to the dance and will be responsible for the guest's conduct. A list of guests will be at the ticket seller's table and only registered guests will be admitted.

The organization advisor and administration must approve all dances. A list of chaperones must be presented to administration before approval will be given.

All persons attending must enter the building within one hour of the starting time of the dance unless the administrative permission has been granted prior to the dance.

These rules will apply to any school-sponsored dance regardless of the location. Administration shall use their discretion in enforcing this policy.

School-Sponsored Trips

Any student attending a school-sponsored trip will be expected to follow the Verndale Discipline Policy. If a student has discipline or attendance issues (detention, suspension, police reports, absenteeism, truancy, etc.), the activity supervisor and administration will determine if the student may attend the event.

Senior Privileges

A senior that meets the following criteria may elect to replace one class period with a free period and will not have to come to school or may leave school during that designated period.

- The student must have a minimum GPA of 3.5 starting the beginning of his/her second semester of their junior year and must maintain that GPA.
- The student must have a signed permission slip from both a parent/guardian and administration.
- The student must stay off the restricted list. Once a student has failed to do so, this privilege may be taken away.

Additional Rules and Regulations

Senior Privileges Continued

- The student must take at least two advanced courses each semester they have a free hour. Education Aide classes are not advanced courses.

Any student receiving a progress report or incomplete shall lose this privilege until satisfactory progress is made on his/her grade. The teacher giving the report will provide notification when progress has been made. Those students that lose this privilege must report to the office during their free period.

A student may not be in the hallway during their free period. He/she must either be out of the building or in a location designated by administration. Students violating this policy will lose their free period status and be assigned to a class per administrative discretion

Skateboards, Inline Skates, Shoes with Wheels, Bicycles and Scooters

Skateboards, in-line skates, shoes with wheels, scooters and bicycles cannot be used in the school building.

Study Hall/PT2 Procedures

- All students are to be seated when the class is scheduled to begin.
- Students must work quietly.
- If you wish to sign out to see another teacher, it will be necessary to get a pass from the teacher in advance. Go directly to and from your destination without stopping in the restroom or your locker; etc.
- Staff will institute any rules or regulations necessary to create an atmosphere conducive to good study.
- With permission from the supervising teacher, students need to have a valid reason to leave their assigned area. Students may leave their assigned area to go to the library to do research or pick up a library book.

Treats

If a child wants to bring treats to school to share with other students, the treats must be pre-packaged and purchased from a store.

Visitors

Any person other than a Verndale student, staff or Board of Education member is regarded as a visitor and must report to the office for clearance before going anywhere in the building. For safety reasons, student visitors are not allowed during the school day.

Wednesday Night Activities

Wednesday night is designated as family night. All student activities are to be completed by 6:00 p.m. Any exceptions will be handled by the administration.

Handbook Appendix

1. [Elementary Disciplinary Responses to Student Behavior](#)
2. [High School Disciplinary Responses to Student Behavior](#)
3. [Parent/Guardian Refusal for Student Participation in Statewide Assessments](#)

