

TRAIN
DISCOVER
LEARN
CREATE
EXPLORE

Saint Paul Conservatory
FOR PERFORMING ARTISTS
STUDENT & PARENT HANDBOOK
2018-2019

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Saint Paul Conservatory

FOR PERFORMING ARTISTS

VISION-MISSION-VALUES

VISION

PREMIER ACADEMIC AND ARTISTIC EDUCATION FOR ALL HIGH SCHOOL STUDENTS

MISSION

To provide the highest caliber of academic and artistic education for aspiring pre-professional performing artists in the areas of instrumental and vocal music, theatre and dance, and to fully prepare students for college and conservatory.

VALUES



preparing students for college and training them as future practitioners of the arts



stimulating and sustaining interest in arts and academics as a source of truth and insight into the human condition



constructing a creative environment where risks may be safely taken and where creators take responsibility for their vision



encouraging students to use their physical, sensory, and intellectual potential to explore ideas and raise questions



honoring individual discovery with a collaborative spirit

Student Rights

Saint Paul Conservatory for Performing Artists shall provide an environment in which students may exercise the rights and privileges of the society in which they live, with their proportional amount of responsibility. Students have the right to express ideas freely, verbally or in writing, within their school program. Responsible criticism and reasonable dissent are basic to the educational process. However, false statements, disruptive activities, threats, the use of obscenities, profanity or ridicule, and advocating violation of the law or school rules and regulations are unacceptable means of expression.

Students have the right to be safe and free from threatening situations while at school and when attending school events.

Nondiscrimination Statement

The Saint Paul Conservatory for Performing Artists, an Equal Opportunity Educational Provider and Employer, does not discriminate on the basis of race, color, creed, gender, religion, national origin, sex, marital status, parental status, military status, status with regard to public assistance, disability, sexual orientation, age, or any other basis prohibited by law in educational programs or activities that it operates or in employment decisions.

The following individual, as designated by the Board of Directors, is the school's Title IX/Human Rights Officer responsible for responding to complaints of discrimination:

SPCPA's Title IX/Human Rights Officer

Callie Jacobs, Director of School (Superintendent)
16 W 5th Street
St. Paul, MN 55102
651-290-2225 (Phone)
jacobsc@spcpa.org

SPCPA's 504 Coordinator

Monica Lonergan
16 W 5th Street
St. Paul, MN 55102
651-290-2225 (Phone)
longerganm@spcpa.org

SPCPA's policies regarding harassment and discrimination are available on SPCPA's website at: <https://www.spcpa.org/about/policies/>

Saint Paul Conservatory for Performing Artists Information

Saint Paul Conservatory for Performing Artists (SPCPA) (#4112)
16 W 5th Street
St. Paul, MN 55102
651-290-2225 (Phone)*
651-290-9000 (Fax)
info@spcpa.org**
www.spcpa.org

* All staff can be reached using the directory options at this number

** This email is monitored daily; emails are forwarded to the appropriate person/people

Building Hours: 7:30 AM – 4:00 PM (Lowry)
Building Hours: 7:30 AM – 4:00 PM (Wilkins)
Building Hours: as determined by the Artistic Director (Hamm)

Chromebook Lab: Location: 242 (Before and After School)
7:30 – 8:00 AM, 3:30 – 4:00 PM, and in Guided Study Hall

Student Printing: Location: 242
7:30 – 8:00 AM & 3:30 – 4:00 PM*

* Students will only be able to print before and after school in Lowry 242

Authorizer: University of St. Thomas

Molly McGraw-Healy, Director of Charter School Authorizing
1000 LaSalle Avenue
Minneapolis, MN 55403
651-962-4372
mmcgraw@stthomas.edu
<https://www.stthomas.edu/education/ourimpact/communitypartnerships/charterschools/>

Board of Directors

Michael Robins, President
board@spcpa.org
www.spcpa.org/about/spcpa-board/

The Saint Paul Conservatory for Performing Artists reserves the right to modify this handbook as needed.

The version number can be found on the front page of this handbook.

Updates to the handbook will be sent to students and families if changes are made.

The updated version will also be posted to the school's website.



Important Dates 2018-2019

| | |
|-------------------------------------|--|
| August 21, 2018 | First Day of School – New Students Only |
| August 22, 2018 | First Day of School |
| September 3, 2018 | No School – Labor Day Holiday |
| September 5, 2018 | Schedule & Track Change Request Deadline 4:00 PM |
| September 13, 2018 | Picture Day |
| October 10, 2018 | PSAT 9, PSAT/NMSQT 10 and PSAT/NMSQT 11 |
| October 12 & 15, 2018 | Fall Conferences – Early Dismissal (12:05 PM) |
| October 18-19, 2018 | No School |
| October 25, 2018 | Picture Retake Day (noon – 4:00 PM) |
| November 5, 2018 | No School – Teacher Workshop |
| November 21-23, 2018 | No School – Thanksgiving Break |
| December 19, 2018 | End of Semester 1 |
| December 20, 2018 | No School – Teacher Workshop |
| December 21, 2019 – January 1, 2019 | No School – Winter Break |
| January 2, 2019 | First Day of J-Term |
| January 2, 2019 | No School – Martin Luther King Day Holiday |
| January 17-20, 2019 | J-Term Performances |
| January 18, 2019 | End of J-Term |
| January 21, 2019 | No School – MLK Holiday |
| January 22, 2019 | Start of Semester 2 |
| February 5, 2019 | Schedule & Track Change Request Deadline 4:00 PM |
| February 18, 2019 | No School – Presidents’ Day Holiday |
| February 20, 2019 | ACT 11 |
| April 1-5, 2019 | No School – Spring Break |
| April 11-12, 2019 | Spring Conferences – Early Dismissal (12:05 PM) |
| May 23, 2019 | Last Day of School, Finale, Early Dismissal (12:05 PM) |
| May 24-27, 2019 | No School – Memorial Day Holiday |
| May 28, 2019 | No School - Teacher Workshop, Graduation |
| May 29, 2019 | No School – Teacher Workshop |

The school calendar is adopted annually by the school board.

This calendar is subject to change due to unforeseen events.

A copy of the school calendar can be found on the school’s website www.spcpa.org.

SPCPA events are also listed on the website.

Contact Information

Callie Jacobs

Superintendent

Student Support for Grades 9-12

Contact for Schoolwide Questions & Feedback
jacobs@spcpa.org

Brian Goranson

Principal

Grades 9-12: Contact for Arts & Academic Programs
goransonb@spcpa.org

Monica Lonergan

Director of Special Education

Grades 9-12: Contact for Students with Disabilities
lonerganm@spcpa.org

Kyle Clemins

Dean of Students

Grades 9-12: Contact for Attendance & Conduct
cleminsk@spcpa.org

Alison Green

College Counselor

Grades 9-12: College Counseling Services
greena@spcpa.org

Daily Schedule

| | |
|-----------------|-----------------------------|
| 1 st | 8:00 – 9:20 |
| 2 nd | 9:25 – 10:45 |
| 3 rd | 10:50 – 12:10 (Late Lunch) |
| 3 rd | 11:20 – 12:40 (Early Lunch) |
| 4 th | 12:45 – 2:05 |
| 5 th | 2:10 – 3:30 |

Early Dismissal Schedule (12:05 pm)

| | |
|-----------------|---------------|
| 1 st | 8:00 – 8:45 |
| 2 nd | 8:50 – 9:35 |
| 3 rd | 9:40 – 10:25 |
| 4 th | 10:30 – 11:15 |
| 5 th | 11:20 – 12:05 |

Attendance

Daily attendance is critical to academic and artistic engagement, development, and achievement. Frequent absences limit an individual student's performance and may also have an impact on the learning of others. School staff, students, families, and the community share responsibility for student attendance. To ensure student safety and accountability, families have the responsibility for notifying the school about their students' attendance.

ATTENDANCE HOTLINE

A PARENT/GUARDIAN must report
all absences.

SPCPA's ATTENDANCE HOTLINE

651-222-3200

BY 9:00 a.m. the day of the absence

Absences not called into the attendance hotline within two (2) school days of the absence will be marked unexcused.

Classroom Attendance

Attendance is taken in the **first ten (10) minutes** of each period and double checked in the **last ten (10) minutes** of each period.

Reporting Absences

Please include the following information when reporting an absence:

- Name and relationship to student
- Name of student and grade level
- State day (Monday-Friday) and date(s) of the absence
- Reason for absence
- Provide a phone number for verification of absence

Arriving Late to School

Students arriving late to school must report to the main office at Lowry or an administrative support desk (Wilkins or Lowry 234, 255, or 3rd floor) to obtain a pass to class. Students arrive late to school with class at the Hamm Building must first report to the Lowry main office.

Arriving Late to Class

Students tardy to class must report to the main office at Lowry or nearest administrative support desk (Wilkins or Lowry 234, 255, or 3rd floor), whichever is closer, to obtain a pass to class. Students tardy to class at the Hamm Building will be marked tardy by their teachers.

Leaving School with Permission

Students needing to leave at any time during the school day must have a parent/guardian call the attendance hotline or submit a signed note to the main office at Lowry or an administrative support desk (Wilkins or Lowry 234, 255, or 3rd floor) to receive a pass to present to their teachers when leaving from classes. Students must obtain pre-approval before leaving or missing class(es). Students cannot leave classes without a pass. When leaving class, students must sign out at the main office at Lowry or Wilkins. Students leaving from the Hamm Building must sign out at the main office at Lowry. Students failing to sign out at the main office at Lowry or at Wilkins, even if leaving by parent request will be marked unexcused, even if parent(s)/guardian(s) call after the fact.

Early Release

Under some circumstances, certain students may qualify for routine early release/dismissal from 5th period for no more than thirty (30) minutes. Students must obtain prior approval from school administration and complete all necessary documentation. Please contact SPCPA's Dean of Students to begin the paperwork required for an approved early release. Students with an Early Release contract must leave school grounds.

Predicted Extended Absences (PEA)

Students will be asked to sign a contract with SPCPA outlining the responsibilities and requirements necessary to receive credit for absences of three days or more (e.g. vacation, medical). These absences must be approved by the Principal. Students must meet with the Dean of Students to complete a contract at least one (1) week prior to all predicted absences. Absences due to vacation will be counted according to the Ten-Absence Rule. Failure to complete the conditions of a contract may result in loss of credit. Contact the Dean of Students to begin the paperwork required for approved absences.

Predicted Extended Arts Absence (PEAA)

Students involved in an arts experience resulting in repeated absences must meet eligibility requirements before their participation and subsequent absences will be approved by the Principal. Approved students will be required to sign a contract with SPCPA outlining the responsibilities and requirements necessary to receive credit. Students must meet with the Dean of Students to complete a contract at least one (1) week prior to all predicted arts absences for verification purposes. Failure to complete the conditions of a contract may result in the loss of credit. Approval will not be granted to students earning less than 80% in coursework or deficient in credits required to maintain adequate progress toward meeting graduation requirements. Contact the Dean of Students to begin the paperwork required for an approved absence.

Bus Cards

All SPCPA students may purchase a Go-To Pass that will cover all transportation associated with 24/7 service on the Metro Transit (bus and light rail). This card will be available for a fee, per semester (payable either by semester or school year), announced in early August. Replacements for lost or stolen cards will continue to be available for a \$20 fee.

Students who choose not to purchase the 24/7 bus pass may request the Youth Ride bus pass free of charge. Each Youth Ride bus pass is valid for two (2) weeks or ten (10) rides, for the 2018-2019 school year. This pass covers costs associated with transportation via Metro Transit, not including Express bus routes, to and from the school within the city boundary of St. Paul. This choice works best for students who reside in St. Paul or have additional transportation beyond the city's borders. Students will need to turn in their expired bus pass, used according to the guidelines specified above, to the main office to receive a new Youth Ride bus pass. Students using the bus pass more than allowed, based on attendance, will not receive a new bus pass until the correct expiration has been achieved. Lost or damaged bus passes will not be replaced until after the expiration date.

While SPCPA makes bus passes available to students, Metro Transit is a public service. Concerns regarding safety and security should be directed to Metro Transit at 612-349-7200.

Chromebook Lab

SPCPA recognizes the educational value of instructional technology and provides monitored access to computer technology and network resources. Inappropriate use of school technology resources is not permitted and may result in consequences as described in the Internet Acceptable Use policy and the Student Discipline policy. Outside of scheduled classroom time, Chromebooks are available to students during Guided Study Hall and 7:30 – 8:00 AM and 3:30 – 4:00 PM in Lowry 245.

College Admissions Requirements

Each college, university, and conservatory has established standards for admissions. Many post-secondary schools begin accepting applications early in a student's senior year. SPCPA's College Counselor will provide students and parents with information pertaining to the application process for college, university and conservatory.

Credit Recovery

SPCPA does not provide summer school. Students in need of summer school will receive a Credit Recovery Option letter with further details on accepted course/credit options.

SPCPA students have the following options for credit recovery:

- Take after school credit recovery classes through St. Paul Public Schools.
- Take summer school courses through St. Paul Public Schools.
- Take summer school courses in the student's home district.
- Take an online summer school course.
- Any coursework taken outside the student's home district or from online schools must be pre-approved by administration

Things to remember about summer school credit recovery options:

- There is a limit on the number of credits which can be earned during summer school.
- SPCPA is on semesters. Some school districts are on quarters. Two (2) quarters equal one semester. Some school districts are on trimesters. A student will need to take two (2) trimesters to earn enough credit for one semester. Three (3) trimesters equals one year.

- At SPCPA, a quarter is 0.250 credits, a trimester is 0.333 credits, a semester is 0.500 credits and a year is 1.000 credits.
- Students completing academic course(s) through an organization other than SPCPA must have approval by school administration prior to enrollment.

Credit Recovery in Arts Courses

Students earning a failing grade (F) in arts courses will be required to make up the credit using an online arts credit recovery program. The number of lessons you will be required to complete will directly correspond to the number of lessons missed in the art class. Students earning an F in one or more arts courses must meet with the Artistic Director to arrange enrollment in the credit recovery program.

Deliveries

If it is necessary for a parent or guardian to drop off food or other materials for a student, please bring it to the Lowry main office (16 W 5th Street), labeled for your student.

All other deliveries addressed to a student, such as food, flowers, packages, etc. will be turned away.

Educational Benefits Applications

Families are encouraged to apply for Educational benefits, which can be applied to bus cards, field trips, optional assessments (ACT and AP exams) and other essential school supplies. Applications for Educational Benefits are available in the main office at Lowry. You may also have an application sent to you by mail or email by contacting 651-290-2225.

Eligibility for families on the program last school year will remain in effect for the first 30 days of school. Families not submitting a new application within the first 30 days of the school year will lose eligibility.

Equal Access to School Facilities

SPCPA created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. SPCPA will not discriminate against or deny equal access or a fair opportunity based on religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary, and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school.

Fees and Fines

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to students. Students are expected to provide their own pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or deposits including but not limited to:

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student
- Security deposits for the return of materials, supplies, or equipment
- Field trips considered supplementary to the district's educational program
- Admission fees or costs to attend or participate in optional extracurricular activities and programs
- Transportation of students to and from optional activities, field trips, additional programming or post-secondary instruction conducted at locations other than school
- Registration for the ACT and AP exams
- Students will be charged for textbooks, workbooks, calculators, and library books that are lost or destroyed. The student will also be charged for damages to equipment or materials.

SPCPA may waive a required fee or deposit if the student and parent/guardian qualify for educational benefits.

Field Trips

Field trips may be offered to supplement student learning. Field trips are optional and students who participate may be charged a fee. Accommodations may be made, if appropriate, for students who qualify for educational benefits.

Food and Drink

With teacher permission, water, coffee, and juice, in a container with a closed lid or sealed top (e.g. thermos, screw top bottle, and spill resistant coffee cup) are permitted. No cans, fast food, or coffee shop disposable drink containers are allowed. Administration reserves the right to restrict beverages to water only in classrooms. Students are not allowed to bring any drinks into any studio, theater, or computer lab. Food may be eaten only in designated areas (e.g. cafeteria at Lowry and Wilkins and local food establishments).

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the Director of School. Conducting non-approved fundraising activities on campus is a violation of school district policy. Solicitations of students or employees by students for non-school related activities are not allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (\$5 or less). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude, if they so desire.

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation may participate in graduation exercises unless participation is denied for inappropriate conduct or credit deficiency in excess of 1.0 credit. Graduation exercises are under the control and direction of the Director of School (Superintendent).

Graduation Requirements

Students must meet all graduation requirements as established by the state and SPCPA's Board of Directors, to graduate from Saint Paul Conservatory for Performing Artists. Minnesota students are required to complete three kinds of requirements by the time they graduate. Students must:

Satisfactorily complete the state course credit requirements under:

Minnesota Statute §120B.024.

Satisfactorily complete all state academic standards or local academic standards where state standards do not apply.

Successfully complete at least 13.5 academic credits, 20* arts credits, and comply with the following high school level course requirements for their class, outlined in Appendix B.

All students are able to monitor progress toward post-secondary readiness using the results from our PSAT 9, PSAT/NMSQT in grades 10 and 11. All students are encouraged to take the ACT.

Lost and Found

Articles found in and around the school are turned in to the main offices at Lowry and Wilkins. Identification is required for the return of property. Found textbooks will be returned to the administrative support desk on the 3rd floor at Lowry. Unclaimed items in the lost and found will be donated to charity on a regular basis.

Open Lunch

Students are encouraged to bring a lunch to school. Though it is tempting to visit the various food establishments available in the downtown area, thirty minutes does not allow much time for travel to and from, ordering, paying, and eating food. Students with significant tardies to class risk losing credit. Please see the procedures for the Ten-Day Absence rule.

Students leaving campus for lunch are expected to conduct themselves according to all school policies and guidelines while off campus during school hours.

Students who want to eat on campus may eat in the designated areas at Lowry and Wilkins.

Payment Methods

For those items that come up during the school year that require payment (bus cards, field trips, testing fees, Finale, etc.) SPCPA accepts cash (exact amount) and credit card. There is a link in the parent portal in Infinite Campus that will allow parents to pay online. The specifics on acceptable payments will be stated on the form for each item/event.

Personal Property

The school is not responsible for students' personal property. It is highly recommended that students do not bring valuable items to school. School personnel are unable to track down missing items.

Picture Day

Picture Day is during the school day. Students will have their photo taken during their Arts classes with more details and instructions after the school year begins.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when staff determines that it is in the best interest of the student. The Director of School's (Superintendent's) decision is final.

Schedule or Track Changes

Requests for schedule or track changes will be permitted within the first two weeks of a semester. Dropping a course after the deadline will be granted only under special circumstances and will result in the student receiving an F for the course, which will be calculated into the student's GPA. See Important Dates page for this year's schedule and track change deadlines.

School Closing Procedures

School may be cancelled when the Superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. A decision will be made about closing school or school buildings as early in the day as possible.

School may be delayed or closed due to inclement weather. Notification will begin at approximately 5:30 AM on Channels 4, 5, 9, 11, WCCO radio (830 AM), and on the school's website. School closing information will also be posted on www.spcpa.org and available on the school's phone system.

School Equipment and Materials

Each student has the right to use school equipment and materials in an appropriate manner. The school will charge an appropriate replacement fee for textbooks, supplies, etc., that are lost, damaged, or destroyed by students.

Student Identification

Students must carry their school provided photo identification card. All textbooks and materials are checked out using the barcode on the student identification card. No materials can be provided without access to the student identification card. Lost cards must be replaced at a cost of \$5.00 each.

Video Surveillance

SPCPA buildings and grounds are equipped with video cameras. Video surveillance may occur in any school building or on any school district property.

Recording—Audio/Video—of Class

Students are allowed to record or photograph any portion of a class, for instructional purposes only and under the supervision of a teacher. Photos and/or videos may not be posted electronically. No other audio or video recording by students is permitted.

Teachers may photograph, or video record a class for instructional purposes only. Photos and/or videos may not be posted electronically.

Visitors in SPCPA Buildings

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office of the Lowry Building (16 W 5th Street) to sign in upon entering the building, except for events open to the public. All visitors will be required to sign in at the attendance desk of each building and to wear a visitor's badge while in the building during the school day. Visitors must have the approval of the Principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with SPCPA procedures or if the visit is not in the best interests of SPCPA students, employees, or the school, as determined by the Principal or Superintendent. Students must have permission from an administrator before bringing visitors to school.

Communication with Families

SPCPA has made the following promises to families:

1. Gradebooks generally will be updated, at minimum, every two weeks or five class periods.
2. All resources required for students to make academic or artistic progress generally will be available on the teacher webpages or in Infinite Campus.
3. Families generally will be notified when students fall below a grade of C-.

If at any time SPCPA is not meeting these agreements, please let us know by email at info@spcpa.org.

Communication Protocol

The following protocol was developed to help promote direct communication so that problems and concerns can be addressed quickly, efficiently, and effectively between the parties involved. We are asking students and parents to follow this protocol.

FOR CLASSROOM CONCERNS:

STEP 1 – TEACHER

Students are encouraged to express their concerns directly to the teacher. Parents can contact teachers via telephone or email. Teachers will make every effort to get back to you as quickly as possible. Full time teachers will respond within two (2) business days. Part-time arts teachers may take 3 – 5 business days.

STEP 2 - DEAN OF STUDENTS

If the concern is not resolved, then the student or parent should discuss the matter with the Dean of Students. The Dean of Students can help with concerns pertaining to attendance and student conduct in the classroom. SPCPA's Dean of Students is Kyle Clemins (cleminsk@spcpa.org).

STEP 3 - PRINCIPAL

Most concerns will have been resolved by this point. However, if you still need to speak with someone about your situation, please contact Brian Goranson (goransonb@spcpa.org) regarding the academic and artistic programs.

STEP 4 - DIRECTOR OF SCHOOL (SUPERINTENDENT)

If your concern has not been resolved through the above steps, please contact Callie Jacobs (jacobsc@spcpa.org).

FOR OTHER CONCERNS:

DEAN OF STUDENTS

The Dean of Students serves as the first point of contact for all students and parents regarding attendance and student conduct.

Kyle Clemins
cleminsk@spcpa.org
651-290-2225 x106
Office: Lowry 106

PRINCIPAL

The Principal serves as the first point of contact for students and parents for program (academic and arts) concerns.

Principal
Brian Goranson
goransonb@spcpa.org
651-290-2225 x276
Office: Lowry 276

DIRECTOR OF SPECIAL EDUCATION

The Director of Special Education serves as the first point of contact for students with disabilities.

Monica Lonergan
lonerganm@spcpa.org
651-290-2225 x278
Office: Lowry 278

DIRECTOR OF SCHOOL

If your concern has not been resolved through the above channels, please contact the Director of School.

Callie Jacobs
jacobsc@spcpa.org
651-290-2225 x105
Office: Lowry 105

Please see SPCPA Policies 103 (Complaints), 413 (Harassment and Violence), 514 (Bullying), and 522 (Student Sex Nondiscrimination) for information on making specific types of complaints.

Common Notifications

Families are strongly encouraged to set up their Infinite Campus accounts. In Infinite Campus, parents/guardians can view their student's attendance, grades, class schedule, pay for field trips, Finale, etc.

If you are having trouble with your Infinite Campus account, please contact info@spcpa.org and someone will assist you.

Data Privacy

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provides parents/guardians and the student who is 18 or older or who is enrolled in an institution of post-secondary education access to the student's record.

Due to state and federal laws around data privacy, it is not possible for school personnel to share information about a student with anyone other than the parent, guardian, or those who have legal rights to access information, except as required by law. This includes information about the consequences for specific students, even in situations where another student was also involved. Please see SPCPA Policy 515 (Protection and Privacy of Pupil Records) for more information.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in SPCPA policy. Except as required by law, SPCPA students may not act as their own guardian even if they are 18 years old.

Family Messages to Students

Please do not contact your child during any class period. Text messages and phone calls during class are distracting and impact the learning experience of all students. Emergency messages may be delivered to students by calling the main office (651-290-2225). Students will not be called out of class to receive phone messages except in the event of an emergency. Office telephones are not for students' personal use.

Infinite Campus

Each teacher uses Infinite Campus to post information for each class. Information relating to the class is posted on a regular basis. This will include, but is not limited to: syllabus, calendar, homework assignments, important announcements, and study guides. These can be accessed through the student portal.

Parent and Teacher Conferences

Conferences are usually held approximately mid-semester. Dates and times are also listed on the school's website. Students are welcome to attend parent and teacher conferences.

Parent's Right to Know

Subject to applicable law, SPCPA will provide, if requested, information regarding the professional qualifications, as requested, of a child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, SPCPA will provide parents with information as to the level of achievement of their child in each of the state academic assessments. SPCPA also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not qualified.

Student Publications (School Sponsored)

SPCPA works to preserve students' free speech rights while, at the same time, maintaining its obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of Administration. Expression in an official school publication or school-sponsored activity (e.g. performances) is subject to editorial control by SPCPA administration over the style and content when SPCPA's actions are reasonably related to legitimate pedagogical concerns.

Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and school Administration. "Official school publications" means school newspapers, yearbooks, official SPCPA websites, social media pages, or other electronic messages, playbills and advertisements for school-sponsored activities, and material produced in classes as part of the curriculum.

Expression in an official school publication or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- advertises or promotes any product or service not permitted for minors by law;
- encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- is distributed or displayed in violation of time, place, and manner regulations; and/or
- is otherwise inconsistent with SPCPA's legitimate pedagogical concerns.

Student Surveys

Occasionally, SPCPA utilizes surveys to obtain student opinions and information about students. This is especially true for senior students that must complete a survey prior to graduation.

Transcripts

A student's grade point average (GPA), class rank, or transcript is protected private data under state and federal laws, except as otherwise provided by law, disclosure of a student's GPA, class rank, or transcript requires written permission of the parent, guardian, or eligible student. SPCPA transcripts include the grade point average. If you do not wish to include GPA, please indicate this in your request for a transcript. SPCPA transcripts do not include the class rank. If you need class rank included, please indicate this in your request for a transcript.

Student Services

Intervention Team (iTeam)

iTeam is the committee that oversees the intervention process for students who are unsuccessful either academically or behaviorally. The goal is to help struggling students by providing strategies and accommodations recommended and implemented by their teachers. When possible, this process should be completed prior to referral for a 504 or Special Education evaluation. Members of the iTeam include administrators and teacher representatives.

Section 504 Plan

Section 504 of the Rehabilitation Act of 1973 is a federal anti-discrimination law that protects the rights of individuals with disabilities in programs that receive federal financial assistance. As a public school, SPCPA is obligated to comply with the requirement that a 'free and appropriate public education' be provided to all students regardless of the nature or severity of the student's disability. Although the eligibility standards are not as stringent for 504 plans as under the IDEA, the process of qualifying under Section 504 is similar to IDEA's requirements. Students who have a physical or mental impairment that substantially limits a major life activity or a major bodily function may qualify for supplementary services or accommodations at school under Section 504. Students and parents with questions about Section 504 or accommodating a student's physical or mental health condition should contact SPCPA's Section 504 Coordinator, Monica Lonergan.

Special Education Services

The Individuals with Disabilities Act (IDEA) guarantees special education and related services to eligible children with disabilities. Special education means "specially designed instruction at no cost to the parents, to meet the unique needs of the child with a disability...." Related services are provided if students require them in order to benefit from specially designed instruction. A comprehensive evaluation must be conducted to determine if students are eligible for, and in need of, special education and related services. SPCPA seeks out, evaluates, and appropriately serves students with disabilities. Details of SPCPA's special education services can be found in the school's Total Special Education Manual (TSES) on the website via the following link:
<https://www.spcpa.org/academics/special-education/>

Students and parents with questions about special education eligibility or special education evaluations should contact SPCPA's Director of Special Education, Monica Lonergan.

Academics

Academic Integrity

Fundamental to the academic work is an expectation that students will make choices that reflect integrity and responsible behavior. Students may feel overwhelmed by the amount of work they need to accomplish. They may be short of time, working on several assignments due the same day, or preparing for exams or a performance. The pressure can be intense. No matter what level of stress students may find themselves under, they are expected to approach their work with honesty and integrity.

Honesty is the foundation of good academic work. Whether working on a problem set, lab report, project or paper, avoid engaging in plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty.

It is the responsibility of all staff members at SPCPA to deal immediately with students who they believe are engaging in plagiarism and/or cheating on assessments and/or other work. Consequences for these actions are determined in collaboration with the student's teacher, the Dean of Students, and an administrator.

The following actions are considered academic dishonesty:

- Using the work of another person as your own (including that which is accessed over the Internet).
- Providing your work to another person to use as their own.
- Using another person's ideas, expression or words without giving the original author credit.
- Having in your possession a copy of a test or quiz, not given to you by the teacher of the course.
- Using unauthorized materials during an assessment.
- Failing to follow assessment procedures or instructions announced by a teacher.

Consequences for cheating or plagiarism may include, but are not limited to:

- Receiving No Credit on an assessment
- Re-doing the work
- Doing additional assignments
- Suspension and/or detention
- Re-taking the course

See the Behavior and Response Matrix and Policy 506 (Student Discipline) for additional information.

Academic Recognition

SPCPA Board Scholar

This award recognizes 12th grade students at the end of their senior year. Board Scholar is the highest academic honor awarded by SPCPA.

Qualifications:

- Grade Point Average: Students earn a cumulative grade point average of 3.85 or higher.
- ACT or SAT Score: 90th percentile (based on national norms) or higher.

President's Award for Educational Excellence

This award recognizes 12th grade students at the end of their senior year.

Qualifications:

- Grade Point Average: Students earn a cumulative grade point average of 3.5 or higher on a 4.0 scale (unweighted).
- ACT or SAT Score: 90th percentile (based on national norms) or higher.

President's Award for Educational Achievement

This award recognizes 12th grade students at the end of their senior year that show outstanding educational growth, improvement, commitment or intellectual development in their academic subjects but do not meet the criteria for the Educational Excellence Award. Its purpose is to encourage and reward students who give their best effort, often in the face of special obstacles.

National Honor Society

This award recognizes 10th and 11th grade students at the end of the year. There are four components to this award: Scholarship, Leadership, Service, and Character. Students work on service projects throughout the next school year.

Qualifications:

- Grade Point Average: Grade 10 students need a 3.66 cumulative grade point average or higher, grade 11 students need a 3.33 cumulative grade point average or higher to be considered as a candidate for NHS.
- Service Hours: Students need a minimum of 30 hours of unpaid service over the last calendar year to be considered as a candidate.
- Faculty Review of Application: A character survey is given to all teachers for each candidate. Candidate essays are reviewed by a panel of academic faculty members for final selection. For additional information about NHS, including eligibility and application deadlines, please contact Natalie Reinhart (reinhartn@spcpa.org) the faculty adviser for NHS.

Academic Honor Roll

This award recognizes 9th, 10th, 11th, and 12th grade students at the end of each semester.

- “A” Honor Roll: Any student earning a term academic grade point average of 3.66 or higher at the end of the semester is recognized.
- “B” Honor Roll: Any student earning a term academic grade point average of 2.66 or higher at the end of the semester is recognized.

Curriculum

In most courses, there are two choices: on-level and either advanced or Advanced Placement ® (AP). SPCPA has aligned coursework to the MN Academic Standards in the subject area. All Advanced Placement ® (AP) courses are aligned to the College Board requirements. World Language courses are also aligned to the national standards.

Unit curriculum documents assure the alignment of courses to standards is used by all teachers of the course.

Advanced coursework moves at a faster pace, may include more content and/or have more rigorous work expectations than the equivalent on-level course.

Extra-Curricular Activities

SPCPA has opportunities for students wishing to use academic skills in practical settings while still in high school. SPCPA publishes an annual yearbook. Students may participate as editors, staff, and photographers. Our student council allows students to experience the democratic process through a governing board. The student council plans annual events for student participation (e.g. clothing drive, dance). Students honored by membership in the National Honor Society may participate in service projects through the Society. These students also plan and implement the annual induction ceremony. Advisors identify students deserving recognition on their transcript on an annual basis for these activities.

Grades

Students who complete and turn in an assignment, on time, in any category, and meets the criteria cannot earn less than 50%. Students with a predicted extended absence or predicted extended arts absence follow deadlines outlined in the extended absence contract.

Grade Scale

| | | | | | | |
|----|----|---|------|---|---|------|
| A | 93 | - | 100 | % | = | 4.00 |
| A- | 90 | - | 92.9 | % | = | 3.66 |
| B+ | 87 | - | 89.9 | % | = | 3.33 |
| B | 83 | - | 86.9 | % | = | 3.00 |
| B- | 80 | - | 82.9 | % | = | 2.66 |
| C+ | 77 | - | 79.9 | % | = | 2.33 |
| C | 73 | - | 76.9 | % | = | 2.00 |
| C- | 70 | - | 72.9 | % | = | 1.66 |
| D+ | 67 | - | 69.9 | % | = | 1.33 |
| D | 63 | - | 66.9 | % | = | 1.00 |
| D- | 60 | - | 62.9 | % | = | 0.66 |
| F | 0 | - | 59.9 | % | = | 0 |

Grading Categories

Practice (3 - 5 per unit)

All skills in a given unit are introduced and practiced in the unit; this practice should resemble the format/expectations of the unit’s final assessment but may include modifications or accommodations (e.g., a teacher model) to help students understand the skills required of them. When appropriate, teachers provide a clear rubric/scoring guide for practice and this rubric/scoring guide resembles the one that will be used for the final production assessment(s).

Teachers may include “completion” or entrance/exit activities in their curriculum that are not entered in the grade book. For students who do not to complete these activities, teachers may write something like “Did not complete in-class work in preparation for this assignment” in the comment section for any Practice assignment. Teachers should offer holistic feedback whenever relevant to the rubric/scoring guide, so that students can see what big-picture skills (or parts of skills) they need to work on to achieve proficiency.

Rehearsal (3 - 5 per unit)

This is a progress check which provides feedback to teachers and students during a unit (e.g. check-in, homework, quizzes, exit cards, classwork, discussion, project checkpoints). All skills in each unit are reviewed or retaught as students develop proficiency and assessed in a similar style as in Practice but with different texts, numbers, etc. Teachers may provide additional models or templates, but students do more practice on their own without explicit aid; teachers provide the same rubric/scoring guides used in earlier practice. Teachers offer holistic feedback but correct smaller mistakes so that students can continue working toward mastery.

Production (1-2 per unit)

This category provides the opportunity for students to share evidence of their learning over each unit. Teachers provide feedback to students and the score is calculated as part of the grade. This is a summative assessment of the unit (e.g. labs, essays, papers, projects, reflections, presentations, unit exams). Students can retake unit exams, if they complete all required preparation work within the timeline outlined by the teacher of the course. This category includes cumulative assessments at midterm (optional) and at semester (required).

If a student misses a Production event due to an excused absence:

- A student who misses an exam due to an excused all-day absence is eligible for a make-up exam but must email their instructor to schedule and take a make-up within four school (not class) days of their return to school. The student will include their guided study hall periods and other availability in the email.
- If the production event is a test, the teacher creates an alternate form (different from original test). The teacher will respond to the student's email with a plan for making up the assessment.
- The teacher places an "M" in gradebook to indicate the assessment is missing, including a comment regarding the due date.
- If the production event is a paper or project, check-in points such as rough drafts provide feedback to eliminate the need to retake a project. If students miss the draft or check-in deadlines, the teacher contacts the parents via Infinite Campus.

Classes by Grade

| Grade 9 Classes | Grade 10 Classes |
|----------------------|----------------------|
| English 9 | English 10 |
| English 9 Adv | English 10 Adv |
| Civics | World History |
| Geography 9 | Government |
| | Economics |
| Physical Science | Chemistry |
| Physical Science Adv | Chemistry Adv |
| High School Algebra | Geometry |
| Spanish 1 | Spanish 2 |
| American Sign Lang 1 | American Sign Lang 2 |

| Grade 11 Classes | Grade 12 Classes |
|------------------|------------------------|
| English 11 | English 12 |
| U.S. History | Geography |
| | Psychology |
| Biology | Anatomy and Physiology |
| | Physics Adv |
| Algebra 2 | Algebra 3 |
| Algebra 2 Adv | Precalculus |
| Spanish 3 | |

| Advanced Placement (AP)® Courses |
|----------------------------------|
| AP® Language and Composition |
| AP® Literature and Composition |
| AP® World History |
| AP® United States History |
| AP® Psychology |
| AP® Biology |
| AP® Chemistry |
| AP® Statistics |
| AP® Calculus |
| AP® Spanish 4 |

Late Work

An assignment is late if the student was present when it was assigned and present when it was due. If the student was absent on the day a Production assessment (e.g. project or paper) was introduced, this does not affect the due date, as this due date will be given far in advance. An assignment can also be late if the student was absent when it was due but failed to turn it in to the teacher upon their first return to class.

Grades are impacted when work is turned in late:

1. Assignments in the Practice categories can be turned in late for up to (80% for grade 9-10 classes, 70% for grades 11-12 and AP® classes) credit and holistic feedback until the last day of the unit (which is typically the day of the exam or the due date of the Production assignment).

2. Most assignments in the Rehearsal categories can be turned in late for up to 80% (for grade 9-10 classes) or 70% (for grades 11-12 and AP® classes) credit and holistic feedback until the last day of the unit. Quizzes, project or paper checkpoints, and other assignments identified by teachers must be completed within a week from the due date for up to 80% (for grade 9-10 classes) or 70% (for grades 11-12 and AP® classes) credit.
3. Production assessments (not exams) can be turned in late within one week from the due date for up to 80% (for grade 9-10 classes) or 70% (for grades 11-12 and AP® classes) credit.
4. A student who misses an exam due to an unexcused absence is not eligible for a make-up and earns an automatic 30% (for grade 9-10 classes) or 0% (for grades 11-12 and AP® classes) credit. Students may ask parents to call the attendance line to explain absence or bring a note from a care provider (e.g. doctor or dentist) to the main office.
5. Students who fail to complete or turn in an assignment in any category will earn a 30% (for grade 9-10 classes) or 0% (for grades 11-12 and AP® classes) on that assignment.

Grade Reporting

Students' grades will be reported at the midterm and end of each semester. Report cards will be mailed to parents for review after each semester. Online grade reports may be reviewed through the student and parent portals.

Percentages are not reported as part of the student's permanent records. SPCPA only uses letter grades on transcripts. If a student withdraws, SPCPA will only provide letter grades to the student's new school, except as required by law.

Guided Study Hall

Guided Study Hall is a supervised period. Students complete academic work and study for classes. Guided study hall teachers will facilitate a weekly time for individual check-in on current academic progress, and to discuss academic skills, time management, organization, and other topics, as needed to promote student academic success. Students may have access to Chromebooks during this period.

Homework

Homework is assigned to support or further develop concepts in each course. It is expected that students will complete the assigned homework according to the criteria, honor due dates established by each classroom teacher, and present work that is their own. Late homework is less effective as a tool for learning. If there is an obstacle to completing homework, it is the student's responsibility to communicate with the classroom teacher *prior* to the due date of that homework assignment. There may be exceptions due to individual circumstances or documented accommodations.

Post-Secondary Preparation

SPCPA has guidance services for post-secondary options. Alison Green, College Counselor, can be reached at green@spcpa.org or found in room 224 for information on options after high school. Ms. Green provides support and guidance for all students as they move towards post-secondary options. She facilitates college visits, assists students with college and conservatory applications, provides guidance for financial aid and scholarships, and compiles alumni contacts.

Senior Study

In preparation for post-secondary readiness, grade 12 students will be assigned Senior Study, allowing them to work off campus. Grades and attendance will be evaluated regularly to determine continued eligibility.

Students must meet the following criteria to participate in Senior Study:

- Student must be passing all courses required for graduation with a grade of at least a D- or 60%.
- Student must be on track for graduation including not being in jeopardy due to attendance.

Students and parent(s)/guardian(s) will be notified via email mid-year if a student no longer meets the eligibility criteria. Eligibility for Senior Study can be revoked at any time by Administration for failing to meet eligibility criteria or for violation of any SPCPA policy, rule, or expectation. Students may request a Guided Study Hall, if needed, instead of Senior Study.

Standardized Testing

SPCPA will test students annually on state-designated dates. The Minnesota Comprehensive Assessment (MCA) in Reading is given in Grade 10. The results of MCA Reading are used by SPCPA to monitor curriculum in English and social studies. The MCA in Math is given in Grade 11. These results are used by the math department to monitor curriculum. Finally, the MCA in Science is given when the student takes Biology. The science department uses the results to monitor the content of the biology course and the processes in all of their coursework.

All students enrolled in advanced placement coursework are encouraged to take the AP exam for the course. It is not required to send the exam results to your college until you determine the score is high enough to benefit your college program.

SPCPA also monitors student readiness for post-secondary education. Families can use the results of these exams to do the same: PSAT 9, PSAT 10, PSAT/NMSQT, and ACT exams.

Additional information pertaining to SPCPA's administration of standardized tests can be found on the school website.

Health Information

Student health information is collected, reviewed by the school nurse, and kept on file. Student health information is considered private data, is maintained in accordance with applicable law, and only accessible by appropriate school personnel.

Health Services

Students who become sick at school should let staff know so they can be escorted to an administrative support desk to call their parents. Staff will speak with the student's parent or guardian to mark arrangements for the student to leave school. **Students may not leave campus without signing out.** In the event of an emergency, students should contact a staff member immediately.

A parent/guardian must notify the school if the student is unable to attend school because of illness.

Please contact the school via the following:

ATTENDANCE HOTLINE
651-222-3200

First Aid

Each building is equipped to handle minor injuries requiring first aid. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted. Please note, SPCPA does not assume any financial responsibility resulting from calling 911 when a student is experiencing a medical emergency.

Picking Up an Ill Student

Students need to be picked up from school if they are running a high fever, vomit, or show other signs of serious illness.

It is expected that if a student is exhibiting these signs that they will be picked up by a parent/guardian as soon as possible.

Communicable Diseases

To protect other students from contagious illness, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that the student has a communicable or contagious disease, the parent must contact the school, so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school employees. The administration and school nurse will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Immunizations

SPCPA complies with all state and local regulations pertaining to student immunizations. All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parent(s)/guardian(s) or student. SPCPA will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact info@spcpa.org.

Medications at School

SPCPA acknowledges that some students may require prescribed drugs or over-the-counter medication during the school day. The administration of prescription medication or over-the-counter medication at school requires a completed and signed request from the student's parent/guardian and physician. An "Authorization to Administer Medications" form must be completed each school year and/or when a change in the prescription or requirements for administration occurs.

Prescription medications must be brought to school in the original container labeled for the student by a pharmacist and must be administered in a manner consistent with the instructions on the label.

Prescription medications are not to be carried by the student; medications must be surrendered to the appropriate school personnel.

Exceptions that may be allowed include:

- Prescription asthma medications administered with an inhaler pursuant to SPCPA procedures.
- Medications administered as noted in a written agreement between the school and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (§504 Plan), or an Individual Health Plan (IHP).

Safety and Security

The safety of students on campus and at school-related activities is a top priority at SPCPA. While safety procedures are in place, student and parent/guardian cooperation is essential to ensuring school safety. School officials follow the safety and security guidelines listed below to enhance the safety of students, staff, and visitors.

All visitors must sign in at the attendance desk and wear a visitor badge while visiting SPCPA buildings. Staff members may question people in school spaces whom they don't recognize and/or who are not wearing a nametag or badge.

All school employees wear photo identification badges provided by the school.

Students are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.

All students are required to carry their photo identification badge provided by the school at all times in school or on school property. This identification is particularly helpful in emergency situations.

Students are required to comply and fully cooperate immediately with any and all instructions given by school staff during all drills, evacuations and lockdowns. Any student who does not follow directives at the time will be considered insubordinate and will be disciplined appropriately.

Accidents

All student injuries that occur at school or school-sponsored activities must be reported to a staff member. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, Administration will call 911 or seek emergency medical treatment and then contact the parent(s)/guardian(s).

Emergency Procedures

Emergency procedures address a range of potential situations at SPCPA and include general procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. SPCPA conducts state mandated lockdown, fire, and tornado drills. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Emergency Cards are kept on file and entered into the school's Student Information System (Infinite Campus). Parent(s)/guardian(s) are encouraged to keep this information current in case of an emergency.

Protective Drills

(Fire, Evacuation, Tornado, Lockdown)

As mandated by the State of Minnesota, SPCPA will conduct a minimum of one (1) tornado drill, five (5) fire drills and five (5) lockdown drills per year. For evacuation drills, there is a notice telling the manner of exit from each room. Follow these directions unless an emergency causes other directions to be given. Each group is to stay together with the teacher in charge. Once evacuated from the building, students must check-in with teacher for attendance.

Everyone MUST evacuate the building, if directed to do so.

Skateboards, Rollerblades, Bikes, etc.

Skateboards, rollerblades, bikes, Heely's or other devices of movement are prohibited from use indoors at the SPCPA campus. SPCPA administration has the right to prohibit any item that may interfere in the safety and movement of students, staff, or the general public.

Searches

In the interest of student and staff safety and to ensure that SPCPA is free from alcohol, chemicals, drug paraphernalia, or other harmful products or items, administration may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or on school campus. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found to be in violation of this policy are subject to discipline in accordance with the SPCPA's "Student Discipline" policy, which may include suspension, exclusion, expulsion and, when appropriate, the student may be referred to legal officials.

Arts Lockers and Personal Possessions within an Arts Locker

According to state law, school lockers are the property of SPCPA. At no time does SPCPA relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules.

Personal Possessions and a Student's Person

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules.

As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search, unless disclosure would impede an ongoing investigation by police or school officials.

Behavior Expectations

Students are expected to behave in accordance with federal, state, and local laws and rules; and SPCPA policies, rules and regulations, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify a student's behavior when a student's behavior does not fall within these parameters.

Administrators and school staff may involve law enforcement authorities as necessary.

Law enforcement officers shall be permitted to carry out necessary law enforcement functions in the school, including the removal of a student from school grounds in appropriate circumstances.

Data Privacy of Behavior Records

Due to state and federal laws around data privacy, it is not possible for school personnel to share information about a student with anyone other than the parent, guardian, or those who have legal rights to access information, except as required by law. This includes information about the consequences for specific students, even in situations where another student was also involved.

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provides parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. Please see SPCPA Policy 515 (Protection and Privacy of Pupil Records) for more information.

Disciplinary Action

The school will take disciplinary action in addressing student misbehavior. The consequences for misbehavior are designed to be fair, firm, and consistent for all students in the school.

Action SPCPA may take following violations may include, but are not limited to:

Community Service: Restitution to community for violation of discipline policy.

Detention: Requirement for a student to remain in school during lunch or attend school outside normal school hours.

Dismissal: The denial of the current educational program to any student, including exclusion, expulsion, and suspension. Dismissal does not include removal from class, except as provided by law.

Expulsion: A Board action to prohibit an enrolled student from further attendance for up to 12 months from the date the student is expelled.

Notification of Parent/Guardian: Conversation and/or written contact between a school employee and a student's parent(s)/guardian(s).

Notification of Police: Contact by the school administration with the local police department to report an illegal misbehavior engaged in by a student.

Parent Conference: Scheduled meeting between a school employee and a student's parent(s)/guardian(s).

Removal from Class: Action taken by the school administration to prohibit a student from attending one or more class periods for up to five days.

Restitution: Compensation or compensatory service required of a student who has damaged, taken or destroyed school or personal property.

Student Conference: Scheduled meeting between a school employee and a student.

Suspension: Action taken by the school administration to prohibit a student from attending school (Out of School Suspension) or classes (In School Suspension) for a period of time of no more than ten (10) school days.

SPCPA reserves the right to take action should a student behave in a way that is not included in this handbook but is detrimental to the learning environment, safety, or welfare of students and staff. Police referrals are initiated at the discretion of an administrator.

A school employee may use reasonable force in exercising their authority when it is necessary under the circumstances to correct or restrain a student or to prevent bodily harm or death to another.

See Appendix D - Policy 506 – for additional information regarding SPCPA's discipline policy.

Lunch Detention

Administration will schedule students for lunch detention. Students must follow the expectations listed below when attending lunch detention. The Dean of Students will respond to students not following expectations.

- All phones and electronic devices must be put away out of sight during detention.
- Students more than 5 minutes late will not be counted as present.
- Students have 5 school days to make up detention. Students that do not attend their assigned detention(s) may receive additional consequences.
- Students must bring a lunch to school, as they WILL NOT have time to get lunch before serving detention.
- The Dean of Students will facilitate discussion during detentions that invite student participation. Students not participating in the facilitated discussion must be silent.
- Students not on campus due to PSEO or other approved absences are required to contact the Dean of Students to make alternate arrangements to serve their detention(s).

Student Removal from Class or Dismissal from School

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

Significantly disrupting other students' right to an education; disrupting the ability of school personnel to perform their duties; disrupting school-sponsored activities; engaging in conduct that endangers other pupils or surrounding persons (including school district employees or property of the school).

Significantly interfering with a teacher's ability to teach or communicate effectively with students in a class or interfering with other students' abilities to learn.

Administration will make reasonable attempts to schedule a parent conference for all students removed from class more than ten (10) times in one school year and prior to removing the pupil from school. The purpose of the meeting will be to determine the student's need for assessment or other services.

Suspension

A student who has been suspended may not participate in or attend any school activities or functions on the day(s) of suspension or on days, such as weekends, when school is not in session during the suspension. If the student is suspended one (1) day only, make-up work, including exams, are due the following day. Students suspended more than one day will receive an equal number of days to make up missed work.

Reinstatement Meeting after Suspension

Students and parent(s)/guardian(s) are required to attend a reinstatement meeting upon their return to school following a suspension. Meetings will be arranged by a school administrator after the suspension ends unless stated differently in the suspension notice.

Absences

Consequences following disciplinary guidelines will be assigned to students who have unexcused absences. Unexcused absences can be appealed with documentation.

Lunch Detentions Due to Attendance Issues

Attending school is essential to student learning, growth, and progress toward graduation and college or conservatory. The Dean of Students will assign one or more lunch detentions for the following reasons.

Absent Unexcused (AUE)

- A student is AUE for a period or day when they do not attend school and a parent/guardian has not called the attendance hotline within two (2) school days of the absence with a reason considered excused by the state.

Tardy Unexcused (TUE)

- A student accumulates three (3) TUE in a class equals one (1) Absent Unexcused (AUE) for that class.
- Additional lunch detentions will be assigned in excess of three (3).

Tardy Equals Absent (TEA)

- Arriving more than ten (10) minutes late to 1st period or five (5) minutes late to 2nd through 5th periods is considered Tardy Equals Absent (TEA) when a parent/guardian has not called the attendance hotline within two (2) school days of the absence with a reason considered excused by the state.
- TEA is considered unexcused but recognizes that the student attended some of the class period.
- A student accumulates a total of three (3) TEA on their attendance record.
- Additional lunch detentions will be assigned in excess of three (3).

Ten-Absence Rule

- Students that accumulate **5 Unexcused Absences** in a class will be placed on an attendance contract.
- Students that accumulate **7 Limited Excused/Unexcused Absences** in a class will be placed on an attendance contract.
- Students placed on an attendance contract (prior to the 10th Absence) that incur 10 Unexcused Absents and/or Limited Excused Absences (from a credit course) may receive reduced or NO credit for the course. Students receiving no credit will be dropped from the class (with an "F" on their transcript).
- SPCPA notifies parents/guardians prior to and after the tenth (10th) absence in a course. Students (along with parents/guardians) may appeal their Ten-Absences by submitting an Attendance Appeal to the Dean of Students within five (5) school days of being notified of the tenth (10th) absence. Students will remain in class until the appeals process is completed.

Absences NOT COUNTED in the Ten-Absence Rule include, but are not limited to:

Excused Absences (AEX)

- death of an immediate family member
- chronic illness (requires doctor verification)
- court appearance
- regularly scheduled religious instruction, not to exceed 3 hours in any week
- religious holiday or observance
- physical emergency conditions, such as fire or flood
- participant in school-sponsored activity
- suspension
- active military duty
- note from health care provider explaining absence

Absences COUNTED in the Ten-Absence Rule include, but are not limited to:

Limited Excused Absences (LEA)

- illness (including parents/guardians calling the hotline to report "illness")
- serious illness in the student's immediate family
- appointments that can't be made outside of the class time (may require verification)
- pre-arranged personal or family vacations (Predicted Extended Absence Contract must be completed prior to absence(s))
- family emergencies
- college visit (may require verification)

Unexcused Absences (AUE)

- working/studying from home
- employment, except under a school-sponsored work release program
- personal or family vacation that is not excused by a parent/guardian 48 hours after the absence
- transportation miscue: including missed bus, traffic congestion, and vehicle malfunction
- oversleeping
- personal or family vacations (not pre-arranged and failure to complete Predicted Extended Absence Contract prior to absence(s))
- (3) three Tardy Unexcused (TUE) = 1 Unexcused Absence (AUE)
- Tardy Equals Absent (TEA)
- Leaving / not attending class without permission

Misuse of Restroom or Pass

Leaving class and not proceeding in a direct fashion to and from the restroom designated to the classroom or other location specified in the pass may be counted as a tardy or absence

County Intervention for Unexcused Absences

County intervention for unexcused absences is based on the truancy policy of the county where the student resides. SPCPA is required to report unexcused absences to the appropriate county authorities. Please visit your county's website for detailed information.

Leaving School without Permission

Students must obtain pre-approval before leaving or missing class(es). Students cannot leave classes without a pass. When leaving class, students must sign out at the main office at Lowry or Wilkins. Students leaving from the Hamm Building must sign out at the main office at Lowry. Students failing to sign out at the main office at Lowry or at Wilkins, even if leaving by parent request will be marked unexcused, even if parent(s)/guardian(s) call after the fact.

Open Lunch

Since lunch is only 30 minutes, careful planning is required. Failure to arrive on time to your class after the lunch period will result in a tardy and will count towards the Ten-Day Absence Rule. Students misbehaving during the lunch period will be referred to the Dean of Students.

Bullying Prohibition

Definition: "Bullying" means severe or pervasive physical or verbal acts or conduct that is intimidating, threatening, abusive, or harming, is objectively offensive and:

- an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 - materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
 - has a substantially detrimental effect on the student's physical and/or mental health.
- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on Saint Paul Conservatory for Performing Artists' property, at school functions or activities, on school transportation, or in locations designated to wait for school transportation. This policy 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. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the Saint Paul Conservatory for Performing Artists or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off Saint Paul Conservatory for Performing Artists' property and/or with or without the use of Saint Paul Conservatory for Performing Artists' resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the Saint Paul Conservatory for Performing Artists' policies and procedures, including the Saint Paul Conservatory for Performing Artists' Discipline Policy. The Saint Paul Conservatory for Performing Artists may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

G. The Saint Paul Conservatory for Performing Artists will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists who is found to have violated this policy.

See Appendix E - Policy 506 – for additional information regarding SPCPA's bullying prohibition policy.

Bus/Public Transportation

Students are encouraged to follow the Metro Transit Code of Conduct when traveling on Metro Transit buses and trains. The Metro Transit Code of Conduct is available online at <https://www.spcpa.org/current-students/bus-cards/>. This website also contains information if a student needs to report a lost or stolen bus card. Replacement card require a fee.

Inappropriate actions or language are grounds for being banned from Metro Transit services for 30 days or more and your Student Pass could be deactivated. If your Student Pass is lost or suspended, you will be responsible for your own transportation. New passes require a fee.

Dress and Appearance

A high school education is about more than learning content and skills. At SPCPA, we pride ourselves on nurturing civic-minded, globally competent, compassionate and creative problem solvers who can navigate real challenges in the real world. Part of navigating the real world requires understanding the importance of context. Choosing the right attire for different contexts is an important life skill and professional expectation. For example, the clothes you would wear for an academic classroom (business casual) are different than clothes designed for a movement class (*loose/baggy to allow for mobility*) or a performance (*costumes as approved by the instructor*). This dress code encourages students to dress appropriately for each context. This will provide an environment that allows students and teachers to feel comfortable and focus on learning.

Clothing may not include words or visuals which are lewd, obscene, disruptive, discriminatory, or which advertise drugs, alcohol or tobacco. Grooming or dress that threatens or demeans others with regard to race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, disability, or other characteristic identified in Minnesota Statutes, section 363A.13 is not allowed. Clothing must be appropriate for the weather and activity. Shoes must always be worn for health and safety reasons. For safety, brimmed hats, facemasks, sunglasses (except outdoors), or any item that would prevent the student from being immediately identifiable may not be worn. Exceptions may be authorized by school administrators.

Drug-Free School and Workplace

SPCPA policy has zero tolerance for any controlled substance. Students caught with any controlled substance will be immediately suspended. Expulsion may follow pending the School Board's decision.

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school will discipline or take appropriate action against anyone who violates this policy.

SPCPA policy is not violated when a student brings a controlled substance for personal use which has a currently accepted medical treatment. The student must have a physician's prescription for the substance. Students who have prescriptions must comply with SPCPA's procedures for medication administration.

Electronic Devices

The classroom teacher determines the appropriate use of electronic devices by students. Students may not use a cell phone or other electronic communication device to engage in conduct prohibited by SPCPA policies including, but not limited to: cheating, bullying, harassment, gang activity, etc. during the school day. If SPCPA administration has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school may search the device. Students who use an electronic device during the school day and/or in violation of school or classroom policies may be subject to disciplinary action pursuant to the school's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school will be returned in accordance with school building procedures.

Under no circumstances are electronic devices or cameras permitted in restrooms and changing areas.

SPCPA is not liable for the loss or theft of electronic devices. The school is not responsible for students' personal property. It is highly recommended that students do not bring valuable items to school. School personnel are unable to track down missing items.

Elevator Use

All students must take stairs. Students with appropriate medical documentation may obtain an elevator pass from the Dean of Students. Only students with authorized elevator passes may use the elevator in Lowry and Wilkins.

Finale Attendance

It is a privilege to attend *Finale*. Students will not be able to attend the spring dance, *Finale*, if one or more of the following conditions are met:

- Student did not attend school on the day of *Finale*.
- Violations of school conduct expectations on the day of *Finale*.
- Receive two or more suspensions during the school year.

Hall Decorum

Students must obtain teacher permission and utilize the classroom pass in order to leave the classroom when class is in session.

Students must maintain an appropriate and respectful noise level during passing time.

Students must maintain a quiet and professional noise level while in hallways, skyways, and common areas. Public displays of romantic affection are not allowed in school. Disciplinary action may be taken for inappropriate displays of affection.

ALL students must take designated SPCPA stairways. Elevators may be used by students only with appropriate medical documentation and administrator approval. Students must obtain an elevator pass from a school administrator. Elevator passes must always be visible when students are waiting for or using the elevator. Passes are valid for a single student only.

Harassment and Violence Prohibition

The policy of SPCPA is to maintain learning and working environments free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, and persons subject to the supervision and control of the school.

A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

The school will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy.

See Appendix C - Policy 413 – for additional information regarding SPCPA's harassment and violence policy.

Hazing Prohibition

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are always prohibited .

See Minnesota Statute 121A.11

No student, teacher, administrator, volunteer, contractor or other employee of the school shall plan, direct, encourage, aid or engage in hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

This policy applies to behavior that occurs on or off school property and during and after school hours.

Internet Acceptable Use

Student Internet & Digital User Agreement:

1. SPCPA wireless access is for academic use only.
2. School Internet and computer use guidelines as listed in the student handbook must be followed at all times.
 - a. Do not use video sites for non-academic purposes as they use too much bandwidth.
 - b. Do not illegally download or stream videos
 - c. Use of social media sites (example: Facebook) is not allowed.
 - d. Sites to stream music are acceptable as long as there is no video.
(example: no YouTube for music)
3. In order to use a personal device during class time, permission from the classroom teacher must be obtained.

4. Always Keep your personal computer with you. SPCPA is not responsible for lost or stolen devices.
5. The wireless account is for the use of personal computers and tablets (e.g. laptops or iPads).
6. Inappropriate use will result in the loss of wireless internet privileges.
7. Students may receive up to two (2) wireless pass codes per academic year.
(A student may only change devices ONCE).

As an **SPCPA student**, I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

As the **parent or guardian of this student**, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

By acknowledging you have read and understood this handbook you are agreeing to SPCPA's internet and computer use policy.

Suspected Maltreatment of Minors

School professionals are required to report suspected maltreatment of minors (evidence of child physical or sexual abuse, neglect, emotional maltreatment, mental injury, threatened injury or prenatal exposure to controlled substances; suspected neglect or abuse within the past three years, kidnapping; or depriving another of custodial or parental rights).

Upon receiving a report of suspected maltreatment of a minor, school personnel must contact the Child Protection Unit of the county in which the student resides, the local police department, and/or the Minnesota Department of Education within 24 hours.

Tobacco-Free Schools

Students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use or possession of tobacco, tobacco-related devices/delivery methods, or electronic cigarettes in a public school, on or near school grounds during hours of attendance, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to SPCPA discipline.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

Weapon Prohibition

No person will possess, use, distribute, or sell a weapon when in a school location. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded, air guns, pellet guns, BB guns, knives, blades, clubs, metal knuckles, nunchucks, throwing stars, explosives, fireworks, mace and other propellants, stun guns, ammunition, poisons, chains, arrows, and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. SPCPA takes a zero-tolerance position regarding the possession, use, distribution, or sale of weapons by students.

Appendix A: Behavior and Response Matrix

This matrix provides guidelines for staff when responding, if appropriate, to student behaviors and administrators when enforcing student discipline policies and procedures. Pursuant to Policy 506 (Student Discipline), SPCPA reserves the right to impose discipline based on individual circumstances. *See Appendix D - Policy 506 – for additional information regarding SPCPA’s discipline policy.*

The purposes of establishing and enforcing behavior expectations in a school are to:

- (1) maintain a safe and orderly learning environment in the classroom, school and off-site activities;
- (2) give each student the best opportunity for success in his/her education;
- (3) assist the offending student to reflect upon their behavior and assume greater responsibility to make correct choices; and
- (4) provide a basis for each student to develop a foundation of citizenship.

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|---|--|--|---|---|---|---|
| 1 | Attendance <ul style="list-style-type: none"> ▪ A student who skips a portion or entire class. ▪ Misuse of a pass | Student Conference, Parent Notification, Behavior Referral | | Student Conference, Parent Notification, Detention(s) | 1 Day Suspension | 3 Day Suspension |
| 2 | Academic Dishonesty Plagiarism, unauthorized collaboration, cheating, or facilitating academic dishonesty. | Student Conference, Parent Notification, Behavior Referral | | Student Conference, Parent Notification, Detention(s) | 1 Day Suspension | 3 Day Suspension |
| 3 | Records or Identification Falsification Falsifying identities, signatures, attendance or other data, or refusing to give proper identification, giving false information to a staff member. | Student Conference, Parent Notification, Behavior Referral | | 1 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| 4 | Gambling and Games All gambling and non-instructional card/dice games are strictly forbidden at SPCPA. Hacky sack and similar non-instructional games where items are tossed or kicked may not be played inside school facilities. | Student Conference, Parent Notification, Behavior Referral | | Student Conference, Parent Notification, Detention(s) | 1 Day Suspension | 3 Day Suspension |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|--|--|---|---|---|---|
| 5 | Misuse of Technology (Including Cell Phones) Students may not use cell phones or personal electronic mobile devices at times and in locations where use is prohibited. Cell phones are not to be used in ways that disrupt the educational process, which includes misuse in class, or in any way that sacrifices, or potentially sacrifices learning or academic integrity. | Student Conference | Student Conference, Parent Notification Behavior Referral (3 rd – 5 th) | Student Conference, Parent Notification, Detention(s) | 1 Day Suspension | 3 Day Suspension |
| 6 | Insubordination The deliberate refusal to obey the reasonable request or directive of a school staff member or employee. | Student Conference, Parent Notification | Student Conference, Parent Notification Behavior Referral (2 nd – 5 th) | Student Conference, Parent Notification, Detention(s) | 1 Day Suspension | 3 Day Suspension |
| 7 | Interference, Disruption, or Obstruction Any action taken to attempt to prevent one or more staff members or students from exercising assigned duties. | Student Conference, Parent Notification, Behavior Referral | | Student Conference, Parent Notification, Detention(s) | 1 Day Suspension | 3 Day Suspension |
| 8 | Inappropriate Behavior Inappropriate conduct displayed during school, on school property, or at a school event. | Student Conference, Parent Notification, Behavior Referral | | 1 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| 9 | Inappropriate Sexual Behavior Inappropriate conduct of a sexual nature displayed during school, on school property, or at a school event. | Immediate Behavior Referral | | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 10 | Abuse: Verbal, Written or Otherwise Expressed <i>(upon a student)</i> Causing alarm in others by using language that is discriminatory, abusive, threatening or obscene. | Immediate Behavior Referral | | 3 Day Suspension | 5 Day Suspension | Expulsion |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|---|--|---|---|---|---|
| 11 | Abuse: Verbal, Written, or Otherwise Expressed <i>(upon a staff member)</i> Causing alarm in others by using language that is discriminatory, abusive, threatening or obscene. | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 12 | Assault: Verbal, Written or Otherwise Expressed <i>(upon a student)</i> Confrontation with a student which bullies, intimidates, threatens or causes fear of bodily harm or death. | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 13 | Assault: Verbal, Written or Otherwise Expressed <i>(upon a staff member)</i> Confrontation with a staff member which bullies, intimidates, threatens or causes fear of bodily harm or death. | | Immediate Behavior Referral | 5 Day Suspension | Expulsion | |
| 14 | Fighting: Promoting or Instigating a Fight between Others Instigating or encouraging a fight between others, verbally or through behavior. | | Immediate Behavior Referral | 1 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| 15 | Fighting – Participating Contributing to a fight verbally or physically. | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|--|--|---|---|---|---|
| 16 | <p>Bullying “Bullying” means severe or pervasive physical or verbal acts or conduct that is intimidating, threatening, abusive, or harming, is objectively offensive and:</p> <ul style="list-style-type: none"> ▪ an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or ▪ materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. ▪ has a substantially detrimental effect on the student’s physical and/or mental health ▪ <i>Please refer to Appendix E of the Student and Parent Handbook, Policy 514</i> | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 17 | <p>Cyber Bulling Bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, Internet website, or forum, transmitted through a computer, cell phone, or other electronic device(s). The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.</p> | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 18 | <p>Hazing Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order to the student to be initiated into or affiliated with a student organization, group or club.</p> | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|---|--|---|---|---|---|
| 19 | Assault: Physical (<i>upon a student</i>) Acting with intent to cause fear in another person, immediate bodily harm or death. Intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. | | Immediate Behavior Referral | 5 Day Suspension | Expulsion | |
| 20 | Assault: Physical (<i>upon a staff member</i>) Acting with intent to cause fear in another person, immediate bodily harm or death. Intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. | | Immediate Behavior Referral | Expulsion | | |
| 21 | Assault: Aggravated Inflicting bodily harm upon a person using a weapon or a device used as a weapon. | | Immediate Behavior Referral | Expulsion | | |
| 22 | Pornography Possession of sexually explicit material. | | Immediate Behavior Referral | 1 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| 23 | Harassment “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status regarding public assistance, sexual orientation, or disability when the conduct: <ul style="list-style-type: none"> ▪ has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment; ▪ has the purpose or effect of substantially or unreasonably interfering with an individual’s work or educational performance; or ▪ otherwise adversely affects an individual’s employment or educational opportunities. ▪ <i>Please refer to Appendix C of the Student and Parent Handbook, Policy 413</i> | | Immediate Behavior Referral | 3 Day Suspension | 5 Day Suspension | Expulsion |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|--|--|---|---|---|---|
| 24 | <p>Harassment: Sexual Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. <i>Please refer to Appendix C of the Student and Parent Handbook, Policy 413</i></p> | | Immediate Behavior Referral | 5 Day Suspension | Expulsion | |
| 25 | <p>Sexual Violence Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas. <i>Please refer to Appendix C of the Student and Parent Handbook, Policy 413</i></p> | | Immediate Behavior Referral | Expulsion | | |
| 26 | <p>Tobacco & Vaping or Juuling Possession, use, or distribution of tobacco or electronic cigarette materials and liquids (vaping), in or around school facilities, vehicles, or at events.</p> | | Immediate Behavior Referral | 5 Day Suspension | Expulsion | |
| 27 | <p>Alcohol Consumption, use, exchange, or possession of alcohol, regardless of quantity, or being under the influence of alcohol in school, on school property, or during school related functions, or consumed away from school with the student coming or returning to school.</p> | | Immediate Behavior Referral | Expulsion | | |
| 28 | <p>Illegal Drugs Consumption, use, misuse, exchange, or possession of illicit substances, paraphernalia, or look alike or simulated chemicals, regardless of quantity, or being under the influence of such substances in school, on school property, or during school related functions, or consumed away from school with the student coming or returning to school.</p> | | Immediate Behavior Referral | Expulsion | | |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|--|--|---|---|---|---|
| 29 | Over-the-Counter (OTC) Drugs Any student in possession of or using an “over-the-counter” medication must do so in a manner consistent with district policy. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any “over-the-counter” medication is prohibited | Immediate Behavior Referral | | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 30 | Medication Misuse Any student in possession of or using prescription medication must do so in a manner consistent with district policy. Selling, distributing, delivering, exchanging or intending to sell, deliver, exchange or distribute any prescription medication is prohibited. | Immediate Behavior Referral | | 5 Day Suspension | Expulsion | |
| 31 | Trespassing Being present in any SPCPA facility or portion of an SPCPA facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized access or activity involving SPCPA technology. | Immediate Behavior Referral | | 3 Day Suspension | 5 Day Suspension | Expulsion |
| 32 | Theft or Knowingly Receiving or Possessing Stolen Property Unauthorized taking of the property of another person or receiving or possessing such property | Immediate Behavior Referral | | 3 Day Suspension, Restitution | 5 Day Suspension, Restitution | Expulsion, Restitution |
| 33 | Damage of Property (Vandalism) Damaging, harming, defacing, or stealing property that belongs to or is associated with the school, other students, employees, or others. Vandalism will also include creating, installing, or distributing computer viruses, software, or any other form of malicious computer code. | Immediate Behavior Referral | | 5 Day Suspension, Restitution | Expulsion Restitution | |
| 34 | Burglary Entering a building or specific area of building without consent and with intent to commit a crime or entering a building without consent and committing a crime. | Immediate Behavior Referral | | 5 Day Suspension Restitution | Expulsion Restitution | |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|---|--|---|---|---|---|
| 35 | Robbery Obtaining property from another person where his or her consent was induced by use of force or threat of force. | Immediate Behavior Referral | | Expulsion, Restitution | | |
| 36 | Extortion Obtaining money or property by threat to a victim's property or loved ones. Intimidation with intention of obtaining the money or property of another person without their consent. | Immediate Behavior Referral | | Expulsion, Restitution | | |
| 37 | Lighting and/or Possessing Incendiary Devices Unauthorized igniting of matches, lighters, and other devices that produce flames | Immediate Behavior Referral | | 1 Day Suspension | 3 Day Suspension | 5 Day Suspension |
| 38 | Fire Alarm: False Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm. | Immediate Behavior Referral | | 5 Day Suspension, Restitution | Expulsion Restitution | |
| 39 | Fire Extinguisher: Unauthorized Use Unauthorized handling of a fire extinguisher | Immediate Behavior Referral | | 5 Day Suspension, Restitution | Expulsion Restitution | |
| 40 | Ammunition, Mace, or Pepper Gas Possession Possession of bullets, other projectiles designed to be used as a weapon, or other material designed to cause pain or injury. | Immediate Behavior Referral | | 5 Day Suspension, | Expulsion | |
| 41 | Fireworks: Possession Possessing or offering for sale any substance, combination or substances or article prepared to produce a visible or audible effect by combustion, explosion, deflagration or detonation. | Immediate Behavior Referral | | 5 Day Suspension | Expulsion | |
| 42 | Fireworks: Use Using any substance or combination of substances prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation | Immediate Behavior Referral | | Expulsion | | |

Appendix A – Behavior and Response Matrix

| | BEHAVIORS | Staff Response (1 st Event) | Staff Response (2 nd & 3 rd Events) | Administrative Response (1 st Behavior Referral) | Administrative Response (2 nd Behavior Referral) | Administrative Response (3 rd Behavior Referral) |
|----|--|--|---|---|---|---|
| 43 | Explosives: Possession or Use Possessing or using a compound or mixture, the primary or common purpose of which is the function by explosion, with substantially instantaneous release of gas and heat. | | Immediate Behavior Referral | Expulsion | | |
| 44 | Arson Intentional destruction or damage to school or SPCPA buildings or property by means of fire | | Immediate Behavior Referral | Expulsion, Restitution | | |
| 45 | Bomb Threat Intentionally giving false alarm of a bomb | | Immediate Behavior Referral | Expulsion | | |
| 46 | Terroristic Threat Threatening, directly or indirectly, to commit a crime of violence with the purpose of terrorizing another or with reckless disregard of the risk of causing terror in another. | | Immediate Behavior Referral | Expulsion | | |
| 47 | Potentially Dangerous Item Possessing or using any device or instrument—including any non-conventional weapon—that, in the manner it is used or intended to be used, is calculated or likely to produce bodily harm or substantial bodily harm, or fear of any degree of bodily harm. (Other weapons include knives with blades under 2.5 inches, fake knives, look alike weapons, chains, etc.) | | Immediate Behavior Referral | 5 Day Suspension | Expulsion | |
| 48 | Weapons: Possession or Use Possessing any firearm, whether loaded or unloaded; any knife; or other device, instrument, or substance, which, in the way it is used or intended to be used is calculated or likely to produce severe bodily harm. | | Immediate Behavior Referral | Expulsion | | |



Appendix B: High School Graduation Requirements

Class of 2019

ARTS CREDIT REQUIREMENTS

To receive a diploma, students must successfully complete required credits in arts.

Arts credit requirements are determined based on the year students enroll in SPCPA. Required courses vary, based on the track: Dance, Instrumental Music, Musical Theatre, Theatre, and Vocal Music.

| GRADE OF ENTRY INTO SPCPA* | ARTS CREDITS REQUIRED FOR GRADUATION |
|----------------------------|--------------------------------------|
| 9 | 20 |
| 10 | 15 |
| 11 | 10 |
| 12 | 5 |

*Students who enter the school mid-year will have their arts credit requirements adjusted accordingly.

ACADEMIC CREDIT AND COURSE REQUIREMENTS

To receive a diploma, students must successfully complete the required credits and high school level academic courses.

| ENGLISH | SOCIAL STUDIES |
|--|---|
| 4.0 credits | 3.5 credits |
| <ul style="list-style-type: none"> • English 09 OR English 09 Advanced • English 10 OR English 10 Advanced • English 11 OR AP English Language & Composition • English 12 OR AP English Literature & Composition | <ul style="list-style-type: none"> • World History OR World History Advanced • Government OR Government Advanced • Economics OR Economics Advanced • U.S. History OR AP U.S. History • Geography |
| MATHEMATICS | SCIENCE |
| 3.0 credits | 3.0 credits |
| <ul style="list-style-type: none"> • Algebra 2 OR Algebra 2 Advanced | <ul style="list-style-type: none"> • Biology OR Biology Advanced • Chemistry OR Chemistry Advanced |

Class of 2020

ARTS CREDIT REQUIREMENTS

To receive a diploma, students must successfully complete required credits in arts.
 Arts credit requirements are determined based on the year students enroll in SPCPA. Required courses vary, based on the track: Dance, Instrumental Music, Musical Theatre, Theatre, and Vocal Music.

| GRADE OF ENTRY INTO SPCPA* | ARTS CREDITS REQUIRED FOR GRADUATION |
|-----------------------------------|---|
| 9 | 20 |
| 10 | 15 |
| 11 | 10 |
| 12 | 5 |

*Students who enter the school mid-year will have their arts credit requirements adjusted accordingly.

ACADEMIC CREDIT AND COURSE REQUIREMENTS

To receive a diploma, students must successfully complete the required credits and high school level academic courses.

| ENGLISH | SOCIAL STUDIES |
|--|---|
| 4.0 credits | 3.5 credits |
| <ul style="list-style-type: none"> • English 09 OR English 09 Advanced • English 10 OR English 10 Advanced • English 11 OR AP English Language & Composition <ul style="list-style-type: none"> • English 12 OR AP English Literature & Composition | <ul style="list-style-type: none"> • World History OR World History Advanced • Government OR Government Advanced • Economics OR Economics Advanced • U.S. History OR AP U.S. History • Geography |
| MATHEMATICS | SCIENCE |
| 3.0 credits | 3.0 credits |
| <ul style="list-style-type: none"> • High School Algebra OR HS Algebra Advanced • Geometry OR Geometry Advanced • Algebra 2 OR Algebra 2 Advanced | <ul style="list-style-type: none"> • Physical Science OR Physical Science Advanced • Chemistry OR Chemistry Advanced • Biology OR AP Biology |

Classes of 2021-2022**ARTS CREDIT REQUIREMENTS**

To receive a diploma, students must successfully complete required credits in arts.

Arts credit requirements are determined based on the year students enroll in SPCPA. Required courses vary, based on the track: Dance, Instrumental Music, Musical Theatre, Theatre, and Vocal Music.

| GRADE OF ENTRY INTO SPCPA* | ARTS CREDITS REQUIRED FOR GRADUATION |
|-----------------------------------|---|
| 9 | 20 |
| 10 | 15 |
| 11 | 10 |
| 12 | 5 |

*Students who enter the school mid-year will have their arts credit requirements adjusted accordingly.

ACADEMIC CREDIT AND COURSE REQUIREMENTS

To receive a diploma, students must successfully complete the required credits and high school level academic courses.

| ENGLISH | SOCIAL STUDIES |
|--|--|
| 4.0 credits | 4.0 credits |
| <ul style="list-style-type: none"> • English 09 OR English 09 Advanced • English 10 OR English 10 Advanced • English 11 OR AP English Language & Composition <ul style="list-style-type: none"> • English 12 OR AP English Literature & Composition | <ul style="list-style-type: none"> • Civics AND Geography • World History OR AP World History • U.S. History OR AP U.S. History • Government (Semester) OR AP Comparative Government & Politics (Year) <ul style="list-style-type: none"> • Economics (Semester) OR AP Microeconomics (Semester) |
| MATHEMATICS | SCIENCE |
| 3.0 credits | 3.0 credits |
| <ul style="list-style-type: none"> • High School Algebra • Geometry OR Advanced Geometry • Algebra 2 OR Algebra 2 Advanced | <ul style="list-style-type: none"> • Physical Science OR Physical Science Advanced • Chemistry OR Chemistry Advanced • Biology OR AP Biology |

Adopted: 08-02-2005

Revised: 05-18-2015; 09-11-2017, **12-10-2018**

Appendix C: Policy 413: Harassment and Violence

I. PURPOSE

The purpose of this policy is to maintain learning and working environments that are free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain learning and working environments free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, and persons subject to the supervision and control of the school district.
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. "Assault" is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.

Appendix C – Harassment and Violence Policy

- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive learning or working environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or educational performance; or
 3. otherwise adversely affects an individual’s employment or educational opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Definitions; Protected Classifications
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
 2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

Appendix C – Harassment and Violence Policy

- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Definition; Sexual Harassment
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.
 2. Sexual harassment may include, but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
 - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment regarding an individual’s employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- F. Definition; Sexual Violence
1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another’s intimate parts or forcing a person to touch any person’s intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person’s intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of anyone’s intimate parts;

Appendix C – Harassment and Violence Policy

- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

G. Definition; Violence

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status regarding public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from a principal or in the main office, but an oral report made to a principal shall be considered a complaint as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the superintendent. If the complaint involves a principal, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant. If the complaint involves the superintendent, the complaint shall be made or filed directly with the president of the school board.
- D. A principal, the designated official, (hereinafter a “building report taker”) is a person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at school buildings. Any adult school district personnel who receive a report of harassment or violence prohibited by this policy shall inform a building report taker immediately. A building report taker shall ensure this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform a building report taker immediately. School district personnel who fail to inform a building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, a building report taker must notify the superintendent immediately, without screening or investigating the report. A building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded immediately by a building report taker to the superintendent. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the superintendent.

Appendix C – Harassment and Violence Policy

Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against a building report taker.

- G. The school district shall conspicuously post the name of building report takers and the superintendent including mailing addresses and telephone numbers.
- H. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- I. Use of formal reporting forms is not mandatory.
- J. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- K. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.
- L. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- M. False accusations or reports of violence or harassment against another person are prohibited.
- N. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the superintendent, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

Appendix C – Harassment and Violence Policy

- C. In determining whether alleged conduct constitutes a violation of this policy, the school district will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The school district, to the best of its ability, will complete the investigation within ten (10) school days. The school district will notify the parties involved in writing, which includes email, if the investigation will not be completed within the designated timeframe. The superintendent will prepare a written report upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the president of the board of directors. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of the investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with Minnesota and federal law and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists, or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action, or seeking redress under state criminal statutes and/or federal law.

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References:

- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References:

- SPCPA Policy 102 (Equal Educational Opportunity)
- SPCPA Policy 401 (Equal Employment Opportunity)
- SPCPA Policy 402 (Disability Nondiscrimination Policy)
- SPCPA Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- SPCPA Policy 406 (Public and Private Personnel Data)

Appendix C – Harassment and Violence Policy

SPCPA Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
SPCPA Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
SPCPA Policy 506 (Student Discipline)
SPCPA Policy 514 (Bullying Prohibition Policy)
SPCPA Policy 515 (Protection and Privacy of Pupil Records)
SPCPA Policy 521 (Student Disability Nondiscrimination)
SPCPA Policy 522 (Student Sex Nondiscrimination)
SPCPA Policy 524 (Internet Acceptable Use and Safety Policy)
SPCPA Policy 525 (Violence Prevention)
SPCPA Policy 526 (Hazing Prohibition)
SPCPA Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

Adopted: 08-05-2005

Revised: 06-23-2015; 04-16-2018

Appendix D: Policy 506: Student Discipline

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the Saint Paul Conservatory of Performing Artists' expectations for student conduct. Such compliance will enhance the school's ability to maintain discipline and ensure that there is no interference with the educational process. The school will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable school-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55 the school board has developed this policy which governs student conduct and applies to all students of the school.

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

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- C. Teachers. All teachers shall be responsible for providing a well-planned teaching and learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct in this policy and expectations for student behavior present in the school’s Student Handbook. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Other School Personnel. All school personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee or other agent of a school, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- E. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- F. Students. All students shall be held individually responsible for their behavior and for knowing and obeying this policy, which includes the Code of Conduct, and the expectations for their behavior present in the school’s Student Handbook.
- G. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

All students have the right to an education and the right to learn.

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy and in the school’s Student Handbook, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school’s property and the property of others;

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- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school vehicles, school contracted vehicles, or any other vehicles approved for school purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
 - 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
 - 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (the prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician), and one student sharing prescription medication with another student;
 - 11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;

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12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school Weapons Policy;
14. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
15. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
16. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
17. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
18. Violation of any local, state or federal law as appropriate;
19. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
20. Violation of the school's Internet Acceptable Use and Safety Policy;
21. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including smartphones;
22. Violation of transportation rules;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
25. Violation of the school's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
26. Possession or distribution of slanderous, libelous or pornographic materials;
27. Violation of the schools Bullying Prohibition Policy;
28. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
29. Criminal activity;
30. Falsification of any records, documents, notes or signatures;
31. Tampering with, changing, or altering records or documents of the school by any method including, but not limited to, computer access or other electronic means;

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32. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of smartphones or other technology to accomplish this end;
33. Impertinent or disrespectful language toward teachers or other school personnel;
34. Violation of the school’s Harassment and Violence Policy;
35. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school personnel, or other persons;
36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
37. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
38. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
39. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability;
41. Violation of the school’s Distribution of Non-School-Sponsored Materials on School Premises by Students and Employees Policy;
42. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 43.. Other acts, as determined by the school, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

It is the general policy of the school to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school. At a minimum, violation of school rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student’s misconduct, as determined by the school. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school personnel, and verbal warning;

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- B. Confiscation by school personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school policy, rule, regulation, procedure, or state or federal law. If confiscated by the school the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act; and/or
- T. Other disciplinary action as deemed appropriate by the school.

VIII. REMOVAL OF STUDENTS FROM CLASS

- A. A teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher’s ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy and Student Handbook; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. “Assault” is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school shall notify the parent or guardian of the student’s tenth removal from class and make reasonable attempts to convene a meeting with the student’s parent or guardian to discuss the problem that is causing the student to be removed from class.

IX. DISMISSAL

- A. “Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 1. Willful violation of any reasonable board regulation, including those found in this policy;
 2. 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
 3. Willful conduct that endangers the student or other students, or surrounding persons, including school employees, or property of the school.

C. Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the Board with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the pupil’s need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child’s IEP team, including at least one of the child’s teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child’s IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student 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. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student’s version of the facts. A separate administrative conference is required for each period of suspension.

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7. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student’s parent or guardian by email or mail within forty-eight (48) hours of the conference.
8. The school administration shall make reasonable efforts to notify the student’s parent or guardian of the suspension by telephone and/or email as soon as possible following suspension.
9. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student’s parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
10. Notwithstanding the foregoing provisions, the student may be suspended pending the school board’s decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. “Expulsion” means a board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the board.
2. “Exclusion” means an action taken by the board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school shall advise the student’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 Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school, student, parent or guardian.

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7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
8. The school shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the board and served upon the parties within two (2) days after the close of the hearing.
17. The board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the board may appeal the decision to the Commissioner within twenty-one (21) calendar days of board action pursuant to Minn. Stat. § 121A.49. The decision of the board shall be implemented during the appeal to the Commissioner.
19. The district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report shall include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student’s age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student’s right to attend and to be reinstated in the school.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student’s behavior and require parental involvement in the admission or readmission process and may indicate the consequences to the student of not improving the student’s behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school official may provide additional notification as deemed appropriate.

XII. STUDENT DISCIPLINE RECORDS

It is the policy of the school that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as disabled under IDEA or Section 504 will be subject to the provisions of this policy, unless the student’s IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child’s IEP team and the child’s parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child’s behavior was (i) caused by or had a direct and substantial relationship to the child’s disability and (ii) whether the child’s conduct was a direct result of a failure to implement the child’s IEP. If the student’s educational program is appropriate and the behavior is not a manifestation of the student’s disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student’s disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court. The school may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request.

XVI. REVIEW OF POLICY

Administration shall confer annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the executive director for consideration by the school board.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.582 (Reasonable Force)
- Minn. Stat. §§ 121A.60-121A.61 (Removal from Class)
- Minn. Stat. § 124D.03 (Enrollment Options Program)
- Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
- Minn. Stat. Ch.125A (Students with Disabilities)
- Minn. Stat. Ch. 260A (Truancy)
- Minn. Stat. Ch. 260C (Juvenile Court Act)
- 20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
- 29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
- 34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Adopted: 05-18-2015

Appendix E: Policy 514: BULLYING PROHIBITION

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The Saint Paul Conservatory for Performing Artists cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the Saint Paul Conservatory for Performing Artists and the rights and welfare of its students and is within the control of the Saint Paul Conservatory for Performing Artists in its normal operations, the Saint Paul Conservatory for Performing Artists intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the Saint Paul Conservatory for Performing Artists in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on Saint Paul Conservatory for Performing Artists' property, at school functions or activities, on school transportation, or in locations designated to wait for school transportation. This policy 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. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the Saint Paul Conservatory for Performing Artists or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off Saint Paul Conservatory for Performing Artists' property and/or with or without the use of Saint Paul Conservatory for Performing Artists' resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the Saint Paul Conservatory for Performing Artists' policies and procedures, including the Saint Paul Conservatory for Performing Artists' Discipline Policy.

The Saint Paul Conservatory for Performing Artists may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. When it is determined that a Saint Paul Conservatory for Performing Artists' employee was aware prohibited conduct was taking place but failed to report it, the employee will be considered to have violated this policy. The Principal that supervises the employee shall consider employee discipline for such violations, ensuring any discipline be imposed according to the employee's employment agreement.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from Saint Paul Conservatory for Performing Artists' property and events.

- G. The Saint Paul Conservatory for Performing Artists will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means severe or pervasive physical or verbal acts or conduct that is intimidating, threatening, abusive, or harming, is objectively offensive and:
 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
 3. has a substantially detrimental effect on the student's physical and/or mental health

The term "bullying" specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:

Appendix E – Bullying Prohibition Policy

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
 4. Takes various forms, including without limitation, harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.
- E. "On school premises, on Saint Paul Conservatory for Performing Artists' property, at school functions or activities, or on school transportation" means all Saint Paul Conservatory for Performing Artists' buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for Saint Paul Conservatory for Performing Artists' purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Saint Paul Conservatory for Performing Artists' property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the Saint Paul Conservatory for Performing Artists does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct. "Remedial response" also means a measure to stop and correct retaliation for asserting, alleging, reporting or providing information about prohibited conduct (retaliation) or knowingly making a false report about prohibited conduct (false report), prevent retaliation or false reports from recurring and protect, support and intervene on behalf on the student who is the target of the prohibited conduct.
- H. "Student" means a student enrolled at the Saint Paul Conservatory for Performing Artists.
- I. "Saint Paul Conservatory for Performing Artists' employee" includes school board members, administrators, educators, aids, school counselors, social workers, psychologists, other school mental health professionals, nurses and other school-based/linked medical providers/health professionals, maintenance staff, extracurricular activities advisors, paraprofessionals, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the Saint Paul Conservatory for Performing Artists and its students.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to a designated Saint Paul Conservatory for Performing Artists’ official. A person may report bullying anonymously. However, the Saint Paul Conservatory for Performing Artists may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The Saint Paul Conservatory for Performing Artists encourages the reporting party or complainant to report in writing, but oral reports shall be considered complaints as well.
- C. A principal, a principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct in a building. Any person may report bullying or other prohibited conduct directly to the superintendent of the Saint Paul Conservatory for Performing Artists. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. Saint Paul Conservatory for Performing Artists’ personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, work assignments, or educational or work environment.
- G. The Saint Paul Conservatory for Performing Artists will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the Saint Paul Conservatory for Performing Artists shall undertake or authorize an investigation by the building report taker or a third party designated by the Saint Paul Conservatory for Performing Artists. This will be completed within 10 days, unless the superintendent grants in writing an additional five-day extension due to extenuating circumstances.

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- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law. Every effort will be made to protect the confidentiality of those who report bullying incidents.
- C. The purpose of the investigation is to determine whether a reported incident constitutes a case of bullying. These determinations will be made in consideration of the totality of the facts and the circumstances surrounding the incident, such as the nature of the behavior, past incidents or continuing patterns of behavior, the relationship between the parties involved and the context in which the alleged incident occurred.
- D. The investigator should identify the alleged actor(s), target(s) and bystander(s), as well as any adult who witnessed the incident or may have reliable information about it. Individual interviews should be conducted in a private setting with the alleged actor and target, who may not be interviewed together or in public. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- E. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the Saint Paul Conservatory for Performing Artists will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II (F) of this policy.

Saint Paul Conservatory for Performing Artists' action taken for violation of this policy will be consistent with the requirements of applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the Discipline Policy, and other applicable school district policies; and applicable regulations.

- G. If the investigator determines the reported incident may involve criminal activity or the basis for criminal charges, information about the incident must be conveyed to the appropriate law enforcement authorities. The investigator may consult with either a law enforcement officer or legal counsel. Law enforcement shall only be contacted if all other available remedies have been exhausted.
- H. The Saint Paul Conservatory for Performing Artists is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- I. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

- J. The individual and school-wide effects of the incident will be assessed as they relate to safety, and school staff will be assigned to create and implement a safety plan to prevent the recurrence of an incident that will restore a sense of safety for the target and other students who have been impacted.
- K. Any party who is not satisfied with the outcome of the investigation may appeal to the superintendent of the Saint Paul Conservatory for Performing Artists within 10 school days of notification of a principal's/designee's decision. The superintendent will conduct a review of the appeal and, within 10 school days of receipt of the appeal, will affirm, reverse, or modify the findings of the report. The superintendent shall notify the party requesting the appeal and a principal that its decision is final and shall document that notification in the incident report.

VI. RETALIATION OR REPRISAL

The Saint Paul Conservatory for Performing Artists will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the Saint Paul Conservatory for Performing Artists who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II (F) of this policy.

VII. TRAINING AND EDUCATION

- A. The Saint Paul Conservatory for Performing Artists shall discuss this policy with school personnel and volunteers and provide appropriate training to Saint Paul Conservatory for Performing Artists' personnel regarding this policy. The Saint Paul Conservatory for Performing Artists shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The Saint Paul Conservatory for Performing Artists or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The Saint Paul Conservatory for Performing Artists shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development may include, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 - 4. The incidence and nature of cyberbullying;
 - 5. Internet safety and cyberbullying; and
 - 6. A review of the Saint Paul Conservatory for Performing Artists' reporting requirements related to bullying and cyberbullying.

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- C. The Saint Paul Conservatory for Performing Artists annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the Saint Paul Conservatory for Performing Artists is directed to implement initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students’ knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools’ primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The Saint Paul Conservatory for Performing Artists may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
 - G. The Saint Paul Conservatory for Performing Artists shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The Saint Paul Conservatory for Performing Artists may accomplish this requirement by inclusion of all or applicable parts of its Protection and Privacy of Pupil Records Policy.

VIII. NOTICE

- A. The Saint Paul Conservatory for Performing Artists will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the Saint Paul Conservatory for Performing Artists and in the main office of each building.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the Saint Paul Conservatory for Performing Artists.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the Discipline Policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the Saint Paul Conservatory for Performing Artists' website.
- F. The Saint Paul Conservatory for Performing Artists shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

To the extent practicable, the Board of Directors shall, on a cycle consistent with other Saint Paul Conservatory for Performing Artists' policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law.

Legal References:

- Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
- Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. § 121A.0311
(Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. Ch. 124E (Charter School)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
- 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Adopted: 08-02-2005

Revised: 09-11-2015, **12-10-2018**

522 STUDENT SEX NONDISCRIMINATION

I. PURPOSE

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. GENERAL STATEMENT OF POLICY

- A. The Saint Paul Conservatory for Performing Artists provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the Saint Paul Conservatory for Performing Artists on the basis of sex. It is the policy of Saint Paul Conservatory for Performing Artists to ensure all students, regardless of sex, are treated similarly in regard to recruitment, admissions, counseling; financial assistance, extra-curricular activities, treatment of pregnant and parenting students, discipline, employment, and all other activities, services, and opportunities available through or provided by SPCPA.
- B. It is the responsibility of every Saint Paul Conservatory for Performing Artists employee to comply with this policy.
- C. The school board hereby designates Superintendent, Callie Jacobs, 16 W 5th Street, Suite 244, St. Paul, MN 55102, 651-290-2225 as its Title IX coordinator. This employee coordinates the Saint Paul Conservatory for Performing Artists' efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the Saint Paul Conservatory for Performing Artists' human rights officer or superintendent.

III. REPORTING GRIEVANCE PROCEDURES

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other Saint Paul Conservatory for Performing Artists personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate Saint Paul Conservatory for Performing Artists official designated by this policy or may file a grievance.

The Saint Paul Conservatory for Performing Artists encourages the reporting party or complainant to use the report form available from a principal or available from the Saint Paul Conservatory for Performing Artists main office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to the Saint Paul Conservatory for Performing Artists superintendent or human rights officer.

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- B. In Each School Building. A principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult Saint Paul Conservatory for Performing Artists personnel who receives a report of unlawful sex discrimination toward a student shall inform a principal immediately.
- C. Upon receipt of a report or grievance, a principal must notify the Saint Paul Conservatory for Performing Artists human rights officer or superintendent immediately, without screening or investigating the report. A principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded immediately by a principal to the human rights officer or superintendent. If the report was given verbally, a principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer or superintendent. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against a principal. If the complaint involves a principal, the complaint shall be made or filed directly with the superintendent.
- D. The school board hereby designates its Title IX Coordinator as the school district human rights officer and superintendent to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves the superintendent, the complaint shall be filed directly with the school board president.
- E. The Saint Paul Conservatory for Performing Artists shall conspicuously post the name of the Title IX coordinator/ human rights officer/superintendent, including office mailing address and telephone number.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The Saint Paul Conservatory for Performing Artists will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Saint Paul Conservatory for Performing Artists' legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

- A. By authority of the Saint Paul Conservatory for Performing Artists, the human rights officer or superintendent, within three (3) days of the receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall undertake or authorize an investigation.

The investigation may be conducted by Saint Paul Conservatory for Performing Artists' officials or by a third party designated by the Saint Paul Conservatory for Performing Artists.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

- C. In determining whether alleged conduct constitutes a violation of this policy, the Saint Paul Conservatory for Performing Artists should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the Saint Paul Conservatory for Performing Artists may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The school district, to the best of its ability, will complete the investigation within ten (10) school days. The school district will notify the parties involved in writing, which includes email, if the investigation will not be completed within the designated timeframe. The Saint Paul Conservatory for Performing Artists human rights officer or superintendent shall make a written report upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board president. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

V. SCHOOL ACTION

- A. Upon conclusion of the investigation and receipt of a report, the Saint Paul Conservatory for Performing Artists will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Saint Paul Conservatory for Performing Artists action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the Saint Paul Conservatory for Performing Artists' investigation of each complaint filed under these procedures will be reported in writing to the complainant by the Saint Paul Conservatory for Performing Artists in accordance with state and federal law regarding data or records privacy.

VI. REPRISAL

The Saint Paul Conservatory for Performing Artists will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

VIII. DISSEMINATION OF POLICY AND EVALUATION

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The Saint Paul Conservatory for Performing Artists shall review this policy and the Saint Paul Conservatory for Performing Artists’ operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References:

Policy 102 (Equal Educational Opportunity)
Policy 413 (Harassment and Violence)