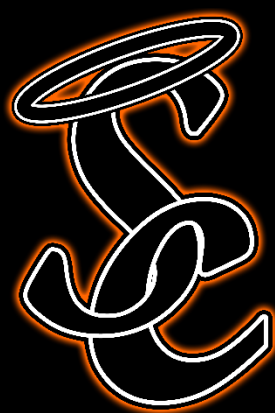


ST. CHARLES HS STUDENT HANDBOOK



ST. CHARLES PUBLIC SCHOOLS

Student Handbook
2023-24

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Principal

Lindsey Olson
Counselor

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Social Worker

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This agenda belongs to:

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Address: _____
City: _____
Telephone: _____



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Quick Links

Scan the QR codes below to take you to the school’s websites.

<p>SC School Website</p> 	<p>Facebook</p> 
<p>JMC</p> 	<p>Three Rivers Conference Calendar</p> 
<p>Teacher Pages</p> 	<p>District Calendar</p> 



SCHOOL DAY CALENDAR

ST. CHARLES PUBLIC SCHOOLS 2023-2024 DISTRICT CALENDAR

Approved by School Board: February 13, 2023

S	M	T	W	T	F	S
JULY 2023						
						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					

S	M	T	W	T	F	S
AUGUST 2023						
		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		

S	M	T	W	T	F	S
SEPTEMBER 2023						
					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

S	M	T	W	T	F	S
OCTOBER 2023						
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29	30	31				

S	M	T	W	T	F	S
NOVEMBER 2023						
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12	13	14	15	16	17	18
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S	M	T	W	T	F	S
DECEMBER 2023						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

First Quarter

Aug 29-30-3 Days for Tchr Inservice

Sept 4-Labor Day

Sept 5-First Day of School

Oct 18-Early Dismissal 12:20 EL, 12:30 HS

Oct 19-20-MEA Break

Nov 3-Last Day of Quarter

42 Student Days

2nd Quarter

Nov 6-Teacher In Service

Nov 22-24 Thanksgiving Break

Dec 22-Early Dismissal 12:20 EL, 12:30 HS

Dec 23-Jan 1-Winter Break

Jan 15-No School-MLK Jr. Day

Jan 19-Last Day of Quarter

44 Student Days

3rd Quarter

Jan 22, 23-Teacher In Service

Feb 16-Early Dismissal 12:20 EL, 12:30 HS

Feb 19 President's Day

Mar 27-Last Day of Qtr

45 Student Days

4th Quarter

Mar 28 Teacher In Service

Mar 29-Apr 1-No School-Spring Break

Apr 2 Teacher In Service

Apr 26-Early Dismissal 12:20 EL, 12:30 HS

May 10-Early Dismissal 12:20 EL, 12:30 HS

May 24 Teacher Inservice

May 27-No School Memorial Day

May 31-Early Dismissal 12:20 EL, 12:30 HS

41 Student Days

KEY

First Day of School

No Classes Students and Staff

No School Students-Teacher InService

Early Dismissal 12:20 PM EL, 12:30 PM HS

Last Student Day of Quarter

Last Day of School

P/T Conferences will be held in Fall and Spring

Dates will be communicated by the schools

Graduation will be Friday, May 31, 2024

S	M	T	W	T	F	S
JANUARY 2024						
	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			

S	M	T	W	T	F	S
FEBRUARY 2024						
				1	2	3
4	5	6	7	8	9	10
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25	26	27	28	29		

S	M	T	W	T	F	S
MARCH 2024						
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17	18	19	20	21	22	23
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31						

S	M	T	W	T	F	S
APRIL 2024						
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28	29	30				

S	M	T	W	T	F	S
MAY 2024						
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26	27	28	29	30	31	

S	M	T	W	T	F	S
JUNE 2024						
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						



This handbook and its contents were approved by the St. Charles School Board on August 14, 2023. It may be changed or amended during the school year. Changes will be posted in the office of the principal. If you have any questions about a provision, please contact the principal. A digital copy of this document is available at www.scschools.net.

SCHOOL HOURS

The official school day begins at 8:10 and ends at 3:05. Students in the school building before or after those times should have a specific educational purpose for being in the building. Sometimes family circumstances require that the student be present in the building outside of the normal school hours. Students may be asked to report to specific locations. Appropriate reasons include participating in extracurricular activities, working with teachers, doing homework, working in the computer room or library, and fulfilling school disciplinary requirements. Students at all times must conduct themselves in a reasonable fashion, respecting property and the rights of others. Failure to do so may result in school consequences, including losing the privilege to be present in the building outside of the official school day.

EMERGENCY SCHOOL CLOSING

In the event that school must be closed because of severe weather or other emergency situations, announcements will be made as early as possible in the morning or during the school day. The following radio stations will be notified if St. Charles Public Schools are to be closed:

WCCO --Minneapolis	(830 AM)	KFIL --Preston	(103.1 FM)
KROC -Rochester	(106.9 FM)	KNXR -Rochester	(97.5 FM)
KYBA --Rochester	(105.3.5 FM)	KWEB -Rochester	(1270 AM)
KRCH -Rochester	(101.7 FM)	KWNO -Winona	(1220 AM)
KAGE -Winona	(95.3 FM)	KMFX -Rochester	(102.5)
KTTC - Rochester	(Channel 10)	KOLM - Rochester	(1520AM)wkb
WKBT -TV-LaCrosse	(Channel 8)		

FACEBOOK

Like “St. Charles Schools” on Facebook to receive updates from the school.



STUDENT INFORMATION/CHANGE OF ADDRESS

If your last name, street address, or telephone number changes at any time during the school year, please notify the office immediately. This is very important in keeping our records up to date and also being able to contact a parent or guardian in case of an emergency. These changes can also be made using the Parent Online Access.

ACADEMIC LETTERS

The St. Charles Board of Education believes that students who excel in athletics and academics deserve to be recognized. To promote this recognition, students in grades nine through twelve who meet the following GPA requirements will be awarded an academic letter, which can be distinguished from the District’s athletic letters.

Grade 9	4.00 GPA
Grade 10	3.75 GPA
Grade 11	3.50 GPA
Grade 12	3.50 GPA

FIRE/LOCKDOWN DRILLS

Fire/Lockdown drills at regular intervals are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly. The teacher in each classroom will give the students directions. Exit procedures are posted in each classroom.

HONOR ROLLS

The Honor Roll will be published at the end of each marking period. To be on the honor roll, a student must meet the following criteria:

- Straight A Honor Roll: Earn all A's or A-'s and no incompletes
 - A Honor Roll: Earn a GPA of 3.67 and no C's or incompletes
 - B Honor Roll: Earn a GPA of 3.00 and have no D's or incompletes
- Pass-fail grades will not count toward the Honor Roll.

HONOR STUDENTS

Students who graduate with a grade point average of 3.50 or higher will be designated Honor Students. This determination will be made at the end of the 4th quarter of the senior year. No distinction will be made for valedictorian or salutatorian.

LOST AND FOUND

The lost and found is located in the main office. If you have any lost articles or lose anything, check in the main office.



MESSAGES FROM HOME/EMPLOYER

Parents should feel free to call the school concerning any matter dealing with their students and the school. Only in an emergency situation will students be called from classrooms to answer a telephone call and only messages from parents or employers will be delivered to students. Messages from friends or students will not be delivered.

PARENT TEACHER CONFERENCES

Parents are encouraged to attend conferences. Please see the district schedule for conference day's dates and times. Parents are also encouraged to contact teachers whenever concerns arise. The best time to contact a teacher on school days is from 7:45-8:00 a.m. and again from 3:05-3:30 p.m. Teachers may also be available during their prep hour.

PLEDGE OF ALLEGIANCE

A student council member will lead the student body in reciting the Pledge of Allegiance at the end of the P.A. announcements every Monday. Anyone wishing to sit out the Pledge has the option of doing so. Students must respect another person's right to make that choice.

DAILY AND WEEKLY ANNOUNCEMENTS

Daily announcements will be read over the PA at the beginning of each day by members of the student council. The district calendar, located on the front of the school website, is the most up to date source of information on scheduling and activities.

RECORDS/DATA PRIVACY

Parents/guardians have the right to inspect and review the educational records of their children in the presence of school officials according to federal family education and privacy rights. The school district may assume that either parent has access to the educational records of the student unless the school district has been provided with evidence that there is a legally binding document, state law or court order governing such matters such as divorce, separation of custody, which provides to the contrary. Parents/guardians can also request to amend a record if information is found to be inaccurate. A parent/guardian wishing to challenge the content of the school record shall make a written application to the principal. St. Charles Public Schools may withhold data from parents or guardians upon request by the minor if the school determines that withholding the data would be in the best interest of the minor. St. Charles Public Schools has adopted a student records policy as required by state and federal laws. The policy requires that certain information be classified as "*Directory Information*" and be available to the public unless parents or students eighteen years of age or older request in writing that such information *not* be released.



Directory information includes:

- Student's Name
- Address
- Telephone Number
- Date and Place of Birth
- Sex
- Major Sports
- Weight and Height
- Dates of Attendance
- Grade Levels Completed
- Awards Received
- School Picture
- Previous Educational Institutions Attended

REPORT CARDS

Grade updates will be provided at the following times: All reports will be emailed home, unless a mailed copy is requested.

Semester 1 – midterm reports

Semester 1 – fifteen week D & F's report

Semester 1 – report card e-mailed home and posted on transcript

Semester 2 – midterm reports

Semester 2 – fifteen week D & F report

Semester 2 – report card e-mailed home and posted on transcript

*7th and 8th grade classes receive quarter grades. 9th-12th grade classes receive semester grades.

The progress reports will be e-mailed home unless a paper copy is requested by the parents or an e-mail address isn't available.

PARENT ONLINE ACCESS

Parents and students can view the student's attendance record, report card, progress reports, parent information and lunch account balance. Go to www.schs.onlinejmc.com or call 932-4420 and ask for extension 156 for further details on how to sign up for the program.

SCHOOL TRIPS

Students going on school-sponsored field trips, music or athletic events, etc. do not need admit slips. Students who know they will be gone are required to ask their teachers for their work and assignments well in advance. This will be the individual student's responsibility. Students going on field trips need a parental permission slip in order to attend if the event takes place outside the district boundaries. Field trips within the district do not require parental permission.



STUDENT ACTIVITIES TRANSPORTATION

Students wishing to utilize transportation to events other than the school provided transportation must have this pre-approved by the administration. Exceptions to this are riding home with parents from activities. Parents/ guardians are allowed to transport their own student home from activities if they check the student out with the coach or advisor. Students may not ride home from these events with anyone else besides their parents/ guardians, without prior written approval being confirmed by the office through the transportation permission form.

SENIOR HIGH SCHOOL

The Sr. High School consists of grades 9-12. The senior high school program allows considerable freedom of choice to the student in the selection of courses. At the same time, it places upon the student a greater responsibility for the selection of these courses which are going to be of greatest value to him/her after he/she completes high school.

GRADUATION REQUIREMENTS

1. Earn twenty-eight (28) credits which must include the following:

<u>Subject</u>	<u>Credits</u>
Language Arts	4
Social Studies	4
Mathematics	3
Science	3
Physical Education	1
Health	0.5
Computers	0.25

CELL PHONE POLICY

Electronic devices are allowed before school, during passing time, lunch and after school. If a teacher determines that a student has violated their classroom acceptable use, the teacher will collect the device and bring it to the office. A parent, guardian, or parent designee (not of school age) will need to pick up the phone.

STUDENT RIGHTS AND RESPONSIBILITIES POLICY

These rights and responsibilities apply to all students and staff at SCHS

STUDENT RIGHTS POLICY

1. Freedom from physical abuse and from mental abuse such as name calling, intimidation, or harassment.



2. Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, features, friendship groups, age, culture, disability, financial status, clothing, classroom performance, etc.....
3. The right of privacy and freedom from being harassed in the classroom and hallways; the right to be treated respectfully.
4. The right to an education; teachers should be free to teach and students should be free to learn without being interrupted by inconsiderate, unruly, or disrespectful students.
5. The right to have personal and school property respected. Our school should be a safe place for property as well as people.

STUDENT RESPONSIBILITIES POLICY

1. Act in a safe & healthy way.
2. Treat all property with respect.
3. Respect rights and needs of others.
4. Take responsibility for learning.

ASSEMBLIES

We have assembly programs, pep-fests, and concerts conducted by our own students and faculty or by guests. A study hall may be provided for students who do not wish to attend the program.

ATTENDANCE

Good attendance is an essential ingredient in student achievement. Class discussions and other interactions with staff and students are valuable learning experiences that cannot be duplicated in any other way. Good attendance is also a trait highly valued in the workforce. Attendance habits acquired in school tend to carry over into the workforce after graduation.

Student Responsibility

It is the student's responsibility to attend all assigned classes. If it is necessary to be absent, the student must have the parent phone the school to request an excused absence by 8:00 a.m. If the parent is not able to make that call by 8:00 a.m, the student must call to inform the school of the absence and then have the parent call requesting an excused absence within 24 hours. Any absence not cleared by the parent within the 24 hours will be considered unexcused and referred to the principal. Following an absence, the student must pick up an admit slip from the office and show it to each teacher whose class was missed. If a student needs to leave school at any time during the school day, the student must come to the office to get a pass. It is the student's responsibility to request any missed assignments due to an absence.



Parent Responsibility

It is the responsibility of the parent to ensure the student is attending school regularly and to call the school when the student will be absent to request the absence be excused. It is the school's right and responsibility to determine whether or not the absence will be excused. Whenever possible, the parental request should be made by 8:00 a.m. so that the school can account for the student's absence. The parent may phone the school at any time, day or night, (507-932-4420) and leave a message on the attendance voice mail. If you have a question as to if an absence will be excused, contact the principal.

It is the school's position that the following are valid reasons for an excused absence being granted from class:

- A. Illness.
- B. Serious illness in the student's immediate family.
- C. A death or funeral in the student's immediate family or of a close friend or relative.
- D. Medical, dental, or orthodontic treatment, or a counseling appointment.
- E. Court appearances occasioned by family or personal action.
- F. Religious instruction not to exceed three hours in any week, unless it is a religious holiday.
- G. Physical emergency conditions such as fire, flood, storm, impassable roads, or weather that may make travel unsafe.
- H. Official school field trip or other school-sponsored outing.
- I. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- J. Family emergencies.
- K. Active duty in any military branch of the United States.
- L. A student's condition that requires ongoing treatment for a mental health diagnosis.
- M. Pre-approved unique situations by the principal.

Examples of absences generally considered to be unacceptable and unexcused are:

- A. Truancy. An absence by a student which was not approved by the parent and/or the school district.
- B. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- C. Oversleeping.
- D. Missed bus.
- E. Late evening activities, school-related or otherwise.
- F. Work.
- G. Shopping, tanning, hair appointments, or senior pictures.
- H. Baby-sitting
- I. Excessive car problems.
- J. Any other absence not included under the attendance procedures set out in this policy.



Unexcused Absence Consequences

Failure to be in one's assigned classes without parental and school approval will be viewed as an unexcused absence. Unexcused absences will follow the Truancy procedure and may result in detention and or an attendance meeting.

TRUANCY

"Continuing truant" means a child between the ages of 12 and 17 who is subject to the compulsory instruction requirements of section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for:

- (1) three days if the child is in elementary school; or
- (2) three or more class periods on three days if the child is in middle school, junior high school, or high school.

Nothing in this section shall prevent a school district or charter school from notifying a truant child's parent or legal guardian of the child's truancy or otherwise addressing a child's attendance problems prior to the child becoming a continuing truant.

"Habitual truant" means a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high school, or high school or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school under section

When a student has accumulated five instances of truancy, the student and parent will be required to meet with a school official and possibly the County Truancy Officer to devise a plan to avoid any further instances of truancy.

TARDIES

Students are expected to be in their assigned class on time. Should a student develop a pattern of tardiness (more than 3 a semester / per class), the teacher will start to assign after school detentions. Failure to serve after school detention will result in In-School-Suspension (ISS).



AUTOMOBILES AND PARKING LOT

Bringing a car on school grounds is a privilege, not a right. Once school begins at 8:10, students must have permission from a staff member to go out to the parking lot. All automobiles, including motorbikes and bicycles, must be parked properly in the parking lots to the west and east of the school building. Bicycles must be parked in the bike racks west of the school. Students are to use good driving habits upon entering and leaving the parking lot. Drive only in designated areas and in an appropriate manner. Failure to do so may result in consequences including detention, Saturday School, suspension, revocation of driving or parking privileges or reckless driving charges being filed. Students may only park in designated student parking spots and not in the visitor or staff area on the north and south side of the school or along the fenced area south of the school by the bus cage. You must park within the marked lines. Cars may not be parked on the curbs or on the grass. Please stay within the lines that denote emergency lanes. Please observe the staff only parking zone by the cafeteria. Violations of the driving and parking lot regulations may result in school consequences that include, but not limited to, detention, suspension or the car towed at the driver's expense or a revocation of permission to bring the car on school grounds. Vehicles may be searched at any time without warning or student consent. Failure to open the car for a vehicle search will result in suspension for insubordination and all driving privileges on school grounds revoked.

Closed Campus

SCHS operates with a closed campus. Once the first hour class begins, students may not leave school grounds without a permit to leave pass secured from the office. The school grounds are bounded by the parking lot and the circular drive around the building. SCHS has a closed lunch hour. All students must remain at school during the noon lunch period unless specifically granted permission to leave through the office. Students may either choose to participate in the school lunch program or to bring their own lunch to the school in the morning. They are not allowed to leave school grounds to have lunch even with parent permission. They are not allowed to go home for lunch unless it is prescribed by a doctor for health reasons. Students are not allowed to order food in or to have food brought in by others. Students in classes such as T.A. or community service are not allowed to eat lunch off school grounds or bring lunch back for themselves or others while reporting to or returning from the class.



DANGEROUS WEAPONS

There will be zero tolerance for any weapons at SCHS. No one shall possess a weapon on school property, school buses, or at any school-related event. Any object which could be used to cause bodily injury or property damage and which has no school-related purposes is included in this policy. Weapons include, but are not limited to, firearms of all kinds including pellet guns, ammunition and explosives of all kinds, and knives. Students violating the policy on the possession of weapons will be subject to serious disciplinary action which could include expulsion. In the case of possession with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified. Students who inadvertently bring a weapon such as a common pocket knife to school must report the incident to the office immediately to avoid serious consequences. Care must be taken not to show the item to other students or to make threatening comments or gestures.

DISCIPLINE

GENERAL DISCIPLINE POLICY

MS 121A.45 stipulates the grounds for student dismissal. They are:

- A) Willful violation of any reasonable school board regulations.
- B) Willful conduct that significantly disrupts the rights of others to an education.
- C) Willful conduct that endangers the pupil or other pupils, or surrounding persons, or the property of the school.

Dismissal could mean either suspension or expulsion.

OFF CAMPUS BEHAVIOR

Students may be disciplined for off campus conduct which disrupts, interferes, or otherwise affects the environment, activities or operation of the school.

REASONABLE FORCE

A teacher or school principal, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.



Types of Discipline

Detentions:

Detentions are assigned by the principal or classroom teacher and can be assigned before or after school on Tuesday and Thursday. Detention is from 3:15-4:00 PM.

ISS & OSS:

In-School-Suspension and Out-of-School-Suspension can be assigned at the principal's discretion in cases where discipline above and beyond detention is warranted.

IN-SCHOOL SUSPENSION RULES

1. No eating or drinking of food or beverage.
 2. Quietness.
 3. Students serving in-school suspension are to complete assignments and keep up with their class work. Failure to make up the work may result in the lowering of the final grade.
 4. Students are not allowed to have any electronic devices while in ISS. Paper and pencil work only.
 5. One five minute bathroom break will be granted in the morning and afternoon. The break will not coincide with regular passing time or with other suspension students.
 6. Sleeping is not allowed.
 7. Failure to adhere to these rules will result in additional disciplinary action.
- This also applies to students who choose not to be in class or are sent to the office out of class.

Discipline Procedures

Detention & suspensions must be served at the assigned time. If a student cannot report at that time due to extenuating circumstances, permission must be secured from the principal *PRIOR* to the detention. Detentions will not be moved to accommodate athletic or other school activities. If a student fails to report to detention, additional hours of detention or more extensive discipline can be assigned. Repeated misconduct or gross non-compliance with the regular school and/or classroom obligations or conduct which substantially disrupts the learning environment may result in up to 10 days of out of school suspension being assigned by the principal or could lead to a recommendation to the school board for long-term suspension, expulsion, or other appropriate measures needed to resolve the matter.



DRESS CODE

The purpose of the SCHS dress code is to remind students and staff that school is a place of learning and that appropriate clothing is required. The objective is to enable students and staff to focus on learning and not be distracted, embarrassed or made to feel uncomfortable by inappropriate clothing worn by staff members or students.

1. Outdoor jackets, coats, sunglasses, hats, caps, bandanas or miscellaneous headgear are to be kept in student lockers upon entering the school building.
2. Backpacks are to be stored in student lockers. Backpacks are NOT allowed in the classroom, hallway, commons, media center, etc. Upon entering the building, backpacks are to be stored in a students individually assigned locker.
3. Clothing that advertises alcoholic beverages, tobacco or illegal substances, that has obscene or inflammatory symbols, or that uses profanity or sexual connotation are not permitted. This includes any attire that is used for intimidation, racial or religious intolerance or gang affiliation.
4. No undergarments showing.
5. Shoes must be worn at all times.
6. Any shirt that is designated by the individual to specifically humiliate or disgrace any students and/or staff members is prohibited.
7. Skirts or shorts that are excessively short are inappropriate (to be determined by the administration).
8. Gang paraphernalia, jewelry and insignias which display, suggest, or provoke violence or disruptions are not allowed.
9. Necklaces or bracelets with spikes of any size are prohibited.

Students who wear inappropriate clothing will be asked to do one or more of the following (to be determined by the principal): a) turn the shirt inside out or wear another article of clothing over it, b) have the parent bring proper attire to school, c) wear clothing provided by another student or by the school. Parents will be informed of the dress code violation. A second or any additional violation of the dress code may result in detention or other consequences assigned. Consequences may be assigned upon the first offense in extreme cases. The school reserves the right to change the dress code at any time.

FIGHTING

Fighting is prohibited on school property or at school sponsored events. A student shall not threaten, cause or attempt to cause physical injury to any student or to a school employee. The school insists that students seek the assistance of teachers, counselors or administrators to resolve conflicts. Depending on the situation, possible consequences for fighting are as follows, but not limited to:

- Conference with the principal
- Referral to the counselor / social worker
- Detention
- Suspension
- Expulsion
- High School League violations
- Referral to law enforcement officials.



GANG ACTIVITIES

The St. Charles School District holds a policy of zero tolerance towards gangs and gang activity. No gang activity such as, but not limited to, gang colors and clothes, and/or illegal acts will be tolerated on the school premises, including after school activities. The school reserves the right to institute a dress code related to gang activity at any time.

HONOR CODE

Why have an honor code? St. Charles Senior High School is an institution in which learning for a purpose takes place. Useful and lasting learning does not occur unless the process which students go through to learn is an honest process which reflects their true abilities as measured by their own efforts. Progress which is based on unsound learning, as in the case with cheating, is not genuine progress. Cheating prepares a student for failure, not for success. In an academic institution, dishonesty serves to undermine the academic and intellectual integrity of the school. The faculty and administration of St. Charles High School are committed to eliminate such acts as cheating and to deal with offenses in a firm and decisive manner. In most instances, the student will be given 0 points for the work in which the cheating occurred and other consequences may be assigned.

SCHS Definition of Cheating

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report or term paper.
3. To plagiarize: Plagiarism means using another person's idea, expression or words without giving the original author credit.
4. To prepare for cheating in advance. Such action involves (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using the test or notes during a test or examination, (3) talking while taking quizzes, tests or examinations.
5. To fail to follow test procedures or instructions announced by a teacher (such as no talking, no turning around in seat, raise hand to ask questions, etc.)
- 6.

LEADERSHIP POSITION

The school board expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules (whether school or MSHSL) pertaining to student conduct and student discipline extend to all school activities and leadership positions.



Selection to the Student Council, National Honor Society, Homecoming or Snow-Days Royalty, or as a class officer is an honor, one that requires that the student has demonstrated a high standard of school citizenship. Any student who has been cited for a violation of state, local, district or High School League policies regarding substance possession or use will not be eligible for selection to the Student Council, NHS, class officer, or school royalty. In addition, a student that has been suspended more than once for violation of any school policies will be ineligible for a leadership position in the school. Removal from participation in these activities can happen on the first offense if it is deemed severe enough by the principal.

These consequences will only extend through the current school year.

The new school year begins immediately following the previous year's graduation ceremonies. A student who has been ruled ineligible for one of the above positions will be eligible the following year provided no further violations have occurred. Students who are selected to the above positions will be removed from that position for the remainder of the school year if there is a violation of policy regarding the use or possession of mood-altering substances or for a violation of other school policies that results in a second school suspension during the year of the leadership position. Immediate removal from the position can occur if the student commits a violation of state, local, or school policies deemed severe enough by the principal.

A second violation anytime during grades 7-12 of the rules governing the use or possession of mood-altering substances or tobacco will result in the student being ineligible for any leadership positions for two years. A third violation anytime during grades 7-12 will result in the student being ineligible for any further leadership positions for the remainder of his/her high school career.

LOCKERS

School lockers, academic and gymnasium, are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched when school authorities have reasonable suspicion that the search will uncover evidence of wrongdoing. Students' clothing, (emptying pockets) or purses may also be searched upon reasonable suspicion. Failure to immediately submit to a search will result in school consequences, which may include suspension. The same policy applies to student vehicles on school grounds. Please do not keep money or any valuables in your locker. While we do our very best to minimize theft, we are not responsible for any lost or stolen articles, including textbooks, notes, writing materials or any valuables. Please do not give anybody else your locker combination or allow anyone else to see it. You are required to use a lock in the gymnasium locker rooms. You are strongly encouraged to lock your locker at all times. You may purchase a lock from the school or you may bring your own lock. Students entering another person's locker without permission are subject to disciplinary action.



MONEY AND VALUABLES

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. The school cannot accept responsibility for stolen money or other articles.

POSTERS AND ANNOUNCEMENTS

Any posters or announcements to be displayed in the hallways or read over the intercom must be approved by an administrator. No posters, stickers or other advertisements may be placed on the outside of the lockers.

St. Charles Public Schools Non-Discrimination Statement

The St. Charles Public Schools does not discriminate on the basis of sex/gender, sexual orientation, race, color, creed, national origin, religion, sex, disability, receipt of public assistance, or marital status and age in its programs and activities.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

Bill Ihrke, Title IX Coordinator and School Superintendent
600 E. 6th Street
St. Charles, MN 55972
507-932-4420
bihrke@schs.k12.mn.us

Theresa Nunemacher, 504 Coordinator and Human Rights Officer
600 E. 6th Street
St. Charles, MN 55972
507-932-4420
tnunemacher@schs.k12.mn.us

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481



RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

Religious, racial, and sexual harassment and violence will not be tolerated at SCHS. The school district will investigate all complaints, formal or informal, and will take appropriate disciplinary action against any student or staff who engages in religious, racial and sexual harassment or violence. Sexual harassment may include but is not limited to:

- A. Verbal, written/graphic harassment or abuse
- B. Subtle pressure for sexual activity
- C. Inappropriate patting or pinching
- D. Intentional brushing against a student's and/or employee's body
- E. Any sexually motivated unwelcome touching
- F. Sexual violence which is a physical act of aggression.
- G. Racial and religious harassment consist of physical or verbal conduct relating to an individual's race or religion when the conduct.
- H. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment
- I. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance
- J. Otherwise adversely affects an individual's employment or academic opportunities
- K. Any person who believes he or she has been the victim of racial, religious and sexual harassment/violence by a student or employee of the School District, or any third person with knowledge or belief of conduct which may constitute sexual harassment or violence should report the alleged acts immediately to the principal or another staff member. The principal or the district Human Rights Officer will immediately investigate the allegations.

If the district determines that racial, religious and sexual harassment or violence did occur, it will take such disciplinary action it deems necessary and appropriate. Action may include but is not limited to:

- A. Warning
- B. Written or verbal apology
- C. Detention
- D. Suspension
- E. Discharge or expulsion
- F. H.S. League sanctions

Please refer to the complete copy of the District's racial, religious and sexual harassment policy (Policy 413) for further clarifications. A copy can be found in the office.



ST. CHARLES PUBLIC SCHOOLS GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation. Please refer to the complete copy of the District's grievance procedure for further clarifications. A copy can be found in the office and/ or on the district's website.

SCHOOL DANCES

The school follows certain policies concerning school dances. These policies are:

1. 7th and 8th grade dances are separate from senior high dances. 7th and 8th graders may not attend senior high dances.
2. Organizations sponsoring dances must arrange to have one faculty advisor and one parent chaperone.
3. Non-students may attend only as a guest of a current student. Only one guest per student is allowed. The student and the guest must register with the advisor before the dance. Exceptions to the above policy must be approved by the principal in advance. Guests must abide by the same policies that apply to students.
4. Once students enter the dance, they are not to leave unless leaving for the evening. They may not return unless permission is given by the advisor.

STATE TESTING

St. Charles High School follows the sequence of state testing as required by the Minnesota Department of Education. If parents prefer to have their children opt out of MCA testing, they may access the opt-out form at the following website:

<https://education.mn.gov/mde/fam/tests/>

TOBACCO/ALCOHOL/DRUGS

In compliance with state law, smoking, drinking, the use or possession of a controlled substance and/or the possession of drug paraphernalia is not allowed anywhere in the building, on school grounds, or at school activities.



SMOKING/VAPING/CHEWING TOBACCO

This policy prohibits the following products on campus:

- tobacco products and tobacco-related devices,
- imitation tobacco products,
- lighters, and
- electronic cigarettes or vapes.

The penalties for the use or possession of tobacco are:

1st Offense: 2 day of ISS

Subsequent Offenses: 2 days of OSS

In addition, the student will be reported to the City of St. Charles for violating the city ordinance. High School League consequences will be assigned.

ALCOHOL, DRUGS, AND OTHER CHEMICALS

The penalty for the use, possession, or being under the influence of alcohol or other non-prescription mood-altering substances on school grounds is, but not limited to:

1. A minimum of a five day suspension for the first offense and ten days for the second offense.
2. Contacting the police.
3. Referral to the chemical awareness coordinator for an assessment.

Possessing any amount of or providing or selling non-prescription mood-altering controlled substances on school grounds or at school-sponsored events may result in additional penalties, including long term suspension or expulsion.

MEDIA DEVICES

Students may bring music playing devices to school. They are not to be used in the hallways during the school day. If the student only uses one of the headphones, they can be used at lunch or before and after school. The purpose of this is so that the student will be able to hear instructions from the staff.

BULLYING

Bullying will not be tolerated at SCHS. The school district will investigate all complaints, formal or informal and will take appropriate disciplinary action against any student or staff who engages in bullying. Bullying is defined as "Conduct that is either repeated and in the context of a perceived or actual imbalance of power, or that materially and substantially interferes with the student's education. However, intimidating, threatening, abusive, or harming conduct includes not only physical harm or threats of physical harm, but also violations of a student's reasonable expectation of privacy, defamation of a student, intentionally inflicting emotional distress, or conduct directed at a student on the basis of certain actual or perceived characteristics. All claims of bullying will be investigated by the principal. Consequences for bullying may include, but are not limited to: a warning, detention, suspension, remediation, termination or discharge.



Please refer to the complete copy of the District's bullying policy for further clarifications. A copy can be found in the office and on the student bulletin board.

PARTICIPATION IN THE ACADEMIC OR CO-CURRICULAR PROGRAMS

All educational programs offered by the St. Charles Public schools are offered without regard to gender, race, color, national origin or disability. Eligibility for participation in any of the school programs may be limited by academic standing, disciplinary matters or enrollment status. If you have any questions about eligibility for participation in any aspect of the educational program, contact the principal.

In order to be eligible to attend practice after school or participate in games or events for athletics, fine arts activities or any other co-curricular activity, you must be in school the entire day. It is the coach's responsibility to enforce the no play policy. The only exceptions to this policy are school-sponsored field trips, medical appointments or emergencies such as a funeral.

A student will be put on academic probation for any type of competition that is sponsored by the school (athletics, fine arts, class officer, student council, royalty, etc.) upon receiving a grade of F at the end of any quarter or semester.

The student who is on academic probation can still participate in activities as long as they remain in good academic standing. In order to be in good academic standing, they must be passing all classes at the time of their weekly check-in.

If all teachers confirm they are passing, they will be eligible for the following week (Monday-Saturday). If they are failing one or more classes, they will be ineligible to participate in competitions for the following week (Monday-Saturday). The student may still participate in team practices, but not in any games or competitions.

A student is removed from academic probation if they pass all of their classes at the end of the next quarter or semester grading period.



HIGH SCHOOL LEAGUE VIOLATIONS

MOOD-ALTERING CHEMICALS

A student shall not:

- Use or possess a beverage containing alcohol;
- use or possess tobacco; or,
- use or consume or have in possession, buy, sell, or give any other controlled substance.

The rule applies to the entire school year and summer.

- It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

Penalties

Category I MSHSL Activities

All Athletics, Dance Team, Speech

Penalties

- **First Violation:** After confirmation of the first violation, the student shall lose eligibility for the next two consecutive interscholastic contests or two weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- **Second Violation:** After confirmation of the second violation, the student shall lose eligibility for the next six consecutive interscholastic contests or three weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
- **Third and Subsequent Violations:** After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve consecutive interscholastic contests in which the student is a participant. If after the third or subsequent violations, the student on her/his own violation becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
- **Denial Disqualification:** A student shall be disqualified from all interscholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.
- With each violation, the student must also participate in a preliminary chemical abuse interview or assessment provided through the SCHS Student Support Services or through a certified outside agency.
- See policy on Leadership Positions for additional consequences.



Category II Activities

Band, Chorus, Art

Contests (does not apply to concerts)

Three Rivers Art Fair, Section 1 Arts Festival

Penalty:

If the violation occurs during the semester of the competition, the student will be ineligible for that semester.

One Act, Musical, Three Act, Math League

Penalty:

Any violation after official practice begins will result in ineligibility for the remainder of the season.

FFA

Penalty:

Aligns with MSHSL violation penalties.

Sexual, Religious, or Racial Harassment / Assaults

The penalties same as for mood-altering substances.

MSHSL Bylaw 206.00 Good Standing General Eligibility Requirements:

1. Good Standing

In order to be eligible for regular season and League tournament competition a student must be in good standing.

Definition: The term “Good Standing” shall mean that the student is eligible under of all the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

2. Student Code of Responsibilities

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- A. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- B. I will be fully responsible for my own actions and the consequences of my actions.
- C. I will respect the rights and property of others.
- D. I will respect and obey the rules of my school and the laws of my community, state and country.
- E. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.



3. Penalty

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by the school principal acting on the authority of the local board of education.

The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations. For example, when a student is suspended from school the student is not in good standing and cannot begin to serve the participation penalty until the student has completed the suspension from school and is returned to good standing. A student that is assessed a MSHSL code of conduct violation (bylaw 206) will have the opportunity to present evidence in their defense to the Principal prior to the penalty being assessed.

Accumulative Penalties:

Penalties shall be cumulative beginning with the 7th grade and across the three various categories of chemical violations, assault and sexual, religious or racial harassment, & good standing.



SCHS Fight Song

**St. Charles
HighSchool
Hats off to thee,
To our Colors
True we shall ever be,
Firm and strong
United are we,
Rah, Rah, Rah,
For St. Charles High
Rah, Rah, Rah, Rah,
Hats off to St. Charles
High!**

