

**Osseo Senior High School**  
317 Second Avenue NW  
Osseo, Minnesota 55369  
Telephone: (763) 391-8500  
Web Address: <http://www.district279.org/sec/osh>

August 2010

Dear Osseo Senior High Students,

Welcome to school year 2010-2011! We hope this year is one in which you accomplish great things, and have much success. The faculty and staff at Osseo Senior High School are dedicated to helping students grow and learn successfully.

Maintaining a safe, orderly learning environment is our highest priority. It is essential to the learning process. Through a shared sense of responsibility, we can accomplish this important goal together. This handbook is designed to assist us all by clearly defining expectations, guidelines, and the rules and regulations that are necessary to establish a positive, productive learning climate.

Other keys to a successful high school experience are simple and straightforward – fulfill the expectations in the Student Job Description, and get involved in your school. Osseo Senior High School offers a comprehensive academic, activity and athletic program. Osseo students have a long tradition of participation in school activities and I urge you to take full advantage of the many opportunities available at OSH.

This is your school, a great place to live and learn and grow together. Take pride in what you do here as part of our learning community.

Sincerely,

Robert Perdaems, Ed.D.  
Principal

**Independent School District 279**  
**BOARD OF EDUCATION**  
KATE MAGUIRE, ED.D, SUPERINTENDENT  
John Nelson, Chairperson  
Dean Henke, Vice Chairperson  
Kim Green, Clerk  
Lin Myszkowski, Director  
Tammie Epley, Director  
Laura Cottingham, Treasurer

**STUDENT JOB DESCRIPTION** – students are the focus of all efforts of other people in this school.

**Position:** Osseo Senior High School Student

**Qualifications:** Willingness and desire to learn for a successful and productive life

**Performance Responsibilities:**

1. Attend class regularly.
2. Report to class on time.
3. Bring appropriate learning materials to class (examples: paper, pencil, books and notebooks).
4. Participate in the learning activities as directed by the teacher (example; ask questions, respond to questions, read and think about the content).
5. Treat other human beings with the respect and dignity they deserve.
6. Obey reasonable requests by the teacher.

**Terms of Position:** Nine (9) months, 172 school days, six hours and thirty minutes per day.

**Evaluation:** Student achievement is reported every 12 weeks. Grades become part of the student's permanent record. The most accurate evaluation of the job performance of an individual student is his or her success and productivity in life.

***OSH MISSION STATEMENT***

*The purpose of OSH is to teach students to:*

- *Become Successful Learners*
- *Be Responsible Citizens*
- *Pursue Personal Fulfillment*

**Osseo School Song**

**We'll sing a song both loud and long  
to cheer our teams to vic-tor-y.  
For Oss-eo High we'll do or die  
To pledge e-ter-nal loy-al-ty  
FIGHT! FIGHT! Fight on team fight!  
We'll win this game  
Roll out the score for Os-se-o  
Get on the track for orange and black  
To vic-tor-y for Os-se-o!**

**ADMINISTRATION**

Keith Jacobus, Ph.D. .... Assistant Superintendent,  
Leadership, Teaching, and Learning  
Robert Perdaems, Ed.D. .... Principal  
Diana Bledsoe ..... Assistant Principal  
Ronnie King ..... Assistant Principal  
Kelly McConville..... Behavior Intervention Teacher  
Michelle Peterson..... Administrative Assistant  
Roy Johnson ..... Business Manager  
Jason Heilman ..... Police Liaison Officer  
Tracy Hanson ..... Administration Secretary  
Penny Landry ..... Registrar  
Kristi Voight ..... Student Services Secretary

**COUNSELING**

Anne Price ..... Counselor  
Sarah Seldon ..... Counselor  
Michelle Schlorf ..... Counselor  
Jackie Trzynka ..... Counselor  
Joyce Coleman ..... Student Assistance Counselor  
Mary Aydt ..... Counseling Office Secretary  
Michelle Mazanec ..... College and Career Specialist  
Judy McGarry ..... CRC Technical Tutor

**ACTIVITIES OFFICE**

Ray Kirch ..... Activities Director  
Patty Phenow..... Activities Office Secretary

**HEALTH SERVICES**

Nancy Hegna ..... Health Service Specialist

**STUDENT SERVICES**

Polly Aaser ..... Special Education Building Coordinator

**ATTENDANCE**

Deb Olson..... Attendance ESP

**FOOD SERVICE**

Larry Renner ..... Cook Manager

**CUSTODIAL/MAINTENANCE SERVICE**

Wally Libby ..... Building Head

**FACULTY/SUBJECT TAUGHT**

Arellano, Norma ..... Science  
Bauman, Bill ..... Social Studies  
Becker, Deb ..... Business Ed.  
Benson, Shari ..... Social Studies  
Benton, Caroline ..... English  
Bipes, Diane ..... Special Education  
Booher, Joe ..... English  
Borgstrom, Steve ..... Instrumental Music  
Boulka, Steve ..... Instrumental Music  
Brockman, Melissa ..... Spanish  
Buechel, Sandy ..... Social Worker  
Burns, Brandon ..... Science  
Casella, Dave ..... OEC  
Casella, Heather ..... English  
Davis, John ..... Math  
Devries, Cullen ..... Science  
Endres, Rita ..... ATPPS  
Everson, Shawn ..... Math  
Farrell, Roberta ..... Art  
Ferry, Matt ..... Social Studies  
Fournier, Karla ..... ELL  
Gallagher, Caren ..... Special Education  
Goetz, Michelle ..... Math  
Grider, Amy ..... Health.

Hanson, Michelle ..... Special Education  
Hewitt, Jan ..... Media/Library  
Hill, Bonni ..... Science  
Hollis, Tim ..... Co-op  
Huston, Bill ..... Science  
Johnson, Ann ..... English  
Johnson, Laurie ..... Special Education/OT  
Johnson, Shawn ..... English  
Jones, Ellie ..... Science  
Kellar, Jill ..... ATPPS  
Kinney, Cathy ..... English  
Klecker, Kelly ..... Math  
Klug, Heather ..... Spanish  
Kunz, Callie ..... French  
Lang, Jane ..... ELL  
Lamker, Derrin ..... Phy. Ed.  
Lausche, Lori ..... Vocal Music  
Leach, Carolyn ..... Family & Consumer Science  
Leafblad, Gary ..... OEC  
Letofsky, Lisa ..... ELL  
Leverentz, Gayle ..... Special Education  
Loftsgard, Cindy ..... Special Education  
Martin, Anne Marie ..... French  
McComb, Amy ..... English  
McCready, Melanie ..... Speech  
Moden, Jason ..... Social Studies  
Moe, Janelle ..... Science  
Moen, Jennifer ..... Math  
Mohr, Judi ..... Family & Consumer Science  
Morgan, Jane ..... Math  
Nelson, Karen ..... Math  
Noehre, JT ..... Math  
Norris, Jim ..... Social Studies  
Oaks, Paula ..... Phy. Ed./Adapt. Phy. Ed.  
Oliphant, Craig ..... Math  
Oliver, Craig ..... Tech. Ed.  
Palm, Gregg ..... Psychologist  
Peterson, Margy ..... Special Education  
Peterson-Cramer, Jennifer ..... Art  
Prody, Dan ..... Art  
Quan, Bill ..... Science  
Roerber, Lynlee ..... Phy. Ed.  
Rosch, Benjamin ..... English  
Ruska, Eric ..... Science  
Rustad, Jim ..... Special Education  
Salguero, Debbie ..... Spanish  
Sandquist, Cindy ..... Math  
Schmeisser, Leslie ..... Math  
Schreiber, Jane ..... Special Education  
Schreiner, Sara ..... Spanish  
Schultz, Jim ..... Science  
Scranton, Deb ..... Special Education  
Sheie, Mary ..... DHH/287  
Skinner, Mary Jo ..... English  
Sotak, Laura ..... CNA  
Stewart, Jessica ..... Social Studies  
Studaker, Becca ..... Student Learning Advocate  
Swanson, Neil ..... Phy. Ed.  
Taylor, Natalya ..... Math  
Theisen, Tim ..... Social Studies  
Tillman, Ashleigh ..... English  
Trymucha, Mike ..... Science  
Trumble, Martha ..... Special Education  
Waalk, Kelli ..... Special Education  
Wertheimer, Lee ..... Business Ed.  
Wippermann, Ned ..... Special Education  
Zelenak, Gerry ..... Social Studies  
Zubich, Geri-Anne ..... Social Studies

**OSH BELL SCHEDULES & CALENDAR  
2010/2011**

**REGULAR DAILY SCHEDULE**

**50 minute class periods - 25 minute Advisory/READvisory/Study**

7:30 – 8:20		1st
8:25 – 9:15		2nd
9:20 – 9:45		A/R/S
9:50 – 10:40		3rd
Classtime 11:15 – 12:10 10:45 – 11:10 11:45 – 12:10 10:45 – 11:40	Lunch 10:40 – 11:10 11:10 – 11:40 11:40 – 12:10	4th A B C
12:15 – 1:05		5th
1:10 – 2:00		6th

**SPECIAL ASSEMBLY SCHEDULE**

**47 minute class periods – No A/R/C – 40 min. assembly**

7:30 – 8:17		1st
8:22 – 9:09		2nd
9:14 – 10:01		3rd
Classtime 10:36 – 11:31 10:06 – 10:31 11:06 – 11:31 10:06 – 11:01	Lunch 10:01 – 10:31 10:31 – 11:01 11:01 – 11:31	4th A B C
11:36 – 12:23		5th
12:28 – 1:15		6th
1:20 – 2:00		Assembly

## GRADING PERIODS

1 <sup>st</sup> Trimester	September 7, 2010– December 2, 2010 Mid-trimester      October 20, 2010	58 days
2 <sup>nd</sup> Trimester	December 6, 2010 – March 10, 2011 Mid Trimester      January 28, 2011	58 days
3 <sup>rd</sup> Trimester	March 14, 2011 – June 09, 2011 Mid Trimester      April 29, 2011	56 days

**Osseo Senior High School** is a proud member of the Northwest Suburban Conference. Member schools include Andover, Anoka, Blaine, Centennial, Champlin Park, Coon Rapids, Elk River, Maple Grove, Osseo and Park Center. The mission of the Northwest Suburban Conference is to provide educational opportunities for students in competitive and cooperative extra-curricular and co-curricular activities. Through participation in these activities, our conference strives to have our students:

- Develop a healthy lifestyle.
- Exhibit fair play through honorable competition.
- Develop an appreciation of preparation and its relationship to success.
- Value treating people with dignity and respect.
- Develop personal characteristics of poise, cooperation, leadership, perseverance, and self-discipline.

# TABLE OF CONTENTS

<b>Code of Conduct</b> .....	1
<b>Attendance Procedures</b>	
• Excusing an absence .....	2
• Prearranged absences .....	2
• Excused absences .....	3
• Tardiness .....	3
• Unexcused absences/truancies .....	3
• Homebound Instruction .....	3
• Extra-Curricular .....	3
• Phy. Ed. excuse procedures .....	4
<b>Behavior Guidelines</b>	
• Academic Dishonesty .....	4
• Advisory .....	4
• Bullying Prohibition .....	4
• Care of school and personal property .....	5
• Chemical use/abuse .....	5
• Community Chemical Violations .....	5
• Detention .....	7
• Disruption .....	7
• Dress code .....	7
• Electronic Equipment/Cell Phones .....	7
• Fees .....	8
• Field trips .....	8
• Forgery .....	8
• Gambling .....	8
• Hallways and grounds .....	8
• Harassment .....	15
• Hand Held Metal Detector Use .....	8
• Identification .....	8
• Insubordination .....	8
• Liability for personal materials .....	8
• School Safety .....	8
• Search .....	9
• Study Hall .....	9
• Supplies .....	9
• Telephones .....	9
• Tennessen Notice .....	4
• Tobacco use .....	9
• Violent behavior .....	9
• Visitor's pass .....	9
• Weapons .....	9
<b>Consequences</b>	
• Pupil Fair Dismissal Act .....	10
<b>Earning Credits</b>	
• Academic recognition .....	12
• Advisory .....	12
• Area Learning Center (OALC) .....	13
• Credit load .....	13
• Graduation requirements .....	13
• Incompletes .....	13
• Pass/Fail .....	13
• Post Secondary Enrollment Options (PSEO) .....	13
• Repeating credits .....	13
• Report cards .....	13
• Scheduling .....	13
• Schedule changes .....	14
• SchoolView/Online Grading System .....	14
• Weighted grading .....	14
• Withdrawal procedures .....	14
<b>Senior Information</b>	
• Commencement Participation Fee .....	14
• Graduation ceremony .....	14
• Senior graduation announcements .....	14
• Senior pictures .....	15
• Senior honors .....	15
• Senior's last day of school .....	15
• Senior party .....	15
<b>Student Rights</b>	
• Age of majority rights .....	15
• Child abuse policy .....	15
• Harassment policy .....	15
• Married students .....	16
• Pregnancy .....	16
• Records .....	16
• Student data .....	16
• Statement of rights .....	17
• Student records .....	17
• Transfer of student records .....	17
<b>Student Services</b>	
• Announcements .....	18
• Bus transportation .....	18
• Career Resource Center (CRC) .....	18
• Class rings .....	19
• Fundraising .....	19
• Guidance and Counseling .....	19
• Health Services .....	19
• Immunization requirements .....	19
• Insurance .....	19
• Internet Acceptable Use and Safety .....	19
• Lockers .....	20
• Lost and Found .....	20
• Lunch policy .....	20
• Media/AV .....	20
• Parking/Permits .....	20
• Pep Fests/Assemblies .....	21
• Physical Exams .....	21
• Pictures – Grades 10 & 11 .....	21
• School Service Charges .....	21
• Signs, Posters & Literature .....	22
• Special Education Services .....	22
<b>Miscellaneous</b>	
• Accessibility .....	22
• Asbestos .....	22
• Building access and security .....	22
• Canine searches .....	22
• Cold weather procedures .....	22
• Criminal History Background Checks .....	22
• Dance policy .....	23
• Emergency closings, delayed starts, early release .....	23
• Emergency communications .....	23
• Emergency preparedness .....	23
• Fire Drills .....	24
• Homecoming/Sno Daze/ Prom .....	24
• Indoor air quality .....	24
• Latex-safe schools .....	24
• MN State HS League Requirements .....	25
• Athletic Injury .....	25
• Spirit Apparel .....	25
• Tip Line .....	25
• Tornadoes .....	25
• Wellness .....	25
<b>Extra Curricular Activities</b>	
• Use of school facilities by student groups .....	25
• Participation fees .....	25

## **CODE OF CONDUCT**

The Osseo Senior High School staff is dedicated to the education of our students. We strive to promote a quality learning environment, which will foster intellectual development and promote positive interaction among our students. In addition, we believe that all persons in our school have the right to a safe, respectful, and productive learning environment.

The maintenance of this quality educational climate requires expectations, behavior guidelines and consequences. The code of conduct is set forth in this section of the handbook and is in accordance with Osseo District policies #550, #551, and #506. Copies of these school board policies are available at the school and at the Educational Service Center.

The code of conduct is in effect on all ISD #279 property at all times.

### **EXPECTATIONS**

Students are expected to:

- \*Attend school regularly and be in class on time with the proper materials, prepared to learn.
- \*Respect the rights and property of others.
- \*Conduct themselves in a manner that promotes a positive teaching/learning environment.
- \*Be respectful, courteous, and cooperative with school personnel and other students.
- \*Maintain a clean and safe school environment.

## **ATTENDANCE PROCEDURES**

The senior high school staffs of District #279 believe that classroom attendance and academic success are directly related. The following attendance procedure is an effort to assure this success. The senior high staff intends this procedure to be positive and not punitive.

Class attendance is a joint responsibility to be shared by the student, parent/guardian and the school personnel. This procedure will assist students in attending class.

**The school reserves the right to determine whether or not an absence is excused.**

### **STUDENT RESPONSIBILITY**

The responsibility of the student is to attend each scheduled class on time. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the student in educational experiences not available in other circumstances.

### **Instructional and learning opportunities lost through absence from class may not be retrievable.**

- Homework due on the day of an absence will be due on the day the student returns.
- Students will be given 5 days to complete homework assigned during an absence.
- Students will have 5 days to complete lab work or be given an alternative assignment.
- Students will be given 5 days to complete major assignments/tests at 70% credit if they had an unexcused absence on the day it was due.

### **PARENT/GUARDIAN RESPONSIBILITY**

It is the responsibility of the parent or guardian to encourage the student to attend school, to inform the school in the event of a student absence and to work cooperatively with the school and student to solve any attendance problem that may arise.

### **TEACHER RESPONSIBILITY**

It is the teacher's responsibility to maintain an accurate attendance record, start and end each class on time, make each student accountable for their attendance by questioning students about all unaccounted and unexcused absences, and communicating attendance concerns.

### **ADMINISTRATOR RESPONSIBILITY**

It is an administrative responsibility to encourage students to attend all classes. It is also the responsibility of the administration to inform the parent or guardian of the student's attendance and to work cooperatively with the parent or guardian and the student in developing acceptable attendance patterns.

### **PROCEDURE FOR EXCUSING ABSENCE**

When a student is absent for the entire school day:

1. In order to excuse all or any part of a day, parents need to call the school attendance line at **(763) 391-8511** on the day of the absence. If a parent or guardian is unable to phone the school on the day of the absence, a phone call or note will be required the next day in order to excuse the absence.
2. It is the student's responsibility to follow up to make sure their absence(s) have been cleared. Failure to do so may result in a truant absence.
3. All students, regardless of age, must have absences excused by parent/guardian.

### **PREARRANGED ABSENCES:**

1. **Vacations should be planned to coincide with scheduled school breaks.**
2. Students are to **prearrange, through the attendance office**, family trips and any other absence that can be foreseen, and are to do any work before leaving if requested by the teacher to do so. It will insure an ease of admittance

- (completion of makeup and accurate attendance records) upon return. Prearrange forms are available in the attendance office.
- If a student plans to be absent for more than five (5) consecutive days on a family trip prior approval by an administrator is required.

**When a student must leave school:**

- Before the student may leave school, the student shall present a note, or a phone call must be received from his/her parent/guardian, asking that the student be excused and giving the reason (e.g. doctor's appointment, family concern, etc.). If a note is sent, the student must bring it to the attendance desk **BEFORE 7:30 AM** on the day of the absence. If the note is brought in **AFTER 7:30 AM**, students with appointments (medical, dental, etc.) may be requested to bring verification of the appointment, upon return, to the attendance office. **Failure to follow these procedures may result in an unexcused absence for the classes missed.**
- If a student becomes ill during the day or an emergency situation arises during the day, he/she **must have the approval and "Leave School Permit" from the health service specialist or an administrator, before leaving. Failure to follow these procedures may result in an unexcused absence.**

**EXCUSED ABSENCES**

Definition of an Excused Absence:

- Illness.
- Religious instruction not to exceed three hours a week.
- Family vacations (students benefit if vacations coincide with school breaks).
- Serious illness or death of a family member or close relative.
- Appointments that cannot be schedule outside of class periods. (Driver education **MUST** be scheduled outside of school hours.)
- Approved school activities.
- Family emergencies.
- Court appearances.
- Absences resulting from suspension or other school sanctions.

**UNEXCUSED ABSENCES**

Definition of Unexcused Absence:

- Absences without parental permission or administrative approval.
- Arriving more than 10 minutes late.
- Oversleeping or missing the bus/ride.
- Failure to follow the proper procedures when leaving the school building. (See procedures for When a student must leave school... on page 1.)
- Work at home.
- Work at a business, except under a school-sponsored work release program.
- Baby-sitting
- Leaving class early without teacher's permission.

- Any other absence not included under the attendance procedures set out in this policy.

If, through excessive absence, the student loses the ability to pass the class, he/she may be removed from the class and placed in a study hall. Students who believe they have extenuating circumstances should request a conference with an administrator.

**TARDINESS**

- A student is considered tardy any time the student is not in their classroom when the final bell rings at the beginning of the period.
- Excused tardiness: any tardiness for which the student is excused in writing by an administrator, faculty member or attendance clerk. Students will be allowed to enter classes with a pass from another teacher.
- Excessive tardiness may result in the loss of parking privileges.

**TRUANT ABSENCES**

A truant absence is when a student has missed the whole class period and is defined by the unexcused absence.

**Minnesota State law requires the reporting of all students who consistently truant school and are under the age of 18.**

**Minnesota State law requires us to withdraw any student on the 15<sup>th</sup> consecutive day of absence regardless of reason.**

**CUMULATIVE ABSENCES**

If a student accumulates ten (10) absences in a particular class, he/she may be placed on a Pass/Fail grading system for the current trimester. These absences may be excused or unexcused. The decision for the placement of the Pass/Fail grade lies with the classroom teacher.

**HOMEBOUND INSTRUCTION**

Students, who are expected to be absent for 15 consecutive days because of the same illness, may receive homebound instruction. This involves a teacher coming to the home to provide help in the student's classes. If a 15-day absence is anticipated, parents will need a physician's statement to verify the length of the absence. All requests for homebound instruction should be directed to an assistant principal. This program will be provided at district expense when appropriate.

**EXTRA-CURRICULAR ACTIVITIES**

This policy applies to students involved in athletics, music, drama, dance team, debate, declamation, cheerleading, royalty and all other activities scheduled during or outside the school day.

- If a student is unable to remain in school because of fatigue, ill health or injury, he/she will not be allowed to participate in the activity that day, except under the conditions stated below in item number 5.

## **BEHAVIOR GUIDELINES**

**All employees of the school have the responsibility and obligation to enforce school regulations.**

### **TENNESSEN NOTICE**

When allegations of violations of School rules, School Behavior Guidelines or School District Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the School and/or School District will take. Action may include disciplinary action against the individual(s) involved. Students are not required to speak to the administrator, however, refusal to do so could be considered insubordination and could lead to disciplinary action up to and including suspension and/or expulsion/exclusion. Any information that is provided will be used to determine the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other School and/or School District officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

### **ACADEMIC DISHONESTY**

Academic dishonesty is any attempt by the student to gain academic advantage through dishonest means; to submit, as his/her own, work which has not been done by him/her; or to give improper aid to another student in the completion of an assignment. Such dishonestly would include, but is not limited to, submitting as his/her own, a project, paper, report, test, or speech copied from, partially copied, or paraphrased from the work of another (whether the source is printed, under copyright, or in manuscript form). **Credit must be given** for words quoted or paraphrased. The rules apply to any academic dishonesty, whether the work is graded or ungraded, group or individual, written or oral.

### **BULLYING PROHIBITION**

The safety and well being of all students is of primary importance. School Board Policy 514 – Bullying Prohibition is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. Bullying: is any written, verbal expression, physical act and/or gesture or pattern of such that causes a student(s) to feel distressed, and which substantially interferes with another student(s) education, opportunities or performance. Participation in acts of bullying will be subject to disciplinary action. Acts may include but not limited to: harming a student, damaging a student's property, placing a student in reasonable fear of harm to his/her person or property and creating a hostile or intimidating educational environment for that

2. School initiated absences will be accepted and participation permitted.
3. A student may not participate in an extracurricular activity (practice or meet/game) if he/she has an unexcused absence for any class during the day.
4. If a student is suspended from any class, he/she may not participate in an extracurricular activity that day.
5. If a student is absent from school due to medical reasons, he/she must present a medical statement from a physician, school health service specialist or an administrator clearing the student for participation that day. **The note must be presented to the coach/advisor before the student participates in the activity.**
6. If a student does not satisfactorily complete or misses their scheduled detention time, he/she cannot participate in any after school activities for that day.

### **Absence for State Tournaments**

When OSH teams are involved in State Tournaments, students are encouraged to attend contests. If this requires missing school, special prearrangements will be used. Spectators are to be excused for reasonable transportation times prior to and following athletic contests but are to attend other classes on that day. If time permits, prior notice will be sent to parents. Administration will announce the procedure to follow for leaving school before each state tournament.

### **PHYSICAL EDUCATION EXCUSE PROCEDURES**

Types of Excuses:

1. Excuses for one to three days (minor ailments and minor injuries such as colds, sprained ankles, etc.) – the student needs a written note from his/her parent/guardian. These notes are not to be taken to the health service specialist but are to be given to the Phy. Ed. instructor at the beginning of class. If there is a question about the validity of the note or the number of days excused, the instructor may send the student to the health service specialist for verification with the parent/guardian.
2. Excuses for more than three days – the student must obtain a written excuse from the doctor and have it signed by the school health service specialist before giving it to the Phy. Ed. instructor. If the student is out of Phy. Ed. longer than three days, the instructor and health service specialist will determine if the student should be assigned to an adaptive Phy. Ed. class, remain in the class with no modifications, or be asked to re-enroll in the course for future credit. Phy. Ed. is a requirement for graduation.
3. Medically excused for more than 6 weeks; but not permanently – the student will drop current Phy. Ed. class(es) and reschedule for when he/she is recovered from the illness or injury.

student(s). This applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

#### **CARE OF SCHOOL & PERSONAL PROPERTY**

Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students who disfigure property, break windows or do other damage to school or personal property or equipment will be required either to pay for the damage that was done or replace the item. Students should limit items brought to school. The administration is not responsible for items brought to school, which are lost or stolen. Damage done to student vehicles is not the responsibility of the school. Thefts should be reported to the Student Services Office.

#### **CHEMICAL USE/ABUSE**

We, as educators, do not tolerate the use/abuse or possession of mood altering chemicals (including steroids) by students as it may interfere with the learning process of students and it may jeopardize students' personal safety.

School District Policy No. 551, Section 7e. states: Grounds for exclusion or expulsion would include: evidence of intoxication, possession, distribution, exchange or use of tobacco, narcotics, unauthorized drugs or alcohol as well as any other chemical substances used for their mood altering effects in school buildings, school vehicles, or school contracted vehicles, or on school grounds." In compliance with the above policy, the following guidelines have been established for students:

**Students, regardless of age, may NOT:**

- Possess, consume or be under the influence of alcohol and/or unauthorized drugs.**
- Possess or use tobacco.**

This rule applies to the school building, school grounds, before, during and after school hours, on the school buses, at school activities and school events that take place away from school property (e.g. field trips, athletic events, etc.). Students found in violation of this policy will be subject to the following:

#### **FIRST VIOLATION**

1. Parents/guardians will attend a conference with appropriate school personnel, including an assistant principal and chemical awareness counselor.
2. Suspension from school according to school district policy (3 days).
3. Option of one of the following:
  - a. Chemical assessment by an approved outside agency. Student will be responsible to provide written verification from the agency that the assessment has taken place. The student may make arrangements for the release of the results of the assessment to the school. Assessment by an outside agency will be at the student's/parent's expense.

- b. Chemical assessment by a qualified staff member of the school district.
4. The student will participate in school district chemical abuse programs and successfully complete the program requirements.
  5. It is recommended that the parents register and participate in a Parent Awareness Group.
  6. If steps one through four are not completed by the student by the agreed upon date, second violation consequences will be administered.
  7. The student and parent/guardian will be informed of consequences for second and third violations.
  8. The building principal and district administrators will be informed.
  9. The local police will be immediately informed of the violation and the school will file all reports and evidence with them for appropriate legal action.
  10. Parking permit revoked for remainder of the year (if applicable).

#### **SECOND VIOLATION**

Same as first violation with the following additions:

- 5 day suspension from school
- Chemical assessment by an approved outside agency at the parent's expense.
- If a chemical assessment is not obtained from an approved agency by the agreed upon date, the consequences of the third violation will be administered.

#### **THIRD VIOLATION**

- 10 day suspension from school.
- Recommendation to Superintendent for expulsion.

#### **PROCEDURES FOR CONSEQUENCES OF CHEMICAL USE/DISTRIBUTION OF DIST. 279 CHEMICAL USE POLICY**

1. The local police will be immediately informed of the violation and the school will file all reports and evidence with them for appropriate legal action.
2. Suspension/expulsion from school according to school district policy No. 550 and 551; Minnesota Statute 121A.40 to 121A.56.
3. The student's name and file will be immediately forwarded to the Superintendent of Schools with the administrative recommendation for expulsion.
4. Parents will attend a conference with appropriate school personnel, including an assistant principal and student assistance counselor.
5. The student will receive a chemical assessment by an agreed upon outside agency prior to returning to school after suspension and/or expulsion. The student/parent will be responsible to provide written verification from the agency that the assessment has taken place.

The student/parent may make arrangements for the release of the results of the assessment to the schools. Assessment by an outside agency will be at the student's/parent's expense.

**Athletic Eligibility Rules and Procedures as They Pertain to Use/Abuse of Mood Altering Chemicals**

(Addendum to MSHSL minimum standards)

**1. FIRST VIOLATION**

**Penalty:** after confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) 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.

**Guidance:** The guidance component requires participation in the chemical awareness program, which may include one, two or three of the following:

- Chemical pre-assessment (1½ - 2 hours, during school day)
- Awareness group (three sessions during school day)
- Family Awareness night (1½ evening hours)

If a student chooses not to follow through with the guidance component, the consequences will initiate the next penalty of athletic eligibility (i.e., next six (6) consecutive contests.)

**2. SECOND VIOLATION**

**Penalty:** after confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant. NO exception is permitted for a student who becomes a participant in a treatment program.

**Guidance:** The guidance component requires participation in the chemical awareness program, which will include all of the following: chemical pre-assessment, awareness group and Family Awareness night.

**3. THIRD AND SUBSEQUENT VIOLATIONS**

**Penalty:** after confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant.

If after the third or subsequent violations, the student on her/his own volition 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 (6) weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

4. Penalties shall be accumulative beginning with and throughout the student's participation on a varsity, junior varsity or sophomore team or activity.
5. 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. **Guidance:** The guidance component requires the student to undergo a chemical assessment by an approved outside agency. The student will be responsible to provide written verification from the agency that the assessment has taken place. The student may make arrangements for the release of the results of the assessment to the school.

**Fine Arts Eligibility Rules and Procedures as They Pertain to Use/Abuse of Mood Altering Chemicals**

(Addendum to Minnesota State High School League Music and Speech Eligibility Bulletin)

**Classification A**

Classroom Performing Arts Groups: (All bands, choirs, orchestras, and Children's Theatre)

**1. FIRST VIOLATION**

**Penalty:** after confirmation of the first violation, the student shall lose eligibility for all scheduled performances in which the student is a participant, for one week after the date of infraction. If there are no scheduled performances within that time frame, the student will be required to make up 10 hours of detention time or miss the next scheduled performance.

This determination will be made at a conference with the assistant principal director/advisor, parents and student. NO exception is permitted for a student who becomes a participant in a treatment program.

**Guidance:** It is required that the student meet with the school guidance department and follow any directions as outlined in the District 279 Chemical Abuse Policy.

**2. SECOND VIOLATION**

**Penalty:** after confirmation of the second violation, the student shall lose eligibility for all scheduled performances for two weeks after the date of infraction. If there are no scheduled performances within that time frame, the student will be required to make up 20 hours of detention or miss the next two scheduled performances. This determination will be made at a conference with the assistant principal,

director/advisor, parents and student. NO exception is permitted for a student who becomes a participant in a treatment program.

Guidance: It is required that the student meet with the school guidance department and follow any directions as outlined in the District 279 Chemical Abuse Policy.

### 3. **THIRD AND SUBSEQUENT VIOLATIONS**

Penalty: no involvement during the period of expulsion for one calendar year.

**Penalties shall be accumulative beginning with and throughout the student's participation in a high school activity.**

#### **Classification B**

Extracurricular Fine Arts – (All groups that represent District 279 High Schools and meet outside the regular school day. This could include such groups as Vocal Ens., 1-Act Play, 3-Act Play, etc.)

Penalties: will be determined by a Fine Arts Faculty Committee of three to include one music representative, one speech representative and an assistant principal. They will review and determine the future participation of the student in the extracurricular activity.

Guidance: It is required that the student meet with the school guidance department and follow any directions as outlined in the District 279 Chemical Abuse Policy.

#### **COMMUNITY CHEMICAL VIOLATIONS**

When a student violates Minnesota law regarding chemical use (consumption, possession, DUI, etc.), that community police department is mandated to notify, in writing, the student assistance counselor or designee.

These reports are not considered school district policy violations. However, if the student is involved in the Minnesota State High School League (i.e., debate student, athlete, fine arts student, etc.) then MSHSL consequences do apply.

#### **DETENTION**

Detention may be assigned to students involved in various rule infractions. Students are to be given a 24-hour notice of their assignment. **Detention is a priority over all other obligations.**

Detentions are assigned from 2:10 to 3:10 PM. Location will be assigned by an administrator. Students may be required to perform community service while serving detention.

#### **DISRUPTION**

Disruptive behavior in school or at school functions will not be tolerated. The following behavior is considered disruptive and could be grounds for disciplinary action which could lead to expulsion: fighting; vandalism; theft; discharge of fireworks; use of mace, pepper spray, laser pointers, lighters; false fire alarms; use of obscene language, etc. Any item found to be disruptive to the school environment will be

confiscated. Disciplinary actions may include suspension from school to recommendation for expulsion. The police will always be involved in possible consequences.

#### **DRESS CODE**

The responsibility for the appearance of the students of District #279 rests with the parents and students themselves. They have the right to determine such student dress providing that such attire is not destructive to school property, complies with requirements for health and safety, does not interfere with the educational process and is not offensive.

A key component of the OSH dress code is that a student's clothes are both safe and respectful to all. Therefore, the wearing of any form of head covering (caps, hats, scarves, etc.) or coats (jackets, windbreakers, etc.), or shoes with wheels is not permitted during the school day. Head coverings must be removed upon entering the building and may only be put on after leaving the building for the day. Students are NOT allowed to carry hats between 7:30 a.m. – 2:00 p.m.

Clothing must be appropriate, neat, clean, inoffensive and non-disruptive to the learning environment. Examples of inappropriate attire include: clothing which advertises illegal substances, contains obscene or profane language or pictures, is sexually provocative or immodest (such as bare midriffs, low hanging pants, low cut shirts or blouses, very short skirts or shorts, etc.), gang related attire, chains or potentially dangerous items, etc. Sheer clothing and open back tops are not allowed. Shoulder straps must be at least 2 fingers wide. Shorts/skirts must be no shorter than the bottom of the fingertips when arms are placed at side.

Students taking special courses such as physical education, technology, and life skills may be required to wear specified clothing or protective eyewear for health or safety reasons.

Students in violation of the OSH dress code policy will be expected to change into OSH clothing. **If a student chooses to leave school to go home and change, the absence will be unexcused.**

#### **ELECTRONIC EQUIPMENT AND CELL PHONES**

CD Players, cell phones, pagers, radios/headsets, IPODS, etc., may not be used or carried during the school day. Staff will confiscate any equipment that is in a student's possession. Confiscated equipment will be returned to the student or parent at a time deemed appropriate by an administrator. Students in violation of this policy will be subject to disciplinary action. At no time, is Osseo Senior High School responsible for lost

or stolen electronic equipment and cell phones as these items are not allowed at school. Students are advised to not bring these items to school because if lost or stolen we are not able to provide staff time to investigate and recover lost or stolen items.

#### **FEES**

Fees unpaid within 30 days of the end of the school year may be collected through action in a small claims court or other appropriate means. All fines and fees must be paid in order to purchase a parking permit, attend dances, and participate in the graduation ceremony.

#### **FIELD TRIPS**

Field trips and other school-sponsored trips are considered to be extensions of the school. All rules and regulations are to be followed and enforced. Students going on school trips must prearrange their absences at least one day in advance.

#### **FORGERY**

Notes or telephone calls, which are identified as coming from someone other than the person identified, are considered as acts of forgery. Forgery will result in disciplinary action.

#### **GAMBLING**

Students may not participate in games of chance with the express purpose of exchanging money or other goods while on school property or while attending any school sponsored activity. Card playing or dice games are not permitted at any time during school hours.

#### **HALLWAYS AND GROUNDS**

In order to maintain an academic environment in the instructional areas we are asking students not to gather or loiter by their lockers. **Students may be in halls during instruction time only when in possession of a hall pass from a staff member.** Loitering in a hall area may result in disciplinary action. During school hours (including lunch time) students are not allowed in the back area of the building (staff parking lot, athletic fields, etc.). Students may not leave campus for any reason without a pass from the office.

#### **HAND HELD METAL DETECTOR USE**

Weapons are prohibited on school property by Board policy and State and Federal law. When there is reasonable suspicion that someone is in possession of a weapon on school grounds, the administration is authorized to use **hand held metal detectors** as a method of searching for those weapons.

#### **IDENTIFICATION**

Students have the responsibility to identify themselves by showing a current school ID when asked by a school staff member. Failure to do so, fleeing, or giving a false name will be considered insubordination and subject to disciplinary action.

#### **INSUBORDINATION**

The deliberate refusal to follow the reasonable request of a school staff member will be considered insubordination. Insubordinate behavior will always be treated seriously and will be grounds for disciplinary action. A direct attack upon a staff member or employee, either physically or verbally, is assaultive in nature will be turned over to legal authorities and the student may be subject to expulsion.

#### **LIABILITY FOR PERSONAL MATERIALS**

The Osseo District school insurance does not cover the loss of personal items. We encourage students to lock hall and gym lockers. Should any theft occur, please complete a "Theft Report" in the office and submit it to an administrator.

#### **PERSONAL COMPUTING DEVICES**

##### **General Uses:**

Under most circumstances, students must turn off and put away their personal computing device between 7:30 a.m. and 2:00 p.m. Student use of these items during the school day may occur, but only for school related purposes and only at the discretion of the teacher or supervisor. Students may use their personal computing devices before school and after school in **adult supervised areas only**, such as the Media Center or classrooms for educational purposes only. Any violation of these guidelines will result in administrative action.

##### **Expected Student Behaviors and Responsibilities:**

Osseo Senior High accepts no responsibility for personal property brought to the school by students. Students who choose to bring personal computing devices to school assume total responsibility for these items. Personal computing devices that are stolen or damaged are the responsibility of the student and their parents or guardians. Students should take all reasonable steps to protect against the theft or damage of their personal property.

#### **PHOTOGRAPHS**

Any photograph or movie image taken of a staff member during the instructional day without the consent of each individual staff member will result in disciplinary action. Any photographic or movie image taken of a staff member during the instructional day cannot be published or posted on a public forum (YouTube, MySpace, Facebook, etc.) without the written consent of each individual staff member. Any violation will result in disciplinary action.

#### **SCHOOL SAFETY**

School needs to be safe, orderly, and conducive to teaching and learning. School is a public place and all the laws, social norms, and common sense rules of public behavior apply on school property.

Osseo Area Schools takes a decisive stand on aggressive behavior and on the possession, storage, transmission and/or use of weapons or look-alike weapons. School administration will recommend expulsion if a student is involved with a weapon or look-alike weapon.

Any student observing a dangerous, harmful, threatening, suspicious or frightening situation should report it to an adult immediately. We are all responsible for a safe and orderly school.

#### **SEARCH**

Administration has the right to search a student's personal belongings when there is "reasonable suspicion" about his/her behavior. Searches may include clothes, backpacks, locker and automobile (if on campus). Refusal to allow a search will be treated as a statement of guilt.

#### **STUDY HALL**

If a student does not have a class for a given period, a supervised study hall will be assigned to them. It is important that this time be used in a constructive manner. Students who wish to use this time in the library must receive a pass from one of their teachers each day. All students must report to the study hall and will be dismissed if they have a pass after attendance has been taken. Students who abuse the use of study hall passes will lose this privilege for the remainder of the term.

Unexcused absence from study hall may result in loss of parking permit for the trimester, detention or suspension.

#### **SUPPLIES**

Students are required to furnish their own paper, pencils, pens, notebooks, graph paper, sketchpads, gym suits, tennis or athletic shoes, and other items of personal equipment.

#### **TELEPHONES**

Office telephones are for business use only. They may not be used for personal calls except in cases of emergency and then only with the consent of someone in the office. Students will not be called from class to answer the telephone except in the case of an emergency. Students' cell phones may not be used at any time during the school day.

#### **TOBACCO USE**

District 279 is a tobacco-free environment. School Board Policy 921 prohibits the use of tobacco in all school buildings, on school grounds, and in vehicles on school grounds, 24 hours a day, seven days a week.

The consequences for use/possession of tobacco while at school will result in a citation from the legal authorities and a Court Summons. Violations are accumulated from year to year. This is inclusive of 10<sup>th</sup> grade to 12<sup>th</sup> grade.

#### **PROCEDURE TO BE USED WITH STUDENTS FOUND IN VIOLATION OF USE OF TOBACCO POLICY:**

##### **1. FIRST VIOLATION:**

- a. Police Referral
- b. Warning

##### **2. SECOND VIOLATION:**

- a. Police Referral
- b. 2 days OSS

##### **3. THIRD VIOLATION:**

- a. Police Referral
- b. 3 days OSS

#### **Guard or Signal for Smokers**

Students acting as a lookout for smokers, warning others when a staff member is approaching will be considered guilty of disruptive behavior and may result in disciplinary action.

#### **VIOLENT BEHAVIOR**

Violent behavior in any form will not be tolerated at OSH. Therefore, OSH has taken a zero-tolerance approach regarding fighting and other violent behavior.

1. Consequences for first violent behavior offense:
  - a. School suspension ranging from three (3) to ten (10) days. Possible recommendation for expulsion.
  - b. Participants in a fight or assault may be arrested or charged by the police.
2. Consequences for a second violent behavior offense:
  - a. A ten (10) day suspension with a recommendation for expulsion.

#### **VISITOR'S PASS**

Ordinarily, students will not be permitted to bring visitors to school. Students who wish to request to do so must obtain a visitor's pass from administration, have all his/her teachers sign the pass and return the pass to the issuing administrator **at least one day prior to the requested visit**. A written note from the parent/guardian will help expedite the matter. No visitors will be allowed when schools in the area are not in session. No visitors will be allowed the last day prior to break, the first day after a break, the last week of a trimester or the last two weeks of school. Absolutely no pets will be allowed in school unless it is a part of a class assignment – then only if care has been arranged for a day in advance.

#### **WEAPONS**

Students and non-students, including adults and visiting youths, are forbidden to possess, store, transmit, or use any instrument that is considered a weapon or a look-alike weapon in school, on school grounds, at school activities, at bus stops, on school buses or school vehicles or school contracted vehicles, or entering or departing from school premises, property or events.

The district takes a position of zero tolerance on real and look-alike weapons, including, but not limited to:

- All firearms, whether loaded or not

- Other guns of all types, including, but not limited to, pellet, BB, paintball, nonfunctioning or toy gun.
- Knives, including, but not limited to, switch blades, automatically opening knives, box cutters, or razor blades.
- Explosives, including, but not limited to, live ammunition and fireworks
- Flammable liquids or combustibles

Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

A student who finds a weapon on the way to school or in the school building and immediately takes the weapon to any staff member or to the principal's office will not be considered in possession of a weapon.

**NOTICE: OTHER WEAPON CONCERNS**

Paintball, pellet, BB, nonfunctioning and/or toy guns are look-alike/replica firearms. DO NOT POSSESS, STORE, TRANSMIT OR USE ANY LOOK-ALIKE/REPLICA OR REAL FIREARM. POSSESSION, STORAGE, TRANSMISSION OR USE OF A LOOK-ALIKE/REPLICA OR REAL FIREARM WILL RESULT IN SUSPENSION AND A RECOMMENDATION TO THE DISTRICT OFFICE FOR EXPULSION.

**CONSEQUENCES**

The school has developed consequences for those who show inappropriate or disruptive behavior. District #279 School Board Policies #550, #551, and #506 set forth consequences for behavior violations. These consequences are assigned in an effort to correct or change behavior that is not acceptable. Disciplinary action may include, but is not limited to: meeting with the teacher/counselor/administrator, detention, loss of school privileges, parent conference with school staff, modified school program, referral to school support services, referral to legal system, restitution, suspension from class, in-school suspension, out-of-school suspension, exclusion, or expulsion.

**Detention** – students serve after school detention for behavior or attendance problems.

**School Community Service (SCS)**-SCS may be used in lieu of other disciplinary consequences.

**Saturday School**- Saturday is a consequence for students who are truant or tardy to class or are involved in other inappropriate behaviors as determined by school staff.

**Suspension from class** – students are removed for one or more periods from a specific class and are assigned to the office area.

**Suspension** – students are removed from school and may not participate in or attend any school functions during the suspension. A parent conference is required for readmittance to school.

**Exclusion** – students are prevented from enrolling or re-enrolling in school for a specific period of time.

**Expulsion** – enrolled students are prohibited from further attendance in school for a specified period of time.

**Suspension, exclusion, and expulsion are governed by The Pupil Fair Dismissal Act.**

**THE PUPIL FAIR DISMISSAL ACT/MS**

121A.41

Subd. 2.

“Dismissal” means the denial of the appropriate educational program to any pupil, including exclusion, expulsion and suspension.

Subd. 4.

“Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5.

“Expulsion” means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 10.

“Suspension” means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The re-admission plan shall include, where appropriate, a provision for alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.09, subdivision 3, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current education placement is made.

121A.42

No public school shall deny due process or equal protection of the law to any public school pupil involved

in a dismissal proceeding, which may result in suspension, exclusion or expulsion.

121A.45

Subd. 1.

No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or to persons or personal property around him.

Subd. 2.

A pupil may be dismissed on the following grounds:

- a. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they may conform their conduct to its requirements;
- b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities, or
- c. Willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school

121A.46 – Suspension procedures

Subd. 1.

The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subd. 3.

A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a re-admission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of suspension. Service by mail is complete upon mailing.

Subd. 4.

Notwithstanding the provisions of subdivision 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 – Exclusion and expulsion procedures

Subd. 1.

No exclusion or expulsion shall be imposed without a hearing unless the right to a hearing is waived in writing by the pupil

and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2.

Written notice of intent to take action shall:

- a. Be served upon the pupil and the pupil's parent or guardian personally or by mail;
- b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- c. State the date, time and place of the hearing;
- d. Be accompanied by a copy of sections 121A.40 to 121A.56;
- e. Describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings/ and
- f. Inform the pupil and parent or guardian of the right to:
  1. have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education.
  2. examine the pupil's records before the hearing;
  3. present evidence; and
  4. confront and cross-examine all witnesses.

Subd. 3.

The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4.

The hearing shall be at a time and place reasonably convenient to pupil, and parent/guardian.

Subd. 5.

The hearing shall be closed unless the pupil, parent/guardian requests an open hearing.

Subd. 6.

The hearing shall take place before:

- a. An independent hearing officer;
- b. A member of the school board;
- c. A committee of the school board, or;
- d. The full school board:

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7.

The school board shall record the hearing proceedings at district's expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath.

The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8.

At a reasonable time prior to the hearing, the pupil, parent/guardian, or his representative, shall be given

access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9.

The pupil, parent/guardian, or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10.

The pupil, parent/guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11.

The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12.

The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13.

The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must take the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14.

- A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior and require parental involvement in their completed

A parent/guardian admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

121A.49

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of the school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent

must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commission 121A.50

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.54

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

## **EARNING CREDITS**

### ACADEMIC RECOGNITION

#### Honor Roll

District #279 Secondary Schools have an "A" and "B" Honor Roll. Students must earn at least 5 letter grades (A, B, C, D) to qualify for the honor roll. All subjects are included except courses earning "P" (Pass), which does not impact the honor points. The "A" Honor Roll is composed of students receiving 3.667 averages or higher and the "B" Honor Roll is composed of students receiving a grade point average of 2.667 through 3.666. Honor points are not rounded up or down.

#### Academic Lettering

Students who have a cumulative grade point average of 3.800 or above or received a 3.8 GPA or above based on trimesters 1 and 2 of the current year are eligible for an academic letter. Information and applications are available in the spring of the year through the student services office.

### ADVISORY

Advisory is a school-wide program which is required of all students at Osseo Senior High School. It focuses on helping students be successful in high school. Advisory will consist of one faculty advisor and a group of students of the same grade level. Ideally, these groups will stay together for three years.

In Advisory, students will learn how to be successful students, plan their high school coursework, explore career and post-secondary education options, and have a chance to connect with one another and their faculty advisor. Administrative business related to academics (such as credit checks, registration, and student handbooks) will also be a part of Advisory.

Advisory will meet every day for a period of 25 minutes. Advisory periods may be moved, added, or cancelled depending on the needs of the schedule.

Students will receive a grade of “P” (for pass) or “I” (for incomplete) in Advisory. Students are required to pass all trimesters of Advisory in order to purchase parking permits, purchase dance tickets, including prom, and participate in the graduation ceremony. Students are expected to attend all Advisory periods and complete all required activities by the end of each trimester. Make up activities can be accessed through the Osseo Senior High website. Students who are truant from Advisory will be given an incomplete.

### **AREA LEARNING CENTER**

District 279’s ALC is located in Brooklyn Park and is an optional means to earn a high school diploma. The ALC offers smaller class sizes, focuses on basic skills, on-site daycare, career planning and vocational on-the-job training. New students are admitted every six weeks. For an application and/or information, contact an OSH counselor or the counseling secretary.

### **CREDIT LOAD**

Regardless of the number of credits previously earned, students are required to carry at least five classes per trimester. With a minimum of five classes and full-time attendance, students are defined as “full-time” students. Students participating in Minnesota State High School League activities must be enrolled in five classes to maintain eligibility.

With limitations, other courses are available outside of the regular high school day. Administrative approval is necessary, prior to enrollment, to receive credits toward graduation. Students may attempt to earn a total of 21 credits in any school year. Total credits include summer school, independent study, PSEO, and online course offerings throughout the school year. State guidelines define a school year as June 11 of one year through June 10 of the following year. Any questions should be directed to the counseling department.

### **ENROLLMENT**

Students enrolling after the 10<sup>th</sup> instructional day will be unable to earn credit in any class during the current trimester unless withdrawal grades can be obtained from the previous school.

### **GRADUATION REQUIREMENTS**

To graduate from District #279 schools, students must satisfy the following minimum requirements in grades 9-12:

- 12 credits of English (3 each Eng 9, Eng 10, Eng 11, Eng 12)
- 3 credits of Science 9
- 3 credits of Biology
- 3 credits of other Science
- 9 credits of Math
- 1 credit of Life Fitness (must be taken in grades 10-12)
- 1 credit of Health (must be taken in grades 10-12)
- 10 credits in Social Studies (specific courses)
- 3 credits of Fine Arts
- 19 credits of electives
- 64 credits

If you are **graduating in 2010 and beyond**, you must pass the Minnesota GRAD tests in Writing, Reading and Math.

Successful completion of Advisory is also required for participation in the graduation ceremony.

### **INCOMPLETES**

When an “incomplete” is given for a final trimester grade the teacher may give the student fifteen (15) school days to make up the work. If the student chooses not to complete the course during the extended time, he/she will receive a letter grade of “F”.

The time limit may be extended by an administrator or the classroom teacher when circumstances so require. It is the teacher’s responsibility to notify the office and the home in writing when an “incomplete” is to be changed to a grade.

### **PASS/FAIL**

Pass/fail grading may be assigned to a student by administrative action. These circumstances would include medical issues, hospitalizations and other situations deemed as appropriate by administration. A pass grade would be set at a D-.

### **PSEO**

Educational options exist outside of the high school setting. More information is available in the registration handbook. Students should consult with their counselor regarding other educational opportunities.

### **Post-Secondary Enrollment Options Act (PSEO)**

Eligible 11<sup>th</sup> and 12<sup>th</sup> grade students may attend a MN college or university that participates in the PSEO program. This program allows students to earn both high school and post-secondary school credit. In order to participate in this program, students **must** attend the informational meeting held during the winter trimester.

PSEO students who drop a college course must follow the college’s protocol. College courses dropped after the 5<sup>th</sup> day of the term result in an F on your high school transcript, regardless of what appears on the college transcript. In addition, the student must also notify his or her high school counselor as soon as possible.

Students who would like more information about this program should schedule an appointment with their counselor.

### **REPEATING CREDITS**

Students may repeat a course to receive a higher grade if there is room in the class. If a student repeats a previously failed class, the “F” will be removed from the transcript and replaced with an “NC”, which does not impact the GPA. In both cases, it is the student’s responsibility to inform the registrar of the grade change.

### **REPORT CARDS**

It is the right of every student and parent/guardian to be informed of the student’s academic progress. Report cards are distributed to the students at the end of trimesters 1 and 2, with the expectation that it is given to the student’s parent/guardian. Trimester 3 report cards are sent by mail.

### SCHEDULING

Students are scheduled into classes by computer. Students are given the opportunity to select courses and the computer schedules the teacher and period of the class.

### SCHEDULE CHANGES

When a student registers for a class, he/she has the responsibility of remaining in the class and completing it.

The **only** acceptable reasons for a schedule change are:

1. Attended a summer program and eliminated the need for a previously selected course
2. Want to drop a regular study hall for a credited class, or want to drop a credited class for a study hall (Jr's & Sr's only)
3. You have a physical injury, with an accompanying medical doctor's note
4. A class has been determined by the teacher to be beyond your ability (a note from the teacher is required)
5. You have been accepted to a special program
6. Administrative action
7. You do not have a complete schedule or your schedule does not show 7 classes (including advisory)

Schedule changes to accommodate teacher preferences will not be considered.

**Students dropping a class after the first two days of the trimester will receive a failing grade for the course.**

Keep in mind that it is not possible in all cases to get the exact schedule that the student wants. However, students will be given the best available schedule.

### SCHOOL VIEW/ONLINE GRADE ACCESS

Listed below are features currently available to parents in the SchoolView system and features that will be available to students.

#### Parent Access

Attendance  
Census View  
Family Member View  
Contact View/Update/Delete  
Grade Book  
Test History  
Transcript  
Transportation  
Fee Pay – Meals  
Phone # Update  
Health Information

#### Student Access

Attendance  
Census View  
Family Member View  
Contact View  
Grade Book  
Schedule  
Test History  
Transportation

Students will be expected to periodically review their academic progress via School View online grading software, accessible from any internet-connected computer.

It is the responsibility of the student to maintain the security of their user name and password information. Attempts to tamper with other students' accounts will result in discipline actions following the District 279 Internet Acceptable Use Policy.

### WEIGHTED GRADES

Osseo District 279 high schools use a weighted grading system that adds an extra honor point value of .34 to any grade of "C" or higher earned in an ALP or AP designated course. Final transcripts will show a weighted and unweighted GPA as well as a weighted and unweighted class rank.

### WITHDRAWAL PROCEDURES

If a student moves from the district or transfers to another school in the district, parents are asked to call the school or send a written message to that effect to the registrar's office. The student should report to the registrar's office the morning of his/her day of withdrawal. The withdrawal process includes:

1. Obtain the withdrawal forms from the registrar.
2. Obtain the necessary signatures on the withdrawal form.
3. Return the completed withdrawal form to the registrar.

We are concerned about students who leave high school before completion (dropping out). Should a student consider this, it is hoped that the student will discuss this very thoroughly with their counselor.

## **SENIOR INFORMATION**

### GRADUATION CEREMONY

**Commencement Ceremony Participation:** A commencement participation fee will be collected during the last full week of April from all eligible 12<sup>th</sup> grade students wishing to participate in the graduation ceremony. The fee is \$20, and is payable by cash or check made out to Osseo Senior High. After the last full week of April, students may still elect to participate in the graduation ceremony, and the fee collected will be on a cash only basis.

**Caps and Gowns:** Caps and gowns will be provided by the school at no additional cost for those students participating in the commencement ceremony. Commencement is a formal affair. All graduating students will wear the cap, gown, and medallion as provided, with no additional outside decoration. Caps and gowns are ordered after the graduation assembly in October and distributed to students during lunch on the senior's last day.

**What is an eligible 12<sup>th</sup> grade student?** Eligible students must complete the following requirements to participate in the commencement ceremony. They include the successful completion of 64 credits in prescribed areas, successful completion of Advisory, payment of all outstanding fees and fines, and completion of detention. All requirements must be completed by the senior's last day of school.

### **SENIOR GRADUATION ANNOUNCEMENTS AND JEWELRY**

An agency visits the school so students can order graduation announcements and/or jewelry. The school is offering a service, but the student is welcome to order any or all products from any source. However, students **MUST** order their cap and gown at this time in order to have them in time for the graduation ceremony.

### **SENIOR PICTURES**

The school recognizes an official photographer for the purpose of providing identical quality color pictures for the yearbook. The studio takes three or four poses free of charge for each student and one of these is used for the yearbook. Students may choose to order from the studio or may choose any other photographer for their photos.

### **SENIOR HONORS**

At graduation, students are given recognition in the following manner:

**High Honor** – students with a 3.800 and above are individually recognized. A gold sash is presented to each student during the commencement ceremony. High honor students also have the opportunity to purchase and wear a gold tassel.

**Honor** – students with a 3.000 have the opportunity to purchase and wear a gold tassel and students are identified in the program.

### **SENIOR LAST DAY**

The last day of school for seniors is intended to be a “regular” day. Lockers must be cleaned out before the end of the day and all requirements must be complete and turned in. There will be no unsanctioned parking lot (or other school grounds) celebrations permitted. Students choosing to attempt to celebrate inappropriately may be kept out of the graduation ceremonies.

### **SENIOR PARTY**

On the night of graduation the senior parents sponsor an all-night party for seniors only. This event is well attended and well planned. It offers a tremendous culminating activity for a relatively small cost.

## **STUDENT RIGHTS**

### **AGE OF MAJORITY RIGHTS FOR STUDENTS WHO ARE AGE 18**

According to Minnesota Statutes, once a student reaches the age of 18, they attain age of majority status. When the student reaches age 18, many of those rights previously granted to the parent/guardian are automatically the rights of the student. For adult students who reside and continue to receive support from their parent/guardian, OSH practice is to continue to communicate directly with the parent/guardian regarding school matters and to expect the parent/guardian to excuse all absences.

### **CHILD ABUSE POLICY**

Minnesota Statute Section 626.556, Subd. 3 – “A professional or his delegate, who is engaged in the practice of education, who has knowledge or reasonable cause to believe a child is being neglected or physically or sexually abused, shall immediately report the information to the appropriate agency.

Recognizing the relationship that exists between successful school experiences and good physical, mental and emotional health of children, it is the policy of Independent School District #279 to protect children by requiring the reporting of suspected physical abuse, sexual abuse, or conditions of neglect involving minor children whether occurring in the home, school, or community.

### **HARASSMENT**

**Harassment of any nature will not be tolerated.** The staff at Osseo Senior High is especially focused on promoting respectful behavior and eliminating harassment.

Any occurrence of harassment should be reported directly to a school official (teacher, counselor, administrator). Once reported, the administration will investigate the complaint and an appropriate course of disciplinary action will be taken. Consequences for harassment may include; warning, parent conference, sensitivity training, suspension, expulsion, victim involvement. Harassment of a violent nature, such as threats and intimidation, may be considered violent behavior and therefore subject to the violent behavior policy. (See page 8).

### **Sexual, Religious, and Racial Harassment and Violence Policy #548**

#### **General Statement**

1. Independent School District #279 prohibits any form of sexual, religious, or racial harassment or sexual, religious, or racial violence.
2. It shall be a violation of this policy for any student, employee, or agent of the District through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. It shall also be a violation of this policy for any student, employee, or agent of the District to inflict, threaten to inflict, or attempt to inflict violence of a sexual nature or violence regarding religion or race upon any student, employee or agent of the District. Violation of this policy will be cause for disciplinary action.

#### **Definitions**

1. Sexual Harassment and Violence
  - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical

contact or other physical or verbal conduct or communication of a sexual nature when:

1. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining an education;
  2. Submission to or rejection of that conduct or communication by a student is used as a factor in decisions affecting that student's education; or
  3. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a student's education, or creating an intimidating, hostile or offensive education environment.
- b. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.
2. Religious and Racial Harassment and Violence
- a. Religious/racial harassment consists of physical or verbal conduct or communication which is related to an individual's religion/race when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. Otherwise adversely affects an individual's employment or academic opportunities.
- b. Religious/racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion/race.

#### Reporting Procedure

1. Students who are victims of alleged sexual, religious, or racial harassment or violence or who have knowledge of such conduct should report the alleged act immediately to the building principal or designee.
2. Submission of a complaint or report of sexual, religious, or racial harassment or violence will not affect the student's grades. The District will discipline any individual who retaliates against a student who reports, testifies, or participates in any investigation or proceeding related to sexual, religious, or racial harassment or violence.
3. The District will respect the confidentiality of the complaint and the individual(s) against whom the complaint is filed as much as possible, consistent with the obligation to investigate the complaint and take appropriate disciplinary action.

#### Investigation and School District Action

1. Complaints of sexual, religious, or racial harassment or violence perpetrated by a student shall be investigated by the building administration.

Disciplinary action shall be taken in accordance with Policy 506, Student Behavior, and building procedures.

2. Complaints of sexual harassment or sexual violence perpetrated by an employee or agent of the School District against a student shall be reported and investigated as directed in Policy 414 and required by Minnesota Statute 626.556, Maltreatment of Minors. Appropriate disciplinary action shall be taken.

#### MARRIED STUDENTS

District #279 recognizes each student as an individual and, therefore, denies no rights to students because of marital status. Married persons are encouraged to remain in school and complete their education.

#### PREGNANCY

A pregnant student retains all the rights and privileges of other students. If a student becomes pregnant, she should contact the health service specialist or a counselor to discuss the importance of her education and the various educational alternatives available to her.

#### STUDENT RECORDS AND YOUR RIGHTS

School Board Policy 515 – Protection and Privacy of Education Records, outlines the collection, security, storage and release of student information as required by State and Federal laws. The school district must obtain and use information about each student to plan the best education program and ensure the rights of each student and parent/guardian to privacy. Therefore, access to information by third parties is controlled.

The Superintendent of Schools, who has overall responsibility for student records, delegates the day-to-day responsibility to Administrators in charge of each elementary and secondary school and to certain District personnel. Anyone wishing access to or a copy of the student records policy or procedures should contact a building principal or Ann Kern, Assistant Director, Student Support Services, (763) 391-7124.

#### STUDENT DATA

Student data is classified as public, private or confidential.

Public Data: Public Data is directory information which may be disclosed in the form of class lists or other lists. Directory information does not include any personally identifiable information. School Board Policy 515 designates the following student data as directory information:

- Student's name
- dates of attendance
- Student's address
- degrees and awards received
- Date of birth
- participation in officially recognized

- activities/sports
- school of attendance
- weight/height (if a member of a team)
- grades completed
- photograph

A parent/guardian of a student or an eligible student may object to the designation of the above information as directory information and may notify the building principal or superintendent of schools in writing using Appendix C of School Board Policy 515. Appendix C may be obtained from any school office or the district website. Designation of directory information to private is in effect for one year or until modified.

Requests for directory information are made in writing to the Coordinator of Information Systems, 11200 93<sup>rd</sup> Avenue North, Maple Grove, MN 55369, (763)391-7000.

Private Data:

Private data is data on an individual student which is not accessible to the public but is accessible to the parent/guardian or eligible student. Additionally, private data is accessible to:

- School officials, within the District whom the District determines have a legitimate education interest in such record.
- Officials of other schools or school districts in which the student seeks or intends to enroll. Records sent to a transfer school will include information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon. Suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and, if applicable, data regarding a student's history of violent behavior.
- State and Federal agencies authorized to audit records.
- Education research when not identifying individual students.

Confidential Data:

Confidential data is data which state statute or federal law has declared not public and not accessible to the student and/or his/her parent/guardian. This includes, but is not limited to:

- Reports of child abuse and neglect;
- Individual student data received from outside agencies which the agency has classified as confidential and is classified as confidential by State statute or Federal law; and
- Chemical abuse data collected by a licensed alcohol and drug counselor.

Release of Information to Military Recruiters:

Federal and state law require all school districts to provide military recruiters, upon request, with the name, address, and telephone numbers of all 11<sup>th</sup> and 12<sup>th</sup> grade students unless the parent requests in writing that the information not be provided. Parents choosing to NOT have this information

released **should provide a written statement to the building principal by October 1, which states they do not wish to have this information released.** The statement should include the student's name, grade level, school attending, address, and parent's signature.

STATEMENT OF RIGHTS

Parents/guardians and eligible students have the following rights under the Family Educational Rights and Privacy Act, (FERPA).

- Inspect and review the student's records;
- Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its regulation authorize disclosure without consent; and;
- File with U.S. Department of Education a complaint concerning alleged failures by the education agency or institution to comply with the requirements of FERPA.

This is a summary of the "Statement of Right." The entire statement is Appendix A in Policy and Procedures 515 Protection and Privacy of Education Records.

All rights and protections given parents/guardians under the above statutes, regulations, and District policy transfer to the student when the student becomes an eligible student.

Policy and Procedure 515 "Protection and Privacy of Education Records" is available on the district website. [www.district279.org/who/policies.cfm](http://www.district279.org/who/policies.cfm)

STORAGE OF STUDENT RECORDS

Student records are kept secure in the school the student is attending. Records are kept in locked file drawers or secure computer systems except when used by employees of the District whose work assignments require access to the records. Records of students who withdraw or graduate will be kept at the school of attendance for one year and then sent to the Educational Service Center, 11200 93<sup>rd</sup> Avenue North, Maple Grove MN for permanent retention.

TRANSFER OF STUDENT RECORDS

When a student moves from one school to another within the District, the entire record will be checked for completeness and then be forwarded to the student's new school. When a student withdraws to enroll in another school district copies of the student's records, including records of disciplinary action as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion

information and, if applicable, data regarding a student's history of violent behavior will be forwarded to the student's new school. Written permission of the parent/guardian is not necessary in the transfer of records to a school in which the student intends to enroll. Parent/guardian may request a copy of the records transferred and may challenge the content of the transferred records in accordance with the Section X of Procedures 515.

Questions concerning student records should be directed to the District Compliance officer, at (763)391-7000.

## **STUDENT SERVICES**

### **ANNOUNCEMENTS OF STUDENT INTEREST**

Students have the right to be informed about school activities. A morning bulletin will be prepared by the end of each day for the following morning. It is the student's responsibility to give the secretary all announcements that would be of interest to the majority of the students. These announcements must have an advisor's approval. The morning bulletin will be posted in each classroom and in other areas around the building. PA announcements are done at the beginning of first period and the end of fifth period daily.

### **BUS PROCEDURES**

The closest bus stop to home is the assigned bus stop. Students are expected to follow the Bus Ridership Guidelines set forth in School Board Policy #3814. Transportation by school bus is a privilege, not a right. Bus transportation can be revoked for unsafe behavior on a bus. Parents/guardians are responsible for reinforcing safe bus riding behavior with their student.

#### **Student Ridership Policies**

1. Take a seat promptly – move to window seat when possible.
2. Remain seated while on the bus.
3. Keep aisles clear of legs, instruments or other objects.
4. Talk quietly so that you do not bother others or distract the bus driver.
5. Do not tamper with safety or bus equipment.
6. Follow instructions of the driver.

Listed below are types of behavior included but not limited to those identified as unacceptable for bus ridership:

#### **Minor Infractions**

1. Spitting
2. Horseplay
3. Excessive noise
4. False identification
5. Eating or drinking on bus
6. Riding unassigned bus without permission
7. Leaving seat/standing while bus is in motion
8. Possession or use of squirt bottles (non weapon look-alikes) or propellant devices
9. Riding or attempting to ride any bus after receiving a suspension

10. Profanity, verbal abuse, harassment, obscene gestures or possession of unacceptable material
11. Other minor infractions as reported by the driver or school official.

#### **Major Infractions**

1. Hanging out window or throwing objects in or out of bus
2. Physical aggression against any person
3. Possession or use of tobacco or any controlled substance
4. Vandalism to bus (restitution will also be required)
5. Possession or use of weapons, matches, lighters, or other dangerous objects as defined by district policy
6. Holding onto/or attempting to hold onto any portion of the exterior of the bus
7. Unauthorized use of emergency door/tampering with bus equipment
8. Other major infractions as reported by the driver or school officials

Any student who jeopardizes the safety and comfort of other bus students can lose the privilege of school bus transportation.

Consequences will be imposed as follows:

#### **Minor Infractions**

- 1<sup>st</sup> report – warning or 1 to 5 day bus suspension
- 2<sup>nd</sup> report – warning or 1 to 5 day bus suspension
- 3<sup>rd</sup> report – 5 to 10 day bus suspension
- 4<sup>th</sup> or more – 10 day minimum bus suspension; possible loss of bus service for rest of year parent/principal conference (optional)

#### **Major Infractions**

- 1<sup>st</sup> report – minimum 1 to 5 day bus suspension
- 2<sup>nd</sup> report – minimum 5 to 10 day bus suspension
- 3<sup>rd</sup> report – minimum 10 day bus suspension possible loss of bus service for rest of year parent/principal conference (optional)
- 4<sup>th</sup> or more – loss of bus service for rest of year

Students may ride only their assigned bus. For exceptions, parents must call the District Transportation Department at 391-7000 in advance and make arrangements. **School building officials cannot give permission to change buses.**

**Late Buses – Late buses are for those students participating in a school sport or activity, working with a teacher or assigned detention. There will be no daily fee for riding the late bus during the 2010/2011 school year.**

### **CAREER RESOURCE CENTER**

Students are encouraged to familiarize themselves with the information and resources available in the CRC. Questions regarding college admissions, careers, NCAA

eligibility, military, etc. can be answered by the CRC. Students and parents may schedule an appointment with the CRC to discuss options for life after high school.

### CLASS RINGS

Class rings may be ordered during the fall of the sophomore year. There is no requirement for students to order this ring or to order from the representative who visits the building. The presence of the ring representative is a service to the student.

### FUND RAISING

Throughout the year, various clubs, classes, music groups, and other organizations need to raise money to support a special activity or trip. The usual method of covering expenses for these special events is through fund raising approved by the district office.

The organization may begin their fund raising activity only after the Director of Secondary Education has given approval.

Monies raised by school-approved activities become the property of the school district. These funds are to be used as directed by the request and cannot be distributed to individual students for their personal use. In the event the activity shown on the request form is cancelled, the advisor and the group members may choose an alternate event with permission of the Principal. No individual student or outside organization, public or private, charitable or otherwise, may use the school to sell literature or products for profit. School organizations which have received approval for fund raising may not sell items in the classroom. **Staff members may not be solicited during their workday.**

### GUIDANCE AND COUNSELING SERVICES

Counseling services at Osseo Senior High School are divided among the School Counselors and the Career Resource Center (CRC). Every student at Osseo Senior is assigned to one of the school counselors by the first letter of the student's last name. The following services are available to students:

- Assistance with career planning
- Scholarship information
- Help with personal problems
- Helps with concerns related to academics
- Assistance in appropriate course selection
- Help with general concerns

The alphabet split for the School Counselors for 2009-10 school year will be as follows:

A-E	Sarah Seldon
F-L	Jackie Trzynka
M-Q, PSEO	Michelle Schlorf
R-Z	Anne Price

Students may schedule appointments with their School Counselor by speaking with the Counseling Secretary or their Counselor. To schedule an appointment in the CRC, speak with Judy McGarry (Technical Tutor) or Michelle Mazanec (College and Career Specialist). Students and parents may also contact any of the counseling staff via e-mail or voice

mail. You may reach the Counseling Department at (763)391-8675 and the CRC office at (763)391-8668.

### HEALTH SERVICES

**Emergency Cards:** Students will not be released from school if ill or injured unless authorized by a parent/guardian or another adult designated by a parent/guardian. Please update emergency information annually and as changes occur.

**Medications:** All medications, both prescription and over-the-counter, will be kept and administered the Health Service office. A request for medication administration is required annually and shall include parent and physician signatures. Medication must be in the original prescription or manufacturers' container. Students may carry and self-administer emergency medication (i.e. asthma inhalers and epi-pens) with specific written permission from the parent, physician, and Health Service Specialist.

### IMMUNIZATION REQUIREMENTS

According to MN state law, all students must be in compliance with state immunization requirements, be in the process of receiving the immunization series, or meet exemption criteria. Student immunization data is shared with ImmuLink, the Hennepin County immunization registry. This secure computerized registry makes immunization data available to schools and physicians. Parents may opt not to participate in the registry by calling 612-676-5100 or the school health office for more information.

### INSURANCE

Student accident insurance and student dental insurance plans will be available. Information and application forms will be available during the first weeks of each school year.

### INTERNET ACCEPTABLE USE AND SAFETY

Electronic information research skills are fundamental to preparation of students as citizens of the world. The School District expects that faculty will blend thoughtful use of the school district computer system and the Internet through the curriculum and that they will provide guidance and instruction to students in their use.

Use of District's network/Internet resources is intended only for educational and informational purposes, such as research, professional development, instruction and collaborative education projects.

The use of the school district system and access to the use of the Internet including electronic communication is a privilege, not a right, used with District Policies 524 and 441. Consequences for students who fail to abide by Policy 524-Internet Acceptable use and Safety will be included in the building discipline procedures required by Policy 506-Student Discipline. Infractions

by students will also be referred to legal authorities when appropriate.

Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using network/Internet sources. While the school will monitor student network/Internet use as closely as possible, the school cannot guarantee that students will not independently access network/Internet resources. If parents/guardians do not want their student to access network/internet resources in school, they must notify the principal in writing.

If a student needs to use email to send or retrieve school work, they must notify a staff member and get permission. If a student opens an email account without asking, we will assume they are doing personal email which is in violation of the district Acceptable Use Policy.

Students are provided with a school email account. Use of your student email account must comply with the Acceptable Use Guidelines for all computer use as outlined in school district policy 524. You can view the complete Board policy by going to the District 279 website.

The most succinct summary of the policy is this: **School computers are for school work.** This means that, the only email account you should ever open at school is your school email account, and that this email account is for school work. All personal email should be handled using your own personal email account which you should not be accessing during school.

#### **LOCKERS**

With the exception of twelfth graders, each student's Advisory teacher will assign lockers. Students need to have a lock on the first day of school. Once lockers are assigned, students **may not** trade or move to another locker. Senior lockers are located in assigned areas and may not be in other parts of the building. Seniors must register their locker number with the student services office as well as their Advisory teacher. Each student will be held responsible for the condition of their assigned locker, therefore, students are encouraged to safeguard their combinations and not share space with others. All lockers are the property of the school and are loaned for student use. **AS SCHOOL PROPERTY, LOCKERS ARE SUBJECT TO INSPECTION BY SCHOOL OFFICIALS.** Students may not write on the inside or outside of the lockers. The school cannot be responsible for personal property kept in lockers. Any problem concerning lockers should be reported to an Administrative Assistant. Lockers must be cleaned and emptied by the end of the last day of school.

#### **LOST AND FOUND**

Students who incur property loss or theft should report their concerns to the Student Services Secretary and complete a "Theft Report" which will then be processed through an

administrator. Also, students who find articles that are not secured should turn these materials in to the office receptionist at once. Unclaimed items may be discarded or donated to a charitable organization after the last day of each trimester.

#### **LUNCH POLICY**

Since 60 to 70 percent of the student body is in class during each lunch period, it is necessary that the procedures for going to and coming from lunch be followed so instruction is not disturbed. Please cooperate with us as we attempt to protect the instructional time of your fellow students.

**Closed lunch** – Students must remain on campus during their 30-minute scheduled lunch period. Students leaving the campus during lunch will receive disciplinary consequences from the administration.

The cafeteria features two choices of hot lunch. There is also the "ala carte" line which serves sandwiches, salads, fruits, milks, milk, fruit juice and "home-baked" items. Students may purchase one hot lunch daily at a price of \$2.20; second lunches are available at a price of \$2.40. Milk and juice are \$.45 each. (Prices subject to change). It is expected that students keep the eating areas clean. Throw all trash in the proper containers and return all trays and dishes to the designated areas. Students must clean the area where they eat. Every student is responsible and accountable for ensuring the trash and trays at their table are policed. Students are not permitted to eat in hallways, the gym or other unauthorized places. Students will not be allowed in hallways. Such movement in the hallways would disturb those students in class. Disciplinary action will occur when a student is seen to be irresponsible.

#### **MEDIA/TECH CENTER**

All day school rules will apply in the Library and Tech Center areas both before and after school. Students must abide by these rules or will be asked to leave and lose the privilege of being there. Students must have a pass from a classroom teacher to use the Library or Tech Center areas **after** school. If you are not immediately exiting the building when you leave the Library or Tech Center, you must get your pass signed to go elsewhere.

#### **PARKING/PERMITS/PROCEDURE**

Students are encouraged to utilize the bus service that is funded by the district. Buses arrive at OSH just prior to 7:30 AM and depart OSH just after 2:00 PM. Parking off school grounds is extremely limited. Students choosing to drive may purchase a parking permit for \$45.00 per trimester. Yearly permits are no longer available **except** for **full-time** PSEO students who may purchase a full year permit for \$45.00. PSEO students must have a trimester or daily parking permit to park in our lot, even if you are coming into school for a short

period of time. Permit registration cards will be available in the main office starting August 16<sup>th</sup>. Students must bring in the **parent signed** registration card and \$45.00 to receive a permit. **Any student who has an unpaid fine (of any kind) or lost book will not be allowed to purchase a parking permit until those fees or fines are paid.** Permits will be available only to seniors at their August 19<sup>th</sup> orientation. Juniors can purchase permits at their orientation on August 24<sup>th</sup>. Remaining permits can be purchased by sophomores at their August 26<sup>th</sup> orientation. **Permits will be enforced the first day of each trimester (Sept. 7, Dec. 6, Mar.14).**

Parking space is not guaranteed to a student permit holder. Parking data suggests that the current permit level will not fill the lot over capacity because many of the permit holders do not drive every day. It is recommended that students work out arrangements to car pool so that parking spaces can be conserved. **The re-sale of parking permits is NOT allowed.** Forgery of a permit will result in a tow of that vehicle without notice. Any student using a lost or stolen permit will have their vehicle towed without notice.

Lost or stolen permits will be reissued for a cost of \$15.00

We will continue to have 20 spaces reserved in the junior high lot for daily permits. A daily permit is available for \$5.00 per day and may be purchased from the receptionist. Daily permit sales will be limited to the 20 reserved spaces.

Staff and visitor parking spaces/areas are clearly signed or numbered. Students, including PSEO students, parking in these spaces will be tagged and fined \$10.00 per infraction. Maintaining a safe and secure parking area requires the cooperation of all students. Our staff comes to work at varying times during the day and expect to find their spaces open. We have a parking lot attendant who is responsible for enforcing the parking rules and maintaining a presence in the lots. **Failure to follow the rules will result in the loss of the permit and repeat offenders will be towed.** In the interest of keeping the lot secure, students may not sit in vehicles once they are parked. Each student who parks on campus is required to know and follow all rules and requirements.

Vehicles parking in the lot without a permit and vehicles in violation of the parking rules **will be towed** and the parking permit revoked for the remainder of the trimester. All vehicles parking in the OSH lot are subject to search at the discretion of the administration. OSH reserves the right to tow those parking in the staff/visitor areas, handicapped spaces, and fire lanes. If you have any questions about the parking rules please ask the parking attendant or an administrator for clarification.

**Any student using his/her vehicle to truant a class will have their permit revoked for the remainder of that trimester.**

**Any student vehicle parked on school grounds may be subject to random canine searches. Staff may also search**

**the vehicle if there is reasonable suspicion that the search will uncover evidence of a violation of law or school rules.**

#### **PEPFESTS AND ASSEMBLIES**

Pepfests and assemblies are planned for the students' information and enjoyment by groups of students and faculty. Students behaving inappropriately will be removed and reprimanded. If misbehavior is widespread the event will be canceled and students will be sent back to class.

The administration or a designee must approve all acts and/or skits before performing in an assembly or pepfest. Acts and skits must meet the following guidelines:

1. Follow the theme of the event.
2. Have no obscenity in the act.
3. Consist of no "put-downs", puns or any other statements or actions that would be derogatory, offensive or disrespectful to any person or group of persons.
4. Wear attire that properly covers each participant and is not offensive and/or embarrassing to those watching.
5. All participants must be current students of Osseo High School.

#### **PHYSICAL EXAMS**

It is recommended that students have a physical examination before they start high school. This is particularly important for sophomores because of their physical education course requirements.

#### **PICTURES – GRADES 10 & 11**

A professional photographer will take individual pictures in natural color during the August orientation. A retake date will be scheduled in early October. Packages can be ordered in a wide range of prices, starting at \$7.00. Order packets are sent home in the Back-To-School Flier and are available in the office. A black and white photo will be provided for the school yearbook and for the student identification cards.

#### **SCHOOL SERVICE CHARGES**

The school provides equipment and materials. However, there are some items students must furnish or for which there is a charge. Every student must furnish his/her own notebooks, paper, pen and pencils. The following is a list of charges and costs for the coming year: Life Skills, Tech. Ed.: Special projects – cost of materials  
Band & Orchestra – Reeds, oils, polish - \$1.25 to \$3.00 + tax  
Instrument rental - \$20.00 to \$120.00

There may be other incidental costs or expenses during the year. Students will be notified if these costs are necessary.

### **SIGNS, POSTERS, & LITERATURE**

Any sign, poster or literature that is to be displayed or distributed in the school building or grounds requires the prior approval of the Principal. Information and spelling should be double-checked. In general, public school buildings may not be used to advertise commercial activities or products.

### **SPECIAL EDUCATION SERVICES**

Special Education services are available for OSH students meeting state and district criteria. Parents and students may access assessment/services by contacting their teacher, counselor or Special Education Building Coordinator, Polly Aaser.

## **MISCELLANEOUS**

### **ACCESSIBILITY**

The Americans with Disabilities Act (ADA) requires that we make our programs and services accessible to individuals with qualifying disabilities. If you need auxiliary aides or services in order to participate in or attend a district activity, call your lock school or the school district at least seventy two (72) hours in advance (two week notice preferred).

### **ASBESTOS**

The asbestos Hazard Emergency Response Act (AHERA) requires that each school district notify parents and employees annually regarding asbestos-related activities. In the fall on 1988, all of our school buildings were inspected for asbestos-containing materials by accredited personnel. Since that time, we have conducted periodic surveillance checks every six months and re-inspected our buildings every three years as required. This is done to ensure that the asbestos is properly maintained. Except for floor tile, most of the asbestos in our district is limited to non-public areas, such as mechanical rooms and above ceilings. When properly maintained, asbestos does not present a hazard. District 279 has limited its asbestos removal to areas where renovation or maintenance activities are planned. Management plans are on file and available for review in each building with asbestos-containing materials. Questions regarding this notice should be directed to the district's Health and Safety Coordinator at 763-391-7191.

### **BUILDING ACCESS AND SECURITY**

For the safety of our students and staff, all exterior doors will remain locked during the school day, except for the main entrance. Visitors must sign in at the main office. Children will only be released to their parents or individuals authorized on the student's emergency card. Proof of identification may be required.

According to Minnesota Statute 609.605, subdivision 4, "It is a misdemeanor for a person to enter or be found in a public or non-public elementary, middle, or secondary school building unless the person-

- (1) is an enrolled student in, a parent or guardian of an enrolled student in, or an employee of the school or school district;
- (2) has permission or an invitation from a school official to be in the building/
- (3) is attending a school event, class, or meeting to which the person, the public, or a student's family is invited; or
- (4) has reported the person's presence in the school building in the manner required for visitors to the school."

It is also a misdemeanor for a person to enter or be found on school property within one year after being told by the school principal or the principal's designee to leave the property and not to return, unless the principal or the principal's designee has given the person permission to return to the property.

### **CANINE SEARCHES**

As one of many tools we use to keep our school safe, the schools are working in conjunction with local law enforcement to have trained dogs randomly search our parking lot, student lockers, and the school building during and after school hours. If a dog identifies a vehicle and/or locker as having a prohibited item, the vehicle, locker and the person they belong to will be searched as will his or her personal item.

### **COLD WEATHER PROCEDURES**

Extremely cold weather can be very dangerous. Minnesotans should be accustomed to many days of heavy snow and freezing temperatures during the winter months. Parents should be certain that their children are appropriately clothed and otherwise prepared.

The district will conduct school in the normal manner if there is a reasonable expectation that 85% or more of the children will be in attendance. If the wind chill, according to the National Weather Service, is 35 degrees below zero or colder at 5:30 a.m. and predicted to remain that low or become worse, school may be cancelled. In most cases however, the combined effects of snow, ice and wind are necessary to cause school interruptions.

### **CRIMINAL HISTORY BACKGROUND CHECKS**

Osseo Area Schools ISD 279 is committed to maintaining a safe and healthful environment in the school district in order to promote the physical, social, and psychological well-being of its students. To that end, the school district will seek a criminal history background check on all individuals who are offered employment in a school and on all individuals, except

enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to a school, regardless of whether any compensation is paid. The school district may also decide to seek a criminal history background check on any individual who seeks to enter a school or its grounds for the purpose of serving as a school volunteer or working as an independent contractor or student employee.

### **DANCE POLICY**

The following statements apply to all dances sponsored by any organization. Students are required to present their identification for admission to a dance. Once a participant leaves a dance, they cannot return. Students may bring a guest from another school (one guest per OSH student).

**Tickets for all dances are sold in advance. Students will not be allowed to purchase tickets for dances if they have outstanding fines, fees, or detention.**

#### **Dress Code:**

- School dress policy applies for all dances
- Dress lengths may be no higher than 4 inches above the knee and dress slits no higher than 4 inches above the knee.
- Anyone not meeting this dress code will **NOT** be allowed into the dance. Tickets will not be reimbursed for a dress code violation.

#### **Dance Conduct Guidelines on and off the dance floor:**

- Sexually suggestive dancing may result in a student being removed from the dance. Parents will be notified. Sexually suggestive dancing includes, but is not limited to:
  - No front to back touching/grinding
  - No straddling legs.
  - No bending over.
  - No touching of breasts, buttocks, or genitals.
  - Hands on waists or shoulder only
  - Overt and/or prolonged public displays of affection.

### **EMERGENCY CLOSINGS, DELAYED STARTS AND EARLY RELEASE**

If a storm occurs or continues during the night, we survey conditions by driving critical roads in the east and west sides of the district, consult with police departments in Brooklyn Park and Maple Grove if we can, consult with snow removal officials if we can, and monitor radio weather reports. While storms resulting 10+ inches of snow with high winds can cause schools to be cancelled or dismissed early, most heavy snows or cold weather will not result in school closure.

When possible, decisions to close school or delay the start of school will be made by 5:30 a.m. Delayed school starts, due to weather conditions, will only be considered under unusual circumstances. A one-hour delayed start means that your bus pickup time will be one hour later and your school's starting time will be one hour later than usual. Dismissal will be at the normal time.

District 279 will do everything possible to avoid early dismissal once school is in session to avoid sending children

home to locked houses. If a storm occurs or worsens during the school day, the same procedures described above will be followed, with a decision by 11:00 a.m. The school will try to serve lunch if a midday dismissal is called. If school is dismissed early, dismissal will be in the usual order: first high school, then junior high school, and elementary school last. This is done to minimize the disruption caused by changing schedules and to get older children home first to await younger brothers and sisters. Buses will not be loaded and students will not be dismissed if the school is under a tornado warning or severe weather is imminent.

### **EMERGENCY COMMUNICATIONS**

In the event of an emergency that causes the district to close school, delay the start of school or release students early, instructions will be distributed to parents using the Connect-ED automated calling system, broadcast on local television and radio stations, and posted on our district website ([www.district279.org](http://www.district279.org)). School closing announcements and other emergency information will be broadcast on the following radio and television stations as "Osseo District 279."

Radio WCCO-830 AM

Television WCCO – Channel 4

KSTP – Channel 5

KMSP – Fox Channel 9/UPN Channel 29

KARE – Channel 11

NW Community Cable Channel 12

Unless it is absolutely necessary, please do not call the school with questions during an emergency. Our telephone lines must remain open for emergency communications. Instructions will be communicated through our Connect-ED automated calling system, local television and radio stations, and on our district website ([www.district279.org](http://www.district279.org)). If you need other assistance, please call the district office at 763-391-7000.

### **EMERGENCY PREPAREDNESS**

Emergency preparedness is vital to the protection of our students, staff and visitors. The district has developed a comprehensive Emergency Plan with the help of local law enforcement, emergency management, and public health officials. Each school has customized the plan for their building.

The District's Emergency Plan is based on an "all-hazard" approach that incorporates five Universal Response Actions. Universal Response Actions are clear, standardized directives that can be implemented quickly in a variety of emergency situations. When an emergency happens, the Principal or administrator will quickly implement one of the following response actions:

**Evacuation** – All students and staff will exit the building. If the school grounds are not safe, students may be relocated to another site.

**Reverse Evacuation** – All students and staff will move inside the building. Exterior door and windows will be locked. Public access to the school will be temporarily suspended.

**Severe Weather Shelter** – All students and staff will be moved to designated shelter areas within the building. If severe weather strikes during dismissal, buses may be delayed.

**Shelter-In-Place** – All students and staff will move inside the building. Windows will be closed and ventilation systems will temporarily be disabled to keep contaminants out.

**Lockdown** – All students and staff will secure their area by locking doors and windows. Public access to the school will be temporarily suspended.

In the event of an emergency, we may need to contact you. It is extremely important to make sure that the emergency contact information on file at your school is current. This includes daytime phone numbers for parents and names of individuals who are authorized to pick up your children if they must be released early. **Children will only be released to their parents or individuals authorized on the student's emergency card.**

It is not possible to outline all of the potential crises events that could cause dismissal or disruption of the school day. Even though most of these events rarely occur, parents can be assured that the district has worked closely with out emergency partners including police, fire and medical to be prepared. All of our plans are focused on protecting the health and safety of our students.

#### **FIRE DRILLS**

According to Minnesota State Law, schools must have fire drills. It is therefore important that students follow the fire drill guidelines each time that the alarm goes off. The guidelines are:

1. Leave the building immediately according to the directions posted in each area.
2. Once out of the building, remain at least 100 feet from the building until the all-clear bell rings.
3. If the alarm rings during lunch time, leave the cafeteria immediately and leave the trays on the table. When returning to the cafeteria, finish lunch, and bus the tray.

#### **HOMECOMING/SNO DAZE/PROM**

Homecoming, Sno Daze and Prom activities are organized to serve the students:

1. To allow students to choose from their own a group to hold the ceremonial position of "Royalty." Students elected, as "Royalty" will be expected to attend all classes and participate in the formal ceremonies. All "Royalty" students must adhere to the rules and expectations of the school and the

administration or risk removal from the week's activities.

2. To allow students to demonstrate their talent.
3. To give students, parents, staff and community to meet in an atmosphere of celebration of school spirit.

#### **INDOOR AIR QUALITY**

The district has established an Indoor Air Quality (IAQ) Management Plan that includes procedures for maintaining good air quality in our buildings. The plan includes forms for reporting concerns that may be related to air quality. Building staff will conduct an initial investigation. If the problem remains unresolved, the district Health and Safety Department will follow up and perform testing as needed. Questions should be directed to the principal or the district's Health and Safety Coordinator at 763-391-7191.

Because of potential health implications for our students with allergies and asthma, animals are not allowed in school without permission from the principal. We need to make sure that no students in the affected area will be negatively impacted by the animals first. Certified therapy dogs will be permitted no more than three days per week.

#### **LATEX-SAFE SCHOOLS**

To safeguard the health of students and staff having latex allergies, the district has taken steps to minimize exposure to natural rubber latex. No latex balloons are allowed, except when used for curriculum purposes with prior approval from the principal. Students with latex allergies should notify the Health Services Specialist at their school so that accommodations can be made.

**MINNESOTA STATE HIGH SCHOOL LEAGUE/NORTHWEST SUBURBAN CONFERENCE**

District #279 Schools are members of the Minnesota State High School League and Northwest Suburban Conference and follow and enforce all rules and regulations of same.

**Plan for Determining Scholastic Eligibility for Minnesota State High School League Activities**

**LEVEL 1** – A student has maintained satisfactory progress toward graduation and therefore eligible for Minnesota State High School League activities if:

1. Student is currently enrolled in at least five credit producing classes.
2. The student’s total credits at the end of each trimester are not less than the number listed below.

	Fall Tri	Winter Tri	Spring Tri
<b>Freshman year</b>	<b>3</b>	<b>8</b>	<b>13</b>
<b>Sophomore year</b>	<b>18</b>	<b>23</b>	<b>28</b>
<b>Junior year</b>	<b>34</b>	<b>40</b>	<b>46</b>
<b>Senior year</b>	<b>52</b>	<b>58</b>	<b>64</b>

**ATHLETIC INJURY**

If a student-athlete is seen by a doctor for an athletic injury during a competition season, the MSHSL rules require a note from a doctor clearing the athlete to return to participation. This note should be returned to the athletic trainer or the head coach before the athlete may resume practice or competition.

**SPIRIT APPAREL**

Any apparel being printed by/for a group, team or organization using a slogan or design must be approved by the administration before it is ordered.

**TIP LINE**

The district has established a tip line for students and parents to report bullying, weapons, drugs, and violence. Callers can leave messages anonymously. If you have information regarding something that may happen or an incident that has already occurred, please call 763-391-8660 to report it. All messages will be forwarded to the principal or administrator.

**TORNADOES** In the event of a tornado warning while students are in school, all students will stay at the school until the tornado warning is over, unless parents come to school to pick up the student(s).

**WELLNESS**

District 279 School Board Policy 533 – Wellness is a response to the growing problems of childhood obesity and the health problems associated with poor nutrition and a lack of physical activity. This policy recognizes that nutrition education and physical education are essential components of the educational process and that good health fosters student attendance and learning. A healthy school environment promotes and protects student learning by encouraging

healthy eating and physical activity. To that end, the policy outlines the school guidelines for promoting a health environment. Our school district encourages the involvement of students, parents, and staff in monitoring and reviewing district nutrition and physical activity practices. The policy is required by federal statute.

**EXTRACURRICULAR ACTIVITIES**

**USE OF SCHOOL FACILITIES BY STUDENT GROUPS**

Any student club or group may use school facilities for meetings provided, the student or group has:

- a. An identified staff member who provides supervision for disciplinary and safety reasons only
- b. the student club or group has registered with the Principal.

Such student clubs or groups may utilize school facilities during non-school hours (i.e., before the school day begins and after the school day ends) based upon availability. Only those student clubs or groups that are associated with the subject matter of a regularly offered course, or a course soon to be taught, or concerns the body of courses as a whole, or where participation in the club or groups is required for a particular course or results in academic credit, may seek approval from the Principal to meet during school hours. The Principal may deny approval where the student club or group does not meet aforementioned criteria, the intended meeting time is disruptive to instructional activity, or space is not available. All school policies, procedures, rules and regulations are in effect during the meeting of all student clubs or groups.

**PARTICIPATION FEES**

Participation fees have been set by the School Board and vary for each activity. Participants must pay the fee prior to starting practice. **All fines and fees, including parking fines and book fees, must be paid before registering for an activity.** Families with financial hardship as determined by federal free or reduced lunch eligibility guidelines may request a waiver or reduction of fees. Our activities program is open to all academically eligible students.

**\$180.00** – Football, Hockey (Boys & Girls), Baseball, Basketball, Cheerleading, Cross-Country Running, Cross-Country Skiing, Dance Team, Golf, Gymnastics, Marching Band, Soccer, Softball, Swimming, Synchronized Swimming, Tennis, Track, Volleyball, Wrestling

**\$90.00** – Performing Arts: Debate, Musical, Mock Trial, Speech, 1-Act Play

### **ASIAN AMERICAN FEMALE SUPPORT**

The Asian American Female Support Group discusses issues that are culturally specific to the various Asian American communities. The purpose of this support group is to have a safe place for students to talk about their particular cultural experiences, whether it is immigrating, learning language, or family life and expectations.

*Advisor: Becca Studaker*

### **CHAMBER CHOIRS**

These choirs vary in size from 6 to 12 members who are selected from students in the choral program. They perform at concerts, Regional and State Solo and Ensemble Contests, sporting events, and several community events throughout the year.

*Advisor: Lori Lausche*

### **CHAMBER MUSIC**

Students in all bands are encouraged to participate in chamber music as much as possible. Music that is one on a part allows students to become more secure and confident. Students who play chamber music regularly tend to develop into the leaders of the bands in which they perform. The three main chamber groups offered at Osseo Senior High are Saxophone Quartet, Flute Ensemble and Chamber Brass.

*Advisor: Steve Boulka*

### **DIVERSITY COUNCIL**

The Diversity Council typically meets the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of each month from 2:30 to 4:50 PM (when the late bus arrives). This is the Mission Statement: the Diversity Council seeks to educate its members and OSH students and staff about our similarities and differences; to embrace everyone's cultures and differences; to strive towards achieving unity, wiping out ignorance, and to reduce segregation in the school. We want to have fun while getting to know each other inside the group and outside of the group and to celebrate not only you, but 'us' as a whole.

*Advisor: Carolyn Leach, Becca Studaker*

### **FALL MUSICAL**

Musical auditions are held the second week of school in the fall. Students must be able to attend many after school and evening rehearsals and all of the scheduled performances. Performances are held the second and third weekends in November. In addition to acting, singing and dancing, opportunities are available on the crew and in the Pit Orchestra.

*Director: Heather Klug*

### **FOCUS**

Focus staff members are enrolled in Advanced Journalism I or II. Reporters and editors have taken Basic Journalism, but this prerequisite is waived for specialists like photographers, typesetters, and cartoonists. Reporters and editors must interview, write stories, headlines and captions, and design the paper using Pagemaker. Deadlines are crucial. Some

after-school and weekend work is required, usually three afternoons and one full Saturday a month.

*Advisor: Mary Jo Skinner*

### **GREEN CLUB**

Students are involved in various community projects, including tree planting, animal adoption, road clean up, and education. Group meets after school one or two times a month.

*Advisor: Ann Johnson*

### **INTERNATIONAL CLUB**

This club is open to anyone who is interested in exploring other cultures and languages. There will be many social events, field trips, and other opportunities to interact with students from other countries.

Enrollment in a World Language is NOT required.

*Advisor: Anne Marie Martin*

### **JAZZ BAND**

The Jazz Band is open to any students in the music department. In some cases, the Jazz Program is viewed as an excellent vehicle to learn a second instrument. The purpose of the Jazz Program is to provide a performance opportunity in America's only original art form – JAZZ! Students will also be exposed to other types of music.

*Advisor: Steve Boulka*

### **LITERARY MAGAZINE**

*Calliope*, Osseo's literary magazine, includes student writings of all types. It is published at the end of May and distributed with the yearbook.

*Advisor: Mary Jo Skinner*

### **MARCHING BAND**

This is a 100+ member band consisting of musicians, banners, honor guard, rifle squad and flags. Practice begins in the spring, and competitions run through the summer as Osseo participates in various parades.

*Advisor: Steve Boulka*

### **MATH LEAGUE**

Math League is open to anyone with an interest in Math. Practice begins the end of October. One team is formed and they participate in five league events. The regular season ends approximately the middle of February.

*Advisors: J.T. Noehre*

### **MOCK TRIAL**

Mock Trial competition is open to any interested and committed student at OSH. Two teams, with a maximum of 8 members per team, are formed in early November. Each team consists of three lawyers and five witnesses. Scrimmages and actual competition within our region begins in January and ends by March 1<sup>st</sup>. Actual court cases are used and competition is conducted at the Anoka or Hennepin County courts. Volunteer attorneys advise teams.

*Advisor: Darrell Maloney*

### **NATIONAL HONOR SOCIETY**

Students who have earned a cumulative grade point average of 3.5 or higher and who are active in extracurricular school activities and community activities may apply for membership in their Junior or Senior year. All qualified students will be notified by the faculty advisor. All seniors who qualify academically will receive information by October 1<sup>st</sup>. All juniors who qualify academically will receive information by February 15<sup>th</sup>. Students need to have completed at least four trimesters of study to qualify for a cumulative GPA. NHS members are involved in projects to better our school and community, including tutoring, and ushering at school events.

*Advisor: TBD*

### **ONE-ACT PLAY COMPETITION**

This activity is sponsored by the MSHSL. Auditions are held for the roles. There may be no more than 20 performers and crew members. Rehearsals are held after school in January. Performers participate in regional competitions and possibly state tournaments. All students are eligible for tryouts.

*Advisor: Mark Monfils*

### **PARTNERS IN EXCELLENCE**

The Partners in Excellence Program is aimed at recognizing and celebrating academic excellence. The student group is designed to develop creative ways to share students' academic, artistic and community service endeavors. Students can assist in Success Card Program, plan academic recognition events and help organize and get involved with community service programs. A strong desire to promote school spirit is the only requirement for membership.

*Advisor: Caren Gallagher*

### **PEER TUTORING PROGRAM**

Open to 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade students. Students with above average grades help out a peer and at the same time reinforce the concepts both have already learned. Students work academically with other students in many different subject areas. The tutor makes arrangements with the student about when and where they will meet. Most students meet once a week, before or after school, in the Media Center.

*Advisor: Marsha Newcomb*

### **PEP BAND**

There are two separate pep bands that are available to any student in the band program. The fall pep band plays for various sporting events during the fall season. The winter pep band plays for various sporting events during the winter season. Students earn points toward a band letter. The pep bands provide music, spirit, and excitement at the games.

*Advisor: Steve Boulka*

### **PIT ORCHESTRA**

This is a group composed of string, wind and percussion players who supply the accompaniment for the Fall Musical. Students must be enrolled in one of the bands or orchestra to participate.

*Advisor: Levi Comstock*

### **POSITIVE EMPOWERMENT GROUP**

This group's focus is working with female students who may be struggling academically or having other issues within the

school environment. Through his particular group we will be helping students find their voice in a positive way, so that they can communicate successfully.

*Advisor: Becca Studaker*

### **SPEECH TEAM/NATIONAL FORENSIC LEAGUE**

Speech team is a competitive activity sponsored by the MSHSL. There are 13 different categories which include; Prose, poetry, Drama, Humorous Interpretation, Dramatic Duo, Creative Expression, Extemporaneous Reading, Storytelling, Great Speeches, Original Oratory, Informative Speaking, Extemporaneous Speaking and Discussion. Students work one-on-one with a teacher before or after school for 15 minutes per week gaining poise, confidence and the ability to speak effectively before a group. An organizational meeting for all interested students is held in February. Statewide tournaments begin in late February and run through April. Osseo is a member of the National Forensic League which allows qualified speakers to compete at the District and National Speech and Debate Tournament.

*Advisor: Leslie Schmeisser*

### **SPEED & STRENGTH/CO-ED**

Speed and Strength is offered in the winter and spring seasons and is open to all students who would like to improve their physical form. Beginner through experienced weight training and agility programs are provided. Typical hours are Monday – Thursday from 2:20 to 4:20 PM.

*Advisor: Jason Moden*

### **STRIVE**

STRIVE is a program for seniors who have had less success in the classroom. Students who have lower GPA's (grade point average) may have the same natural abilities and gifts as those who have higher GPA's. The difference is often motivation, work habits, self-esteem, attendance, and performance in the classroom. STRIVE challenges these students to improve their work, gain self-confidence, discover the satisfaction of achievement and graduate in a timely manner. STRIVE students meet during school hours twice a month with local rotary members, who help sponsor this program.

*Advisor: Ronnie King*

### **STUDENT CLASS COMMITTEES**

These groups organize social and school spirit activities such as Homecoming and Spring Fling (senior class), Prom and Sno Daze (junior class), and Sophomore Semi Formal (sophomore class). It is organized by class. Any student interested in being on a class committee should contact the appropriate advisor to be included. Committees start getting established at orientations before school starts in the fall.

*Advisors: Kelly Klecker, Jen Moen*

### **STUDENT SENATE**

The Student Senate is elected by the student body to act as their representatives in working to improve the school climate, to resolve student related issues, to increase school spirit, to represent the student body in discussion, meet with the administration/faculty, and generally be advocates for the student body. They meet Tuesday and Thursday mornings before school. Seven seniors, six

juniors and five sophomores will be elected by their respective classes during the third week of September. Anyone can be a candidate if they complete the requirements, which are posted the first week of school.

*Advisor: Bill Bauman*

#### **YEARBOOK STAFF**

The staff is responsible for preparing a 240-page yearbook distributed to students in May. Members need to be enrolled in Yearbook lab and should have a "B" average or above. Deadlines are crucial. Students should expect occasional evening and weekend work.

*Advisor: Benjamin Rosch*

#### **YOUTH SERVICE PROGRAM**

Students who volunteer at OSH, or out in the community, may receive transcript recognition for their time. They fill out the Youth Service Form each trimester and turn it in to the advisor. Each trimester you have 15+ hours you earn the recognition on the transcript.

*Advisor: Marsha Newcomb*

#### **SPORTS**

This general information from the Activities Office has been prepared so students will be aware of what must be taken care of in order to compete in OSH athletics. There are certain forms which must be filled out completely and returned under regulations of Osseo Senior High and the Minnesota State High School League. Please read this material carefully, as you must complete certain forms before you will be able to practice or compete. There will be no exceptions! Forms need to be filled out one time each year for eligibility.

Students 18 and over are still required to have parental signatures on all forms. The registration cost for each sport is \$180.00.

**Physical Examination** – All athletes must have a physical on file in the Athletic Office. The physical form must be updated and signed by the parent/guardian and athlete each year. The physical on file is valid for three years from the date of the actual examination signed by the physician.

**Mouthguards** – Mouthguards are mandatory in FOOTBALL, LACROSSE and HOCKEY, and it is the responsibility of the athlete to provide their own mouthguard. Mouthguards are highly recommended in the following sports: Basketball, Wrestling, Soccer, Softball, Baseball and Volleyball.

**Eligibility Information** – This pamphlet is available in the Athletic Office and states the Minnesota State High School League general rules. At the end of the pamphlet is a two-sided form which must be filled out and signed on both sides by the athlete and parent/guardian.

**Emergency Card** – The white emergency card must be filled out and signed by parent/guardian. The coach will have these cards with him/her at all times.

**Insurance** – There is a waiver, which must be signed by the parent/guardian. If you wish to purchase insurance offered

through the school, contact the Athletic Office for the forms. Any contact with the insurance company is on a one-on-one personal basis.

After all forms and fees have been turned in students will be eligible to practice and check out equipment for their sport. All forms and fees are to be brought to the Athletic Office at Osseo High School. It is recommended that these forms be turned in at least three days before the sport begins. If there are any questions, contact the coach or the Athletic Office (391-8600) for clarification.

#### **ADAPTED SPORTS (grades 7-12)**

This program is offered for students with a disability (such as severe asthma, cerebral palsy, heart condition, etc.) that prevents them from playing on a regular team. Soccer, floor hockey and softball are all part of this program.

*Coach: Kelli Waalk*

#### **BASEBALL (grades 7-12)**

The season begins the first part of March and lasts 14 weeks with daily practice from 2:20 to 5:00 PM. There is usually an organizational meeting the week before the season begins. There are three teams; Varsity, Junior Varsity and B-squad, each with their own coach and playing schedule. Shoes, glove and a baseball cap are needed.

*Coach: TBD*

#### **BASKETBALL – BOYS (grades 9-12)**

Osseo Boys Basketball sponsors a total of 30 to 35 members at three levels of play; sophomore, JV, and Varsity. Each team plays 22 games, including one tournament. Varsity concludes its season with the MSHSL Tournament. The season starts in late November and ends in March. Each team practices two hours per day and some Saturday practices are mandatory.

*Coach: Tim Theisen*

#### **BASKETBALL – GIRLS (grades 9-12)**

The season begins the second week of November and lasts 16 weeks plus post-season play. There is often (not always) a tournament during Winter Break. Girls Basketball consists of three teams; Varsity, JV and sophomore squads. Some cuts are necessary.

*Coach: Joey Waters*

#### **CHEERLEADING (grades 7-12)**

Cheerleading is an opportunity for students to provide leadership and promote school spirit. Varsity cheerleading is open to all students. Tryouts are held two times per year; May for fall sports and November for winter sports. Each season lasts 15 to 18 weeks and involves several practices and games per week, including some Pepfests and special events.

*Advisor: Janice Proctor*

#### **CROSS COUNTRY – BOYS & GIRLS (grades 7-12)**

This fall sport begins in mid-August and ends the first weekend in November. Varsity and Junior Varsity teams

are available and compete at the same ten meets. Daily practice is usually at Elm Creek Park Reserve.

*Coach: Matt Gifford*

#### **DANCE TEAM (grades 7-12)**

Dance team is offered in the fall and winter seasons. The fall season is a club team (non competitive). The winter team is a "comp" team; competing with both conference and non conference schools. Tryouts for the winter competition team take place in the spring prior to the school ending. The teams compete at school events such as Pepfests and sporting events. The practices are daily after school and may involve some evening practices.

*Coach: Susie Campbell*

#### **FOOTBALL (grades 9-12)**

Football registration begins the first week in August prior to the start of the school year. The first of several preseason meetings for players are in the spring for the upcoming fall. The season is 15 weeks long beginning in August. Players are required to attend all practices and games.

*Coach: Derrin Lamker*

#### **GOLF – BOYS (grades 7-12)**

The season begins in March and ends with the State Tournament in early June. About 15 players make the team. Practice is usually at Sundance Golf Course from 2:30 to 5:30 PM. Players must have their own equipment.

*Coach: Tim Theisen*

#### **GOLF – GIRLS (grades 7-12)**

Golf is a spring sport consisting of Varsity and JV teams. Players must have their own equipment. The team practices at a variety of golf courses and competes in 16 matches. Daily practice is from 2:00 to 5:00 PM and the season lasts 15 weeks.

*Coach: LeAnn Helgeson*

#### **GYMNASTICS – GIRLS (grades 7-12)**

Gymnastics begins the middle of November and runs for 15 weeks. Osseo has Varsity and Junior Varsity teams. You must have previous gymnastic experience (club or junior high). Practices are daily from 2:00 to 5:00 PM in the East Gym. The number of girls able to participate is unlimited.

*Coach: Carrie O'Dea*

#### **HOCKEY – BOYS (grades 9-12)**

Players are invited to high school tryouts – Osseo has both a Varsity and JV team. Practices are at the Osseo Ice Arena from 2:30 to 4:30 PM. The season lasts 17 weeks with a total of 22 games. Players must provide their own skates, helmets, shinguards, shoulder pads and mouthguard.

*Coaches: Mark Phenow, Kevin Willey*

#### **HOCKEY – GIRLS (grades 7-12)**

Players are invited to high school tryouts which take place in October. Osseo girls hockey is a cop-op with four other schools: Park Center, Fridley, Brooklyn Center and Columbia Heights. The season is 17 weeks long with a total of 22 games. Players must provide their own equipment for tryouts and will be issued game sock, game jerseys, breezers, gloves, and helmets when they make the team.

*Coach: Jack Gravel*

#### **LACROSSE – BOYS (grades 9-12)**

Osseo has 3 teams: Varsity, JV, and a Freshmen/Sophomore team. Practice begins at the end of March. The season lasts

11 weeks and a total of 13 games are played. Players must provide their own equipment: sticks, gloves, helmet, mouth guard, shoulder pads, and elbow pads.

*Coach: Darren Nelson*

#### **LACROSSE – GIRLS (grades 9-12)**

Osseo has 2 teams: Varsity and JV. Practice begins at the end of March. The season lasts 11 weeks and a total of 13 contests are played. Players must provide their own sticks and goggles.

*Coach: Martha Trumble*

#### **NORDIC SKIING – CO-ED (grades 7-12)**

Skiing starts the second Monday in November and the season ends in February. Varsity and JV teams are offered. You must provide your own equipment. The number of participants is unlimited and there are several meets offered during the season for competition.

*Coach: Brad Rosch*

#### **SOCCER – BOYS (grades 7-12)**

Soccer begins the third week of August and ends the first week of November. There are Varsity, JV, and B-squad teams, each with 15 to 20 players. Some cuts may be necessary. The players must provide shoes and practice gear. There are a total of 18 regular season games.

*Coach: Scott Smith*

#### **SOCCER – GIRLS (grades 7-12)**

Girls Soccer starts approximately the third week of August and ends the first week of November. There are Varsity, JV and B-squad teams. The players must provide shoes and practice gear and there are a total of 18 regular season games. All players must be registered through the Athletic Office in order to try out.

*Coach: Katie Ormsbee*

#### **SOFTBALL – GIRLS (grades 7-12)**

Softball starts the second week in March. Currently OSH has three teams; Varsity (12 to 14 players), JV (15 to 18 players) and B-squad (12 to 14 players). Each team plays approximately 18 games. Varsity will play in the section tournament, and possibly the state tournament. Shoes and a glove are needed.

*Coach: Eric Ruska*

#### **SWIMMING AND DIVING – BOYS (grades 7-12)**

Boys swimming and diving begins at the end of November and lasts 14 weeks. Teams are Varsity and JV. No cuts have been necessary in the past. Meets are once a week, after the first week. Members need to provide their own practice gear and goggles. Practices are at OJH.

*Swimming Coach: Marshall Abrahamson*

*Diving Coach: Stacy Benjamin*

#### **SWIMMING AND DIVING – GIRLS (grades 9-12)**

Girls swimming and diving has Varsity and JV teams that begin practicing the second week of August at OJH. The season ends the second week of November with a total of 16 meets. Members provide their own practice gear and goggles.

*Swimming Coach: Katie Suedbeck*

*Diving Coach: Stacy Benjamin*

#### **SYNCHRONIZED SWIMMING (grades 7-12)**

Synchronized Swimming begins about March 1<sup>st</sup> and runs until the end of May. The season ends with a

qualifying sectional meet and a State Invitational meet. There are two teams; Varsity and JV. MSHSL regulations apply. Dance or swimming background is helpful. The season includes two kinds of meet – figure and routine. There are 14 meets total. Members provide their own practice gear, goggles, nose plugs and swim caps.

*Coach: Joanne Neumann*

**TENNIS – BOYS (grades 7-12)**

An informational meeting is held in March. Varsity consists of 10 to 12 players; JV has 12 to 16 players. The players must provide racquets, sneakers and practice clothes. Match warm-ups are supplied by the school, and the players like to design and purchase their own uniform T-shirts. They usually cost about \$10.00. The season runs from late March until mid-May. Regional tournaments, team and individual, are at the end of May.

*Coach: TBD*

**TENNIS – GIRLS (grades 7-12)**

Girls Tennis has a Varsity team of 10 members (4 singles and 3 doubles), and a JV team of 10 members. An additional 7 players make the team. The season begins the second week of August and ends the last week of October. The team participates in a total of 16 matches. The player must provide shoes/racquet.

*Coach: TBD*

**TRACK – CO-ED (grades 7-12)**

Track starts in early March and runs through June 10<sup>th</sup>. Varsity and JV teams are offered. There are a total of 14 meets to participate in. Anyone in grades 9 through 12 who attends practice regularly, fulfills the requirements of the coach in an area event, and is cleared through the Athletic Office, may be a member of the team.

*Coaches: Cullen DeVries, Scott Smith*

**VOLLEYBALL (grades 9-12)**

The Volleyball program consists of three teams; Varsity, Junior Varsity, and sophomore which participates in 16 matches. Currently the season begins two weeks before the first week of school and runs 13 weeks. Varsity and JV practices are daily from 2:30 to 4:30 and the sophomores practice from 4:00 to 6:00 PM.

*Coach: Bill Quan*

**WRESTLING (grades 7-12)**

Wrestling in November and runs 16 weeks. Practice is approximately two hours every day. OSH has a no-cut policy so everyone can wrestle. There are four teams, with 13 weight classes on each team. Once a week there are tryouts to determine teams. Each team has 15 scheduled events. Members provide their own shoes and practice gear.

*Coach: Alan Wiley*

**SECTION 504  
OF THE REHABILITATION ACT OF  
1973**

The District recognizes its obligation under Section 504 of the Rehabilitation Act of 1973. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

If there are questions regarding Section 504, contact a building principal or Ann Kern, Assistant Director of Student Support Services at the District Office. (763)391-7007

**EQUAL OPPORTUNITY POLICY**

Independent School District #279, in compliance with current state and federal statutes and regulations, and in recognition of its obligation to provide equal opportunity for education and employment for all persons within its jurisdiction, affirms that it will not discriminate on the basis of race, color, creed, religion, national origin, sex, age, marital or parental status, status with regard to public assistance or handicap.

If you have any questions or concerns, contact the Human Rights Officer, Rich Melvin, 11200 93<sup>rd</sup> Avenue North, Maple Grove, Minnesota 55369, (763)391-7000

**OSSEO SENIOR HIGH EXPECTATIONS**

Commitment to Learning  
Cooperative Attitude  
Clean and Safe Environment  
Respect  
Responsibility  
Positive Humor

### **DAILY PLANNER USE**

OSH Students are expected to use this planner daily. Part of each student's Advisory grade will be determined by the use and maintenance of the planner. The Planner is (like a textbook) one of the required materials checked out to students.

Lost planners must be replaced for a \$3.00 fee.

### **Benefits of Using the Planner**

A tool for keeping control of:

- Events
- Scheduling
- Homework
- Record keeping

Provides flexibility to integrate your unique daily procedures.

### **Governing concepts for use of planner:**

Do it your way – make it fit your needs and lifestyle

Use only one calendar  
Everything is in one place, you know where to find it, and nothing slips through the cracks

Have the Day Planner with you at all times.

### **Monthly Calendar**

Provides a complete view of the whole month

Provides a handy appointment calendar

### **Daily Pages**

Appointment Schedule

Daily task list

Prioritize daily tasks

A=vital, must be done today

B=important, should be done today

C=optional for today

Symbols column – track progress and status of each task with suggested symbol.

### **DISTRICT 279 MISSION**

Our mission is to inspire and prepare all students with the confidence, courage, and competence to achieve their dreams; contribute to community; and engage in a lifetime of learning.

### **AMENDMENT CLAUSE**

Any and all of the material in this handbook is subject to amendment by the School Administration or the Board of Education at any time.