



Spectrum Middle School & Spectrum High School

STUDENT/FAMILY HANDBOOK 2023-2024

Established in 2006



**Spectrum Middle School
(Grade 6)**
11044 Industrial Circle NW
Elk River, MN 55330
Office: (763) 450-9857



**Spectrum Middle School
(Grades 7 and 8)**
17823 Industrial Circle NW
Elk River, MN 55330
Office (763) 450-9860



**Spectrum High School
(Grades 9-12 and District Office)**
17796 Industrial Circle NW
Elk River, MN 55330
*Office: (763) 241-8703
Fax: (763) 633-1380*

This handbook contains important expectations, rules, guidelines, procedures, legal requirements and other information for students, staff, and families at Spectrum. It is approved by the Spectrum School Board annually and distributed electronically prior to the beginning of the school year. Any questions regarding the school handbook should be directed to the school office.

<http://www.spectrumhighschool.org>

**Spectrum Middle School and Spectrum High School will be referred to as Spectrum throughout this handbook.*

TABLE OF CONTENTS

WHO WE ARE

Mission & Vision of Spectrum	5
Nondiscrimination Statement	6
Future of Spectrum	6
What is a Charter School?	7
Parent Involvement	7

GENERAL INFORMATION – HOW WE CONDUCT SCHOOL

Arriving and Departing	
Expectations Related to Busses	8
Rules for Field Trips, PE Classes, and Activity Trips	9
After School Transportation	9
Closed Campus	9
Student Driver Expectations	9
Parking Permit	10
School Hours	
Beginning and Ending Times	10
Information Sources for School Closings	10
Other Important Information	
Bicycles, Skateboards, Roller blades	11
Back Packs	11
Personal Electronic Devices	11
Fundraising	11
Items from Home	11
Items Being Sent Home	11
Locker Policy	11
Passes	12
Phone Usage	12
Pledge of Allegiance	12
Restricted Areas	12
School Visitors	12
Student’s Right to Free Speech	13
Textbooks and Supplies, lost, stolen and/or damaged book fees	13
Food and Drink	
Food/Drink Policy	13
Lunch Accounts	13
Cafeteria Rules	14
Extracurricular/Co-Curricular Activities	
Conduct	14
Dress	14
Attendance/Absences	14

ACADEMIC EXPECTATIONS

Attendance	
Purpose	14
Minnesota State Truancy Guidelines	15

Spectrum Policy Definitions	15
Unexcused Tardy/Unexcused Absence/Unexcused Late Arrival Policy	16
Maximum Absence Policy	16
Field Trip Expectations	17
Making Up Missed School Work	17
Leaving School Early	18
C@SH and Release PERKs	18
C@SH Perks	19
Release Perks	19
Sting Service	19

CURRICULUM

Academic Eligibility	19
Policy on Incomplete Work	20
Academic Dishonesty	20
Grading Policy	21
School Work Outside of the Classroom (Philosophy)	22
Late Class Work Policy	23
Graduation Requirements	24
College @ Spectrum High (C@SH) Information	25
PSEO Information	26
National Junior and National Honor Society	25
Summer School	27
Academic Progress	27
Citizenship & Community Service	27
Schedule Change Correction	27

BEHAVIORAL EXPECTATION- STANDARD OF CONDUCT

Standard of Conduct	29
Student Responsibilities	29
Discipline Policy	29
Guidelines for Student Discipline	31
Discipline and Terms Defined	34
Controlled Substances	34
Detention	35
Harassment	36
Hazing	36
In-School Suspension (ISS)	36
Insubordination	36
Out-of-School Suspension (OSS) & Schoolwork Policy	36
Profanity, Abusive, Obscene Language, or Gestures	36
Public Displays of Affection	36
Sexual Abuse, Molestation, Misconduct	36
Weapons	36
Expulsion	36
Exclusion/Right of Dismissal	36
Technology	36
Inappropriate Use of Technology/Internet	37
Personal Computer Use	37

Student Dress Code	38
Dress Code Policy	38
HEALTH SERVICES – HOW WE STAY IN SCHOOL	
Emergency Form	39
Guidelines to Decide if a Student Is Too Sick to Attend School	39
Illness at School	39
Immunization Records	40
Injuries at School	40
Medications at School	40
Student Physicals	41
Students with Special Health Needs	41
Other Health Guidelines	41
<i>Appendix A – Title IX Policy and Harassment Policy</i>	42
<i>Appendix B – Hazing Policy</i>	43
<i>Appendix C – Weapons Policy</i>	45
<i>Appendix D – Sexual Abuse, Molestation, Misconduct Policy</i>	48
<i>Appendix E – Notification of Rights – (FERPA)</i>	50
<i>Appendix F – Children Online Privacy Protection Act (COPPA)</i>	51
<i>Appendix G – Notification of Rights (PPRA)</i>	52
<i>Appendix H – Data Privacy Tennessee Notice</i>	54
<i>Appendix I – Bullying Policy</i>	55
<i>Appendix J – Section 504 Policy – Education of Students with Disabilities</i>	59
<i>Appendix K – Fire Safety & Emergency Evacuation Plan</i>	63
Student Release Form	65
<i>Appendix L – Academic/Activities Lettering Policy</i>	66
<i>Appendix M – School Dance Policy</i>	70
<i>Appendix N – Parent/Guardian Guide to Statewide Testing</i>	71
<i>Appendix O – Electronic Device Approval Policy</i>	72
<i>Appendix P – Northstar Bus Lines, LLC Behavior Guidelines and Consequences</i>	74
Incident Referral Form	

WHO WE ARE

Vision Statement

Spectrum’s vision is to be a leading college preparatory school of choice committed to high standards and exceptional programming.

Mission Statement

Spectrum’s mission is to equip students with the knowledge, skills, and attributes to successfully navigate the college and career of their choice and positively impact the world around them.

Belief Statements

S	<p><u>Small schools/class sizes</u> meet individual needs, foster relationships, and provide a safe and supportive learning environment.</p> <p><u>Staff who are trained, caring, and effective</u> are essential to meeting the unique needs of our students.</p>
P	<p><u>Parents/guardians</u> are the students’ primary educators.</p> <p><u>Participation in co-curricular activities</u> leads to increased leadership, teamwork, self-discipline, and academic achievement.</p>
E	<p><u>Engagement in learning and challenging coursework</u> lead to increased self-confidence and high academic achievement.</p>
C	<p><u>College and Career readiness</u> is achieved through rigorous coursework, targeted support, and individual determination.</p>
T	<p><u>Technological competency</u> is vital to students’ future success.</p>
R	<p><u>Reaching the community</u> through service creates positive change in oneself and others.</p>
U	<p><u>Upholding high expectations</u> builds self-discipline, self-respect, and self-reliance.</p>
M	<p><u>Modeling collaboration and continuous improvement</u> leads to a healthy and sustainable organization.</p>

Come discover the SPECTRUM difference!

Nondiscrimination Statement:

Spectrum admits students of any race, color, or national and ethnic origin to all rights, privileges, programs, and activities made available to students at the school. Spectrum will not limit admission to pupils on the basis of intellectual ability, measures of achievement or aptitude, or athletic ability, and will comply with all federal and state laws prohibiting discrimination.

Future of Spectrum

In striving to reach our vision and mission, Spectrum continues to grow. Enrollment for the 2022-2023 school year reached approximately 860 students in grades 6-12, while 2023-2024 projections will reach close to 900 students. Spectrum's Board and administration continue to explore opportunities for expanding facilities and programs to best meet the needs of our students, staff, and community. Spectrum plans strategically both short and long-term to maintain exceptional programs as we grow. Students, faculty, and parents continue working hand-in-hand to develop our distinct and unique school setting, where students are supported and encouraged to reach their full potential.



What is a Charter School?

The state of Minnesota led the nation to create the first public charter school in 1991 under Minnesota Statutes, section 124.E. As of 2020, 44 states, plus the District of Columbia, Puerto Rico and Guam, had active charter school laws.

- Just as all public schools, charter schools are mandated to educate children. The charter school movement provides choice for public education, with the goal to improve all public school education.
- In Minnesota, a charter school is incorporated as a 501(c)(3) nonprofit organization.
- Currently, there are around almost 7,800 charter schools across the nation serving over 3,700,000 students.
- In the 2022-2023 school year, charter schools enrolled 7.2% of all public school students in the U.S.
- There are approximately 180 charter schools in Minnesota serving approximately 67,000 students.
- Charter schools are independent public schools and are not affiliated with other public school districts. Spectrum is District #4160-07.
- All charter schools are required to employ teachers fully licensed in Minnesota.
- Charter schools have open enrollment to the extent of capacity.
- Charter schools in Minnesota are accountable to their staff, parents/guardians, and students. They are also accountable to an authorizer and the Minnesota Department of Education. Spectrum is authorized by Volunteers of America - Minnesota (VOA-MN).
- A charter school's contract, by current state statute, must be renewed at least every 3-5 years. Spectrum's current contract with VOA-MN is valid through June 2024.
- Minnesota charter schools receive general state education aid to operate based on enrollment.
- Charter schools cannot tax citizens for additional revenue by initiating levies or other sources.
- State financial sources for charter schools are linked to the students' resident school district. (Since students enrolled at Spectrum come from many different districts, the proportion of the tax money any community contributes is proportional to the enrollment of students from that community.)
- Charter schools are governed by a board of directors made up of parents, teachers, and community members elected by the school community. Spectrum's current Board members are as follows:
 - Dave Lucas (Community Member, Chair)
 - Tom Sagstetter (Community Member, Vice-Chair)
 - Joe Thomas (Parent, Treasurer)
 - Jason Ruzek (Teacher, Board Member)
 - Joshua Zehoski (Parent, Board Member)
 - Cory Taylor (Parent, Board Member)
 - Nancy Moe (Teacher, Board Member)
 - *Dan DeBruyn, (Executive Director, Ex-Officio Board Member)*

Parent Involvement/Volunteering

Within Spectrum's beliefs is the strong sense of community involvement and volunteering. We strongly encourage our parents to find opportunities to become involved with their children's education and to impact the students through a partnership. We encourage Spectrum families to commit up to 20 hours of direct support to Spectrum each year. Here are some possible ways to get involved and volunteer:

- Assist teachers with after hour classroom projects
- Assist with office work
- Help with fundraising projects and grant writing
- Act as a special speaker
- Coordinate and/or coach extracurricular programs
- Help with various remodeling jobs
- Contribute food for special events
- Help with serving hot lunch
- Chaperone field trips
- Serve on a school committee/board

Volunteers should record their hours in the volunteer tracking system, HelpCounter. Remember, no matter how large or small, each volunteer act will build upon the other and provide an example to our students.

Anyone interested in volunteering should speak with Spectrum’s Volunteer Coordinator, Janice Dammeier.

Note: In order to maintain a safe environment for our students, all volunteers are required to complete a Criminal Background Check and agree to abide by Spectrum policies (See Spectrum Board Policy #509).

General Information

Arriving and Departing from School

A. Expectations Related to Buses

Spectrum contracts busing services for students who live within the ISD #728 school boundaries with Northstar Bus Lines, LLC. When arriving at school on a school bus, all students are expected to directly enter the school building.

The following guidelines have been established by the bus company:

1. The bus driver is in full charge of the bus and riders at all times. Students are responsible to the driver while riding the bus just as they are responsible to teachers while in attendance at school.
2. It is dangerous for the students to move about the bus while in motion. Students must not change seats while the bus is in motion or scuffle while on the bus.
3. Any distractions to the driver jeopardize the safety of every student in the vehicle. Students must not have conversations with the driver or otherwise divert the driver’s attention while driving.
4. Students should always be ready for the bus at least five minutes before the scheduled pick-up time. Changing weather and road conditions make it impossible for the bus to maintain an exact schedule. If a bus should be late, students must wait at least ten minutes past their usual pick-up time before leaving their pick-up point. Spectrum will communicate as soon as possible if there are changes to bussing. Parents should sign up for text alerts through Infinite Campus.
5. Students must not stand in the traffic lanes while waiting for the bus.
6. Students have a responsibility to keep the bus clean. They should do their part to keep the floor clear of wastepaper and trash and to keep the upholstery and interior finish of the vehicle in excellent condition.
7. Students should not at any time extend their arms or head out the bus windows. Windows should not be lowered any further than is necessary to allow air to pass through the vehicle.
8. Loading and unloading of busses shall be done in an orderly manner:
 - a. Students must wait on the curb until the bus comes to a complete stop and the driver indicates to the student that it is safe to enter or cross the street.
 - b. Students are to exit the vehicle one seat at a time (alternating rows) walking single file.
 - c. When unloading, students should wait until the vehicle comes to a complete stop before getting out of their seats. Where it is necessary for students to cross the road, the student should cross at least ten feet in front of the bus and take extra caution, waiting for the driver to indicate it is safe to cross.
9. Students are not to eat food, chew gum, or drink pop on the bus.
10. The use of tobacco, alcohol, drugs, or the use of dirty, profane, or abusive language while riding the bus could result in the student’s forfeiture of his/her riding privileges.
11. Any damage done to the bus should be reported to the driver immediately.
12. Students shall only be allowed to ride their regular scheduled route and only allowed to get on or off at their regularly scheduled stop. Should the student require a temporary ride home, a standardized form (not a note from a parent/guardian) shall be issued by the office to the student. The office shall keep a log of the bus passes issued with student, route, date, and reason information. The student shall provide the form to the driver upon boarding the bus.

13. Failure to follow the bus driver's directions or the bus companies' rules may result in the loss of transportation services.
14. Riding the bus is an extension of the school day. All school rules continue to apply.
15. All buses are equipped with cameras. There should be no expectation of privacy while riding on a school bus.

B. Rules for Field Trips, PE Classes, and Activity Trips

1. General bus rules apply.
2. No dressing and undressing on the bus.
3. Throwing of equipment on the bus is not allowed.
4. Students are not to load a bus unless an adult is at the bus.
5. Students who ride a bus are to come home on their assigned bus. Students may ride home with a relative if the parent/guardian has given permission and the coach or school staff have acknowledged it. Under no circumstances may a student return with other students or anyone not designated to provide transportation of the student.
6. Teachers, coaches, and chaperones will ride the bus to and from trips. The chaperones will be responsible for all students who ride the bus.
7. Students are expected to respect the authority of staff and chaperones.

Spectrum reserves the right to call parents/guardians to pick up a student who has not complied with these rules. Further disciplinary consequences may include exclusion from further field trips.

C. After School Transportation

Once route busses have departed, afterschool transportation is the parent's responsibility. Outside of school-sponsored activities, Spectrum is not responsible or liable for the transporting of students to any after school destinations.

D. Closed Campus

Students may ONLY leave school grounds during regular school hours (once arriving at school, including on the bus) under the following conditions:

- with written parent/guardian permission and signing out in the school office;
- if the high school student has earned the Perks of doing so through their participation in College at Spectrum High School (C@SH) courses (as determined by the School Counseling Office); or
- if the high school junior or senior has earned early release/late arrival privileges (as determined by the School Counseling Office).

Note: If a student leaves school grounds for a doctor's appointment with permission from parent/guardian, then upon returning, the student MUST sign in at the school office, and present a doctor's note verifying the time of the appointment.

E. See Northstar Bus Lines, LLC (Behavioral) Incident Referral Form (Appendix P)

Student Driver Expectations

A. Student Drivers - A student may drive a vehicle to school under the following conditions:

1. They have possession of a valid driver's license;
2. They understand that personal cars parked on school grounds are subject to search for reasonable suspicion of items or substances that violate school or state rules;
3. They assume liability for damage of property on school grounds;

4. They do not go to the parking lot during the school day without permission from the school office staff;
5. They drive safely at all times;
6. They will not transport another student home. Spectrum is not responsible or liable for monitoring these situations.
7. All rules apply equally to students who reach 18 years of age or older prior to graduation.
8. They have obtained a parking permit.

B. Parking Permit

In order for a student to park in the Spectrum student parking lot(s), they must obtain a parking permit from the school each year. Students may apply for a parking permit in the school office. Each student who turns in their completed application with student and parent signature, and pays the fee each year, will be issued a numbered permit. Priority for parking permits will be given to upperclassmen based on available space and meeting the deadline for application.

Students may **ONLY** park in the designated areas. *The parking lot will be monitored and vehicles without parking permits will be subject to consequences.* The parking permit must be prominently displayed as instructed.

For the safety of all Spectrum students, parking permits may be revoked for the following reasons:

- A student is suspended and continues to park at school;
- A student chooses to disregard crosswalks or is driving in an unsafe manner;
- A student has incidents of speeding or reckless driving on or around school property;
- A student parks in undesignated areas (including the street or staff/visitor parking);
- A student's license and/or insurance have been revoked; or
- A student's parking privileges have been determined by the school to cause disruptions in some other way.

It is the student's responsibility to provide current and accurate information in relation to their car's make, model, and color. The office should be notified of any changes as soon as possible. Spectrum has limited parking and encourages the use of busing when possible.

School Hours

A. Beginning and Ending Times

1. Students may enter the building no earlier than 7:00 a.m., unless prior arrangements have been made with administration.
2. School hours are 7:25 a.m. – 2:25 p.m. Late start school days are 8:25 a.m. – 2:25 p.m. Monitored spaces will continue to be available for students starting at 7:00 a.m.
3. Students will only be allowed in classrooms before and after school with the permission of the classroom teacher. It is the responsibility of the teacher to provide supervision in the classroom at these times.
4. Students should be picked up at the end of the school day no later than 3:00 p.m.
5. In the event of an emergency, parents should call the school by 2:00 p.m. and make alternate arrangements for student pick up.

B. School Closing Information

Spectrum will make every effort to post school closing information by 6:00 a.m. in the following locations:

1. Television: Channel 4 – WCCO; Channel 5 – KSTP; Channel 9 – KMSP; and Channel 11 – KARE;
2. Spectrum website www.spectrumhighschool.org; and
3. A text and email sent through the school’s messenger system. *Note: It is important that parents update their information and mark in Infinite Campus that they wish to receive text messages.*

Other Important Information

A. Bicycles, Skateboards, and Rollerblades

Students are permitted to ride bicycles, roller blades, or skateboards to school at their own risk. The school recommends the use of a lock for bicycles because the school cannot accept responsibility for theft. None of these items may be used on school property for recreational purposes at any time. Bikes **MUST** be kept on the bike rack provided by the school. Skateboards and rollerblades **MUST** fit reasonably in the student’s locker.

B. Back Packs/Bags/Purses/Athletic Equipment Bags

Back packs/bags/purses are **NOT** allowed in classrooms. They must be left in the student’s locker. Athletic equipment bags must be kept in the designated location at each building.

C. Personal Electronic Devices/Cell Phones

Electronic devices are allowed during passing time and lunch (at the high school **ONLY**). Personal computers or devices will not be allowed to be used in classrooms. Spectrum Chromebooks have the appropriate monitoring and security in place to ensure all students have equal access to programs and digital resources to support their learning.

Cell phones can be a significant distraction from learning. They are not to be seen or used in the classroom. Additional restrictions may be implemented throughout all levels of learning. High school students may be asked to turn off sound and place cell phones in a pocket holder in the classroom in order to avoid distraction. Middle School students are not allowed to use cell phones during the school day. Parents/guardians needing to contact their student in an emergency should call the school office.

Please see Appendix O – Electronic Device Approval Policy for more information.

Cameras on phones are specifically prohibited from use in locker rooms and restrooms.

D. Fundraising

Fundraising events/activities **MUST** be approved by the school before proceeding. *See Fundraising Policy.*

E. Items from Home

Occasionally, a teacher may ask that students bring items from home for a class as a learning experience. We ask that students not bring other items from home unless specifically asked to do so. The school cannot assume responsibility for any items brought to school. We ask parents/guardians to be observant in making sure that when/if valuables are brought to school, they are brought to the office or teacher’s classroom for safe keeping. Valuables should never be left in the students’ lockers without a lock.

F. Items Being Sent Home with Students

Any items from outside organizations being sent home with students from the school office (even if related to classroom activities) must receive prior approval by Administration. *(This procedure is in place in an attempt to avoid outside solicitation and inappropriate materials being sent home.)*

G. Locker Policy

1. Lockers are assigned to students on the first day of school.
2. Students are encouraged to provide a lock for their lockers and not to share their combination with others. However, the combination must be recorded with the front office.
3. Students keep valuables in their lockers at their own risk. Spectrum is **not** responsible for lost or stolen items kept in school lockers.
4. Report any need for locker repair to the school office immediately.
5. Decorations and other items are not allowed on the exterior of the locker (with the exception of school-sponsored activity related recognition provided by the school.)
6. The school reserves the right to search and remove items on or inside lockers that are considered inappropriate.
7. Students are responsible for thoroughly emptying and cleaning their lockers during the last week of school, as well as periodic cleaning throughout the year.
8. Students must use only their assigned locker. Sharing lockers is not allowed without administrative permission.
9. Lockers are the property of Spectrum and may be searched at any time with or without notice, cause, or warrant. This includes searching bags, containers, backpacks, and other items located within the locker.

H. Passes

1. Any student in the hallway, while class is in session, is required to have a pass in his/her possession.
2. A student without a pass will be sent back to class or receive appropriate consequences.

I. Phone Usage

1. The office phone is **ONLY** available to students on a restricted basis at the discretion of their teacher or office staff before, during, and after school hours. Students may **ONLY** use the office phone if they have been given prior approval. Students need to have a pass to get out of class to use the phone.
2. All picture taking, regardless of device, such as cell phones, SLR cameras, etc., is prohibited in locker rooms and bathroom areas.
3. Any inappropriate and illegal use of cell phones and online posting done by students will result in a warning or more serious consequences depending upon the extent of the offense. The warning will emphasize that taking, posting, sending, and receiving sexually explicit photos or online postings that are retrievable within a school facility, on school grounds, or during school sponsored events, may result in suspension or expulsion by the school. Additionally, law enforcement officials may be notified, leading to possible arrest on serious criminal charges.
4. Cell phones are not to be used in the classroom at any buildings. They are not to be used at any time during the school day for middle school students. While not encouraged, they may be used during passing times or at lunch at the high school only. Students in the College and Career Center may use cell phones. However, they may not be used for phone or video calls or in any way that is distracting for other students.

J. Pledge of Allegiance

The Pledge of Allegiance to the United States of America will be recited on a daily basis throughout the school. Any student has the right not to participate in this recitation if they so choose (but must do so in a way that is respectful and non-disruptive). All students must respect other people and their right to make this choice.

K. Restricted Areas

Students may not be in the restrooms, locker areas, or restricted areas, inside or outside of the school, without permission. This includes adjacent properties, in the parking lot (during the school day), etc.

L. School Visitors

1. Everyone visiting Spectrum during school hours is required to sign in at the office. They will receive a visitor badge, which must be displayed for the duration of the visit. The office will notify the host of an incoming guest and give further directions.
2. Volunteers will sign in at the office, pick up a volunteer badge, and proceed to their destination. Volunteers must wear the badge for the duration of the visit.
3. Special Deliveries: Parents who have a delivery for their student should not go to their student's locker or disturb the classroom. They should have it delivered to the school office.
4. Outside visitors, such as alumni, siblings, or friends will not be allowed to visit during the school day without specific permission from administration.

M. Student's Right to Free Speech

Under the Constitution of the United States of America, all public schools must respect a students' right to free speech so long as they do not use lewd or foul language, promote illegal drug use, harass other students, or substantially, or potentially disrupt the school environment. All flyers and posters (associated with school-sponsored activities), upon the approval of Administration, will be posted in the designated area.

N. Textbooks and Supplies

1. Each student's family is expected to provide the required consumable supplies (e.g., paper, pencils, notebooks, ...).
2. Students are required to have paper book covers on all textbooks (no stretchy fabric covers are allowed). *Per the Minnesota Public School Fee Law, Minnesota Statutes, section 123B.37, Subdivision 1(b), the Spectrum School Board authorizes the school to charge fees for textbooks, workbooks, and library books, lost or destroyed by students. This serves as Spectrum Board of Director's annual notification to parents and/or guardians and students about its policy and intention to charge fees for textbooks, workbooks, and library books, lost or destroyed by students.*

Food and Drink

A. Food and Drink Policy

Food and drink are permitted only at meal times in the cafeteria (or College and Career Center eating area), except as a part of a teacher-directed activity. Staff need to be considerate of any possible food allergies before choosing to hold a teacher-directed activity that involves food.

Water bottles (with water) are permitted during class. No glass is allowed and the container must have a spill proof lid.

B. School Meal Accounts

Each family is assigned their own school meal account for purchasing additional meals or ala cart items. Money may be deposited in this account at any time through Parent Portal. Students from the same family draw from the same account.

School meals must be ordered by the timeline posted monthly.

Free and Reduced Lunch applications are available at the school office. All eligible families are encouraged to apply. While school meals are free during the 2023-2024 school year, eligibility can allow for other benefits such as discounts in extracurricular activities, testing fees, and field trip fees.

C. Cafeteria Rules

1. Respect Yourself
 - a. Use good table manners
 - b. Use appropriate speech
2. Respect Others
 - a. Be kind in words and behaviors
 - b. Comply with guidelines issued by staff
3. Respect Property
 - a. Properly dispose of trash
 - b. Assist with cleaning up for the next group
4. No ordering of food from outside vendors to be eaten in the cafeteria.
5. Students should use a pass to leave the cafeteria during the lunch period (other than using the restroom)

Extracurricular/Co-curricular Activities *(See Student Activities Handbook for more details)*

An extracurricular/co-curricular activity is any school-related activity outside of class time. The following standards shall be expected of all students who represent Spectrum in all extracurricular/co-curricular activities such as athletics, cheerleading, music, other school competitions, etc.

A. Conduct

Respect and cooperation with coaches, teachers, directors, and others. Be a good example in relationships with others.

B. Dress

Students should dress modestly at all school functions.

C. Attendance/Absence

1. Any student not in attendance at school for at least half a day (both block and non-block days) may not participate in student activities for that day, including athletic practices.
2. Any student who has been suspended from Spectrum for any reason shall also be suspended from attendance at or involvement in any extracurricular activity during the full period of the suspension, including any non-school days spanned by the period of suspension.
3. Any student who receives an in-school suspension for more than a ½ day shall also be suspended from attendance at or involvement in any extracurricular activity during the full period of the suspension.
4. Any student who is absent because of a family emergency or traumatic event, or approved by Administration, may participate in an event that day.

D. School Dance Policy *(See Appendix L)*

ACADEMIC EXPECTATIONS

Attendance

Note: At Spectrum, all students, regardless of age, must adhere to the same rules. All students must provide parental verification of all absences, and in some instances, additional verification may be necessary.

A. Purpose

Research proves that the amount of time involved in the classroom directly affects the student's ability to learn. Minnesota state law requires every child between seven and eighteen years of age to attend school. Students must follow their daily schedules as printed. Each student is to be on time and present during the

entire period. This includes the lunch time where students must remain through their lunch period, unless officially excused.

Absences cause missed classroom instruction and can result in a backlog of class and homework for the student. Therefore, it is important that students be in each class the maximum time possible.

B. Minnesota State Truancy Guidelines

State law provides that if a student is absent without lawful excuse on three or more consecutive days or three or more class periods on three days, the student is considered truant. Truancy is a violation of Minnesota state law.

Spectrum is required to report a student as truant to the residing county attorney's office. Spectrum will follow county guidelines as outlined per county process. Habitual truancy may result in the parent and child being summoned to appear in juvenile court. Per state and county truancy guidelines, absence count accrues on an annual basis. Per Spectrum High School Attendance Policy, tardies, absences, and late arrivals will accrue for each semester; however, state and county truancy guidelines continue to accrue for the entire school year. Students should refer to their resident county guidelines for truancy policy description.

C. Spectrum Absence Policy Definitions

Absence – The failure of a pupil to be present at school for an entire class period or more.

Tardy – A student may be considered tardy if he/she is not at their desk when the bell rings. If a student is late to school, they are to report to the office for a tardy slip. A note or phone call must be received from the parent/guardian stating the reason for the tardiness. This will assist in determining if the tardy is excused or unexcused.

Skipping is defined as an unexcused absence for any class period.

Late Arrival may refer to either an excused or unexcused absence or a tardy.

Sign-In/Sign-Out Form – All students who enter the building after school is in session or leave the premises before school is out must sign in and out at the school office.

Excused Absence/Excused Tardy/Excused Late Arrival – An absence/tardy/late arrival/early release from school or class for any of the following reasons are recognized by the school as legitimate:

1. Parent/doctor verified illness;
2. Religious observance;
3. School-directed activity;
4. Medical/dental appointment;

In the case of illness or emergency, a parent must call the office by 9:00 a.m. on the day the student is absent.

Doctor appointments should be scheduled during non-school hours as much as possible. When there is a conflict, a written notice must be turned into the attendance clerk stating the reason for and date of the appointment, and the time the student is to be dismissed from class. This is to be brought to the school office early enough so that the student is not tardy to the first class. The student will receive a pass from the school office allowing him or her to leave the building at the designated time.

Students must sign out at the school office before leaving school. They must also sign in if they return before the end of the school day. They will be issued a pass to present to the teacher to allow them back into class;

5. Family vacations: For family vacations lasting longer than 3 school days, parents or legal guardians must give advanced notification to the Attendance Clerk who will inform the staff. Parents are encouraged to arrange their vacations to coincide with the vacation days on the school calendar. It is the responsibility of the student and parent to make

- arrangements for missed course work through the teacher, Parent Portal, and/or Schoology. See *Making Up Missed School Work Policy* later in this handbook;
6. College visits(s) – Should be limited to a maximum of 2 per junior and senior year. College visits must be pre-arranged; and
 7. Extended absences may require a doctor’s note, which includes the reason for the absences as well as the dates for the absences.
 8. Student has earned “perks” (typically juniors and seniors).

D. Unexcused Tardy/Unexcused Absence Policy

A student is marked absent unexcused if the school has not been given a reason for the absence and parents cannot be contacted, or the reason given is not excusable. Parents are responsible for contacting the school by calling the attendance office at (grade 6) (763) 450-9857, (grades 7/8) (763) 450-9860, or (HS) (763) 241-8703, or by sending a note within 48 hours if the student is absent. A student that arrives to school late or arrives to any class period throughout the day without an acceptable excuse will be marked tardy unexcused. **An unexcused tardy/unexcused late arrival is changed to an unexcused absence if the student arrives more than 20 minutes after class begins on an 8-period day or 30 minutes on a block day.** A parental note or call of explanation does not automatically excuse an absence, tardy, or late arrival.

E. Maximum Absence Policy

The Maximum Absence Policy states that in order for a student to receive full credit for a one semester class, a student may be absent no more than 10 class periods (per semester), **regardless of whether the absence is excused or unexcused.** If a student misses more than 20 minutes of class on an 8-period day or 30 minutes on a block day, the student is counted as missing the entire period. After 10 absences the student will meet with Administration and the student may be withdrawn from the class. A parent and/or student may appeal the school’s decision to deny credit by submitting a letter of appeal to the Administrator. In exceptional circumstances, the parent/guardian may request reconsideration of the decision by a review team made up of the principal, the school counselor, and the Executive Director. The priority of this policy is to establish a pattern of attending school on a regular basis. In the case of absences due to chronic illnesses, as verified by doctor’s note, the Maximum Absence Policy will be reevaluated by administration to see if the student has accomplished enough course work to earn credit for the class. The school may send a maximum absence policy notification letter to parents if a student reaches 5 absences for the same period. A second notification letter may be sent if a student reaches 8 absences for the same period.

In compliance with Minnesota Statutes, section 126C.05, Subdivision 8, a student who has been absent for 15 consecutive school days will automatically be dropped from enrollment and classified as withdrawn.

Unexcused Late/Tardy/Absences (by period) by semester

Same Period Occurrences	Action Taken
1	Warning (verbal at office check in with Attendance Clerk)
2	Warning email sent to parents
3	One-hour detention
4	One-hour detention
5	In-School Suspension, emailed notification letter
Additional past 5	Case-by-case basis, possible detention or ISS (revert back to 2, 3, and 4)

8	In-School Suspension, U.S. mailed and emailed notification letter
10	In-School Suspension, U.S. mailed and emailed notification letter

All Day Absences – Annual count - Unexcused

Number of Days	Action Taken
1	ISS, parent email sent
2	Emailed notification to parents about referral to County, possible ISS.
3	Parent meeting *Sherburne & Wright County - referral to Truancy Intervention Program (TIP) meeting by Dean of Students
4	*Anoka County - referral to Truancy Intervention Program (TIP) meeting by Dean of Students
5	Emailed notification letter re: maximum absence policy sent *Sherburne & Wright County – referral to Student Attendance Review Board (SARB) meeting by Dean of Students
6	*Hennepin County – referral to Be @ School Program for Parent Group Meeting (PGM) by Dean of Students
7	*Anoka County – petition filed to court
8	Emailed notification letter re: maximum absence policy sent
9	Hennepin County –Student Team Attendance Review (STAR) report for case management services submitted
10	Emailed & U.S. mailed notification letter re: maximum absence policy sent. Parent meeting

All Day or by period Absences – Excused

Number of Days or Periods	Action Taken
5	Emailed letter re: maximum absence policy sent
8	Emailed letter re: maximum absence policy sent
10	Emailed & U.S. mailed letter re: maximum absence policy sent. Parent meeting
Circumstantial	Based upon number of absences and specific circumstances, families may be required to provide a doctor’s note to excuse any further absences at any time.

F. Field Trip Expectations

Field trips are designed to augment the student’s classroom learning. See *Rules for Fieldtrips*. Certain fieldtrips may require students to be current on assignments and passing classes in order to attend (e.g., college visits and MSHSL activities).

G. Making Up Missed School Work

Students are responsible for collecting assignments when absent, including when on vacation. Students have access to Spectrum’s Schoology website. Each student has a password that allows them access to their classes to check for any missed assignments.

Any student who knows in advance that they will be absent should request assignments from teachers before the absence and may be instructed to check Schoology.

Students' excused absences for the following reasons will be given a minimum of two days to make up that work (without being considered late):

1. Parent/doctor verified illness; and
2. Family emergencies.

Students absent for the following reasons shall be expected to turn in completed work upon return from the absence, including all pre-announced tests or specific course projects:

1. Medical/dental appointments;
2. In-School Suspension;
3. Out of School Suspension;
4. School directed activities; and
5. Family vacations.

Make-up work not submitted may earn a grade of zero. An accumulation of missing assignments may result in an "F" for the course.

H. Leaving School Early

For the security of our students, parents/guardians should follow these guidelines when their student needs to be excused early from school:

1. The school will accept a phone call (with verification of identity), a note from home, or the parent/guardian coming in when the need arises to excuse a student from school early. In all cases, the student must be signed out when leaving. Verification of the person requesting the student be excused early may be done by asking specific questions (i.e., child's birth date, child's middle name, showing I.D.).
2. If a student misses more than 20 minutes of class on an 8-period day or 30 minutes on a block day, the student is counted as missing the entire period.
3. Students must be picked up from the office area and not from the classroom.
4. All students will need written permission or phone confirmation from the parent/guardian if the child is to be picked up by someone other than their parent or legal guardian.

Note: Students are not allowed to ride a bus other than the bus to which he/she has been assigned without special permission to do so – including permission from parents of both students.

I. C@SH and Release PERKs (Proper Education Rewards Knowledge)

PERKs are earned or maintained based on a student's grades, attendance incidents (including required C@SH day periods or Requested Sting Time [Advisory/RTI sessions), and/or behavioral concerns. A student fails to maintain PERKs until the next review period if they have:

Academics:

- a grade that falls below a C for C@SH or B- for high school classes.

Behavior:

- any documented behavior concerns within a review period;
- failure to follow the check in/out process for entering/exiting the building or utilizing the CCC.

Attendance:

- accumulated 2 or more unexcused absences within a review period;
- accumulated any combination of 3 or more tardies or absences within a review period, whether or not the tardies or absences are excused or unexcused; or
- accumulated 6 or more absences, excused or unexcused, within a single C@SH course.

C@SH PERKS are available to 10th graders taking a C@SH Class. These students are allowed to be in the College and Career Center during approved C@SH periods on C@SH days ONLY! They are not allowed to leave campus.

NOTE: Teachers requesting C@SH students to attend class on C@SH days should document in writing this request with an email to the student, guardian(s), and attendance clerk.

Release PERKS are available to 11th and 12th Graders ONLY. Release PERKS allow release from approved C@SH Periods on C@SH days ONLY and any Academic Study Course during the week. These students are allowed to be in the College & Career Center or leave campus.

These PERKS are based on grades, attendance, and/or behavior of the previous monitoring period.

If a parent/guardian wishes to revoke their student's C@SH or Release PERKS, they may do so by contacting their student's School Counselor.

A signed *C@SH and Release PERKS Form* must be on file in order for a student who maintains Release PERKS to leave campus.

A parent must sign the *Senior Release Form*. The parent signature is acknowledging that Spectrum is not responsible or liable for the periods the student is scheduled for Senior Release.

K. Sting Service (Serving as a Teacher's Assistant)

Students who apply for Sting Service must meet the following requirements in order to qualify and must maintain these requirements to continue to have Sting Service.

- C- or better in all high school classes
- C- or better in all advanced level high school classes
- Complete *Sting Service Application*
- Be a high school Junior or Senior
- Will be assigned a teacher by the School Counseling Office
- Must remain in classroom under teacher supervision if all teacher tasks have been completed
- Grades will be checked at quarter end and mid-term

At any time, a student may request to end Sting Service and be added to an Academic Study course. Student grades will be reviewed throughout the semester. Students can be removed from Sting Service at any time if the requirements are not met or at the discretion of administration. Students can re-apply for Sting Service at the beginning of each quarter.

CURRICULUM

A. Academic Eligibility Policy

Bylaw 108.01 of the Minnesota State High School League (MSHSL) states that, in order to maintain scholastic eligibility, a student is to be making satisfactory progress toward graduation as defined by Spectrum. Students, parents, and faculty at Spectrum place a high value on academic achievement. Students are students first. While students have varying levels of academic ability, it is expected that each one will work to his or her potential. The goals of Spectrum's Academic Eligibility Policy are to (1) meet the MSHSL requirements, (2) promote, hold students accountable for, and assist students in their academic success, and (3) help students to self-advocate.

Note: Eligibility guidelines for middle school students may vary slightly from high school.



Eligibility guidelines are as follows:

1. Students will maintain a 2.0 grade point average and must not be failing any classes. Students in 7th–12th grades, playing a high school level sport or other MSHSL sponsored activity, shall not have more than one D during grade checks.
2. Grade checks will be done on a regular basis. Once given a warning, the student will have one week to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. If the student does not meet the minimum academic eligibility requirement after one week of warning, the student will become ineligible for competition/participation and immediately begin serving their suspension.

Notes:

- *Drama will have a grade check during auditions.*
 - *Band and choir will check eligibility prior to MSHSL contests.*
 - *The Activities Director, Activities Coordinator, and Principal may use discretion when determining eligibility at the end of 1st semester.*
3. Students found to be ineligible will not attend or participate in contests until they have raised their grade(s) to meet the minimum academic eligibility requirements or get an agreed upon plan for an extension in place. They may continue to practice at the coach’s discretion. Teachers are not required to extend assignments and homework deadlines due to participation in athletics and/or activities.
 4. If interested, a student may submit a *Request for Extension* of activity suspension to the school principal. Requests should be accompanied by a completed plan for improvement. If a student has an active Individualized Education Plan (IEP) or 504 Plan, his or her case manager may be consulted to determine whether an extension to the academic warning should be granted. The Principal will make the final determination about whether to grant an extension to meet the minimum academic requirement.
 5. It is the student’s responsibility to meet the minimum academic eligibility requirements. A student who is suspended must present documentation directly to the Activities Director to demonstrate that the or she meets the minimum academic eligibility requirements. The Activities Director will notify the coach/activity leader when the student may return to competition.
 6. Teachers will assess work in a timely manner, but are not required to make special considerations to assist the student in achieving his or her academic eligibility.

Students and parents/guardians are responsible to understand and agree to the academic eligibility policy as part of their choice to participate in extracurricular activities.

B. Incomplete Work

At times, a student may earn a grade of “I” (incomplete) at the end of a semester. Parents must be notified of any incomplete grade within two days of the end of the grading period. All grades of “I” must be completed within two weeks of the day the grading period ends, or they will automatically convert to an “F”.

C. Academic Dishonesty

Academic dishonesty is any type of cheating that occurs in relation to a formal academic exercise. This may include plagiarism, fabrication, deception, cheating, and/or sabotage.

All work submitted for credit in any class at Spectrum is expected to be the original work of the student submitting it. If said work is not the original effort of the student, or it is falsified, then he or she may be guilty of academic dishonesty. **Students who allow their work to be copied may receive the same consequences as those who do the copying.** Consequences may range from loss of credit for the

assignment or class, to a parent conference, to suspension from school or removal from class. A letter indicating the student had been found in violation of this policy will also be sent to the parent, with a copy placed in the student’s behavior file.

Definitions:

Plagiarism – The adoption or replication of ideas or words or statements of another person without due acknowledgement.

Fabrication – The falsification of data, information, or citations in any formal academic assignments.

Deception – Providing false information to a teacher concerning a formal academic assignment.

Cheating – Any attempt to give or obtain assistance in a formal academic assignment without acknowledgement.

Sabotage – Acting to prevent others from completing their work.

Students who are suspected of academic dishonesty will be subject to the following consequences:

Note: Middle school consequences may include a contract or an action plan and detention as a deterrent.

First Offense:

The document/s in question will be confiscated and the student will be shown evidence of academic dishonesty. The teacher will report the situation to Administration and contact the parent. If the alleged incident of academic dishonesty is verified, an automatic zero may be given and one hour of detention assigned.

Second Offense:

An automatic zero may be given. Parents will be contacted and an appointment will be made with Administration. In school suspension may be assigned.

Third Offense:

An automatic zero may be given. Parents will be contacted and up to a three-day suspension may be assigned.

D. Grading Policy

Letter Grade Earned	Percentage Scale:	Grade Point Average (GPA) calculation	Weighted GPA
A	92.5% or higher	4.000	4.250
A-	89.5% or higher	3.667	3.917
B+	86.5% or higher	3.333	3.583
B	82.5% or higher	3.000	3.250
B-	79.5% or higher	2.667	2.917
C+	76.5% or higher	2.333	2.583
C	72.5% or higher	2.000	2.250
C-	69.5% or higher	1.667	1.917
D+	67.5% or higher	1.333	1.583
D	66.5% or higher	1.000	1.250
D-	64.5% or higher	0.667	0.917
F	less than 64.5%	0.000	0.000

(*No “A+” grades can be earned at Spectrum)

- A Honor Roll: 3.667 GPA
- B Honor Roll: 2.667 GPA
- Middle School Academic Award Criteria – 3.95 GPA or greater
- Report cards are produced two times during the school year – once at the end of each semester – and are available through Campus Portal.
- Students and parents may monitor specific grades, missing assignments, etc. via the Campus Portal accessible through the Spectrum website. Campus Portal information will be updated weekly by 4:30 p.m. on Mondays.
- Class assignments may be tracked via Schoology and Campus Portal accessible through the Spectrum website.
- Any letter grade of D or F disqualifies a student from honor roll.

E. School Work Outside of the Classroom (Philosophy)

Spectrum is a college prep 6-12 school. By design and intention, it is meant to be a more academically rigorous educational choice. This is reflected in the school’s mission, expectations, curriculum, and homework. Spectrum adheres to the Advancement Via Individual Determination (AVID)’s definition of rigor: “inquiry-based, collaborative strategies to challenge and engage students in content, resulting in increasingly complex levels of understanding.” Choosing Spectrum means choosing to complete schoolwork, choosing to take challenging courses, and choosing to engage in high-level discussion with teachers and peers.

College Readiness

Spectrum uses AVID strategies of writing, inquiry, collaboration, organization, and reading (WICOR) to prepare students for college and career. AVID defines college readiness as the level of preparation a student needs in order to enroll and to succeed without remediation in credit-bearing general education coursework at a college or university.

Spectrum strives for its graduates to enter their postsecondary institution without remediation.

Academic Purpose

There are three primary academic purposes for assigning schoolwork outside of the classroom:

- Preparation = It allows the student to prepare for a challenging lesson by grounding himself or herself in introductory materials. In turn, this allows for class presentations and discussions to be more engaging and for the teacher to reinforce areas of confusion.
- Reinforcement = It allows the student to practice and to maintain familiarity with concepts introduced in class.
- Mastery = It allows the student to practice concepts to the point of personal proficiency, which is necessary to move forward in a content-based curriculum. In addition to the academic goals, it serves aspects of character education; it builds up the qualities in a student necessary to succeed throughout life such as discipline, planning, time management, decision-making, and accepting responsibility for one’s actions.

Spectrum intends to make schoolwork outside of the classroom purposeful and aligned with the class standards/objectives. There are critical times of the year when additional time may be needed for project completion or test preparation. This time does not consider individual student learning styles, needs, efficiencies, or family educational goals (e.g., grades, college/university aspirations, etc.). In the event that a student is experiencing difficulty in completing work, they should schedule a meeting with the appropriate teacher or advisor.

F. Late Work Policy (High School Only): High School and C@SH Courses

Any assignment not turned in on its specified date and time will be considered late.

Late work may lose up to 10% and is not accepted beyond the summative unit/chapter assessment (based on teacher discretion), unless prior approval is obtained from the teacher.

**All C@SH courses are subject to the specific college/university affiliates grading/assessing requirements, which includes policies on work done outside of the classroom. Students should refer to individual course syllabi for details.*

Late work due to absence will follow current policy and practices.

G. Graduation Requirements

Spectrum High School 2024 Graduation Requirements	
Subject	Credit Requirements
<u>English</u> (Language Arts) – Credits include: one credit of English each year, plus 0.5 credits each for Composition I and Composition II	5.0
<u>Social Studies</u> – Credits include: one credit of Social Studies per year (Geography, U.S. History, World History, American Government, and Economics)	4.0
<u>Mathematics</u> – All students must complete Algebra II. Linear Algebra does not meet high school math standards and therefore counts toward elective credit in high school.	3.0
<u>Science</u> – Credits include: Physical Science, Biology, and Chemistry or Physics. All students must complete either Chemistry or Physics. There is a transition starting in 2023-2024 (Class of 2027) to Chemistry in 9 th grade.	3.0
<u>Foreign Language</u>	2.0
<u>Arts/Fine Arts</u>	1.0
<u>SHS Requirements</u> : Credits include: 21 st Century Skills, College and Career Readiness I, II, and III (9 th through 11 th grades), Public Speaking or Intro to Communication C@SH, and Senior Capstone (12 th grade). Note: Some of these courses may be waived if a student takes the AVID elective class.	3.0
<u>Health</u>	0.5
<u>Physical Education</u> (0.5 credits meeting core standards and 0.5 elective credits)	1.0
<u>General Electives</u>	3.5
Total Credits	26

*As of Fall 2022, total General Elective requirements are modified as follows: Class of 2024: 3.0
Class of 2025: 3.5
Class of 2026: 3.5

**As of Fall 2022, Total Credit requirements for graduation have been modified as follows: Class of 2024: 25
Class of 2025: 25.5
Class of 2026: 26

- Some Spectrum Course Requirements may be waved through the C@SH program.
- One credit is equivalent to a full-year (high school) course that meets daily.
- All new students will have a transcript evaluation and may be subject to a math or reading assessment.
- Advanced Placement, C@SH, and Honors courses may have raised grades.
- Students who take high school courses in middle school (i.e., Geometry) will receive high school credit on their transcript (unless refused).
- If a student does not meet proficiency levels on district and/or statewide assessments, they may be placed in a remedial math or reading class.
- The number of credits required for graduation is the same for all Spectrum students.
- Fine Arts requirements may be met by taking two semesters of music, theater, visual arts, or media arts.
- All 6th grade students are required to participate in choir and/or band. All 7th and 8th grades students may choose to participate in choir and/or band. A prerequisite vocal audition may be required for all 7th & 8th grade students in middle school choir, as well as high school choir, and other specialized choirs

(i.e., chamber or men's/women's ensemble). Student placement is at the discretion of the choral conductor.

- Planning for graduation – Responsible planning of the educational program is an important part of a student's high school learning experience. The student's counselor will assist them as much as possible in planning so that they take the courses necessary for graduation and work toward their academic and career goal(s). However, it is ultimately the students' responsibility to enroll in and pass the needed courses.

If the graduation requirements are not completely met, a student may participate in graduation activities without receiving a diploma if they meet one of the following criteria:

1. They have completed all required district and statewide assessments and
2. They earn *all credits required in the core subjects* and are short no more than 1.0 elective credit, or
3. They earn the *total number of credits required* for graduation and are short no more than 1.0 credit in required core subjects (non-elective subjects).

High and highest honors are recognized for graduating seniors. Student cumulative grade point average (GPA) for High and Highest Honors is calculated following the 1st semester of their senior year. *If a valedictorian and/or salutatorian are recognized, they will be determined following the 1st semester.*

Honors include:

Cum Laude (GPA 3.300-3.599) white tassel

Magna Cum Laude (GPA 3.600-3.799) gold tassel

Suma Cum Laude (GPA 3.800-4.000) white and gold tassel

Unless otherwise required by law, only graduation regalia provided by Spectrum in recognition of academic accomplishments at Spectrum will be allowed to be worn at graduation.

*All diplomas will be issued pending senior check out, final grades, and transcript reviews.

Middle School – If a student does not meet district proficiency levels in reading and/or math, the student may be placed in a specific course or be required to receive additional support outside of the traditional pathway.

H. College at Spectrum High (C@SH) On Campus

C@SH is a dual enrollment program with area colleges, which allows a student to earn college credit while taking courses on Spectrum's campus. C@SH courses are taught by Spectrum teachers who are qualified through Spectrum's partnerships at various colleges (e.g., Anoka Ramsey Community College, Central Lakes College, Pine Community and Technical College, and the University of Minnesota). All courses necessary to obtain an Associate of Arts (AA) degree are available on Spectrum's campus.



The option to earn an AA degree on campus is available at Spectrum High School for all eligible 10th, 11th, and 12th grade students. To qualify for the C@SH Program that allows students to receive college credit towards an AA degree, students must have a 3.5 GPA as a sophomore, a 3.0 GPA as a junior, and a 2.6 GPA as a senior. Students may also be required to receive a qualifying score on a placement test. Occasional exceptions to these requirements may be available through partner colleges as noted in Spectrum course registration materials.

If students are considering this on-campus option, they need to contact the School Counseling Office and set up an academic planning meeting to ensure they are on track to meet the Spectrum graduation requirements.

C@SH credits are calculated at a ratio of 4:1. A semester long 3-credit C@SH course is adequate to meet a year long, one credit Spectrum course and/or graduation requirement in a specific area, and it will be recorded on the student's Spectrum High School transcript as 0.75 credit. Example: Intro to Communications C@SH = 3 college credits or 0.75 Spectrum High School credits.

Advantages of C@SH Classes vs. PSEO – the same college credits with the following advantages –

- More individualized learning with teachers
- Easy access to course instructors on the high school campus
- Easy access to the School Counseling Department familiar with both Spectrum and college requirements (from multiple colleges) as well as college and career planning for high school students
- Easy and convenient access to participate in high school athletics, activities, and events
- Students are able to fully experience high school with peers of their own age

I. Post-Secondary Enrollment Option (PSEO) Off Campus

PSEO is a program that allows students to earn both high school and college credit while still in high school. It is conducted off campus at the college of the student's choice, and is available to all eligible 10th, 11th, and 12th grade students, which could be part-time or full-time. To qualify for this program, students must meet the specific requirements set forth by the college. This may include receiving a qualifying score on a placement test. Students are responsible for providing Spectrum with all necessary documentation involved with this option. Students must notify the school by May 30 if they want to participate in PSEO for the following school year.

Note: PSEO fees beyond books and the cost of the course are the students' responsibility. This does not include activity fees, supply fees, etc.

For more information on PSEO, visit the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage at <http://education.state.mn.us/MDE/StuSuc/CollReadi/PSEO/index.html>.

PSEO students are required to meet Spectrum graduation requirements, including, but not limited to, the Senior Capstone Course requirements. If students are considering this off-campus option, they need to contact the High School Counseling Department and set up an academic planning meeting to ensure they are on track to meet the graduation requirements of Spectrum High School. PSEO/dual enrollment credits are calculated at a ratio of 4:1 in the same manner as C@SH classes.

Students participating in PSEO will continue to have reasonable access to the Spectrum High School building, computers, and internet access during regular school hours. All Spectrum rules and guidelines continue to apply and they must follow all protocol for signing in and out in the front office.

Dropping a PSEO Course: Students considering PSEO are encouraged to speak directly with a college counselor at the institution(s) with which they are registering. Once the student has determined courses they plan to take, they should check with their high school counselor to ensure they are also meeting Spectrum graduation requirements. This will help them to avoid possible negative implications for dropping courses at the college once the semester begins. PSEO students who drop a college course must follow the college's protocol. PSEO courses dropped after the add/drop deadline for the college (typically 5 days into the

semester) will result in a failing grade on the student's high school transcript, regardless of what appears on the college transcript. Students must notify their high school counselor as soon as possible if a drop occurs.

J. Summer School

Unless otherwise indicated, summer school (for the purpose of making up missed credits) is not offered at Spectrum. If a student is behind in credits, it is the responsibility of the parent and student to find an approved institution that offers the needed course(s) at the family's expense. The School Counseling Office may be able to offer options available locally for the family to pursue. Credit will be determined based on credit transfer criteria once the transcript has been received.

K. Academic Progress

Students who fail to make academic progress as determined by administration and the School Counseling Office will be given additional opportunities to succeed such as retaking classes, Sting Time (RtI), or repeating a grade.

L. Citizenship & Community Service

Building on Spectrum's mission to equip students with the knowledge, skills, and attributes to navigate the college and career of their choice and to positively impact the world around them, the Spectrum Citizenship Curriculum is aligned to the International Philanthropy Standards, the Minnesota Department of Education College and Career Readiness Standards, and the AVID College and Career Readiness Standards. The Citizenship Curriculum presents opportunities for students to acknowledge their role in the community as responsible and engaged citizens in a democratic society. It focuses on service and philanthropy as they contribute to the health and success of all individual members as well as that of the community as a whole.

Partnering with various community organizations, students are involved in service learning activities that are collaborative in nature as they move through middle school. As students enter high school, they have the opportunity to become more independent in the choice and direction of their service learning activities. The Citizenship Curriculum culminates as students engage in the independent Capstone Legacy Experience that is completed in grade 12.

L. Schedule Correction Request

When students have requested courses during the registration process, they have contracted to pursue the chosen courses to completion. Since schedule corrections have a serious effect on class size, teacher assignments, and the overall master schedule, they need to be minimized.

Dropping a high school or C@SH course (on the high school campus):

Students may be allowed to drop a high school course without penalty during the first ten days of each semester and add an Academic Study (if they are on track for graduation). Dropping a high school course after 10 school days is highly discouraged and should only be considered in rare circumstances. If allowed, any course dropped will result in a grade of "W" (Withdrawal) prior to 9 weeks into the semester. Any course dropped after 9 weeks will result in a grade of "F". This grade will be documented on their official transcript as a credit attempted, but not earned. A grade of "W" will not impact a student's GPA. In addition, a graduation credit review will occur prior to a course that is dropped.

C@SH courses may only be dropped during the first 5 school days.

PLEASE NOTE: Students will not be able to drop a course if their course load goes below 6 classes per semester. The only exception is for seniors who need 5 classes per semester for graduation.

Adding a high school or C@SH course:

Students may add a course during the first three class periods (of that course) at the beginning of the semester. Reasons for which schedule corrections will be considered include the following:

1. A senior who must meet graduation requirements;
2. Teacher, parent, and student request a level change;
3. Student's success or failure in summer school necessitate a change; or
4. Student had not met the prerequisites for the course.

Schedule changes and teacher requests are not available at the Middle School.

BEHAVIORAL EXPECTATIONS – STANDARD OF CONDUCT

Standard of Conduct

A. Student Responsibilities

A student is responsible for the manner in which his or her individual rights are exercised. The biggest responsibility of each student is to exercise respect.

1. Students are to respect themselves by:
 - a. Arriving prepared, well rested, dressed appropriately, and on time.
 - b. Caring about the quality of their work. Assignments will be done to the best of a student's ability (done neatly and with an appropriate use of materials). Making necessary arrangements for making up work when absent from school.
 - c. Following safety rules and directions carefully.
2. Students are to respect school staff and others by:
 - a. Treating all others with dignity and concern.
 - b. Assisting school staff in maintaining a safe school for all students.
 - c. Being aware of and conducting themselves in accordance with all school rules.

B. Discipline Policy

Spectrum believes that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience.

Nothing in this section precludes removal of students from class and/or school for serious offenses in accordance with the Pupil Fair Dismissal Law of 1974.

The discipline policy is developed to safeguard the student's right:

- To learn.
- To inquire and to express.
- To participate in student activities and to feel that both person and property are safe.
- To an educational opportunity that is free from discrimination.

1. Responsibilities of Parties.

- a. **School Board and Administrative Responsibilities:** It is the responsibility of the Spectrum School Board and Administration to adopt policies that provide for the health, safety, and well-being of each student. The School Board will support personnel who, in dealing with students on disciplinary matters, act in accordance with Minnesota statutes, Minnesota Department of Education regulations, the Minnesota State High School League (MSHSL) rules, the Student/Family Handbook, the bus ridership guidelines, and this policy.
- b. **Staff Responsibility:** The maintenance of discipline is the responsibility of all school staff with whom students come in contact. For the purpose of this policy, school staff includes teachers, other certified staff, non-certified staff, or volunteers. The supervision of student behavior cannot be left to any single individual. Any member of the school staff may initiate the disciplinary process for a behavior judged to be inappropriate, dangerous, or in violation with school rules.
- c. **Parent/Guardian Responsibility:** Parents should become familiar with the statutes, regulations, policies, and procedures that govern and safeguard their student while in the educational setting. Parents should respond to communication from the school concerning discipline and discuss the behavior with the student.

- d. **Partnership:** The home and school can influence this behavior. If a problem develops with a student, early cooperative action between parents and school staff is encouraged. Parents/guardians and school staff may work together to establish behavioral guidelines and consequences that fit within the discipline policy and respective student/family handbook. Students are responsible for their behavior at all times and are subject to disciplinary action for violations during the school day and/or at school-sponsored and related activities (whether on or off school grounds). Student choices and behavior outside of school time that impact the school or students during school time may also fall under this policy.
2. **Rules of Conduct:** Disciplinary action may be taken against students for any behavior that disrupts order, violates school policy, or violates the rights of others. Rules of conduct apply to a person while in school, on school grounds, on a school bus, or at a school-sponsored or related activity. Student choices and behavior outside of school time that impact the school or students during school time may also fall under this policy.
3. **Disciplinary Actions:** Disciplinary actions will depend on the severity of the infraction and the case history of the student.
4. **Removal from classroom:** Authority, procedure, notification, and timeframe to remove pupils from the classroom will follow these guidelines when possible:
- a. **Removal- one class period**
 - The teacher has the right to remove a student from the classroom. The student shall be sent to the office. The teacher shall write up a disciplinary referral form. The office shall be contacted by the teacher to ensure the student arrives. The office will contact the Dean of Students. The teacher will contact the parent/guardian by phone or email. If further disciplinary consequences are given, the Dean of Students will contact the parent/guardian.
 - Administration may hold an informal administrative conference with the student.
 - b. **Removal from classroom - multiple violations**
 - The chronic offender shall be sent to the office. The teacher shall contact the office to ensure the student arrives. The teacher shall write up a disciplinary referral form and send/bring it to the Dean's office. Administration will consult with the teacher. Administration may hold an informal conference with the student, teacher, and parents/guardians.
 - Administration will make a decision as to the type of discipline implemented, which could include removal from class short-term or permanently.
 - c. **Special considerations in relation to students receiving special education or 504 services**

A determination will be made as to whether there should be further assessment and/or a need for review of the current individual education plan (IEP) or 504.
 - d. **School program modifications.** Administration may recommend the following:
 - Referral to in-school support services;
 - Referral to community resources or outside agency services;
 - Assignment to an alternative program;
 - Transfer to another school; or
 - Dismissal, suspension, exclusion, and expulsion (in accordance with the Pupil Fair Dismissal Act of 1974, as amended).

5. Information and Notification

A copy of the Student/Family Handbook is always available to students and families on the website, and important excerpts shall be addressed with all students the first month of school. Extra-curricular eligibility and team rules will be given to all participants prior to their first contest. Attempts will be made to contact parents about violations of the rules of conduct and resulting disciplinary actions except as provided by the Pupil Fair Dismissal Act of 1974.

- 6. A teacher, school employee, school bus driver, or other agent of a district may use **reasonable force** in compliance with Minnesota Statutes 121A.582 and other law.

C. Guidelines for Student Discipline

These guidelines are an attempt to provide consistent, progressive consequences for student behaviors. Administration may choose to move to a higher or lower offense if individual situations warrant. Each case will be judged on its own merits.

Where violations of law occur, Administration will refer students to the Elk River Police Department in addition to the school discipline. Administration will attempt to contact parents. Any off-campus behavior that has a detrimental effect, or is a violation of school rules, may also be subject to school discipline. For example, misconduct at school events or harassment of staff off campus. This may include things shared online. Not with-standing any provision in this policy, a violation of policy may subject a student to loss of privileges, suspension, exclusion, and/or expulsion.

The following table illustrates, but is not limited to, the consequences that may need to be addressed should these behaviors, or offenses, or any others not categorized occur. Multiple incidents of different behaviors or offenses, as well as consideration of the severity or grade level, may result in changing consequence or offense level.

Note: At the discretion of Administration, In-school suspensions (ISS) may cancel out previously assigned unserved detentions with the goal to help the students learn from and modify their behavioral choices with the consequences following as close as possible to the actual offense.

BEHAVIOR/OFFENSE	CONSEQUENCE 1ST OFFENSE	CONSEQUENCE 2ND OFFENSE	CONSEQUENCE 3RD OFFENSE
Academic Dishonesty (including plagiarism or the use of Artificial Intelligence (AI) generated material)	Teacher confiscated document. Student shown evidence. Reported to Administration. Contact parent. Automatic zero. Detention will be assigned.	Automatic zero. Contact parents for appointment with Administration. In school suspension will be assigned.	Automatic zero. Contact parents. Up to a 3-day suspension may occur.
Bullying	Student notification report filed or student complaint received. Detention or possible ISS. MSHSL rules apply. Possible step #1 referral to resident county.	Police notification. Suspension up to 3 days. MSHSL rules apply. Possible step #2 referral to resident county.	Police notification. Up to 5 days suspension. MSHSL rules apply. Possible step #3 referral to resident county.
Bus Conduct	When given a bus discipline report by transportation company, Spectrum Administration will issue consequences accordingly.		

Chromebook/computer Technology/Internet Misuse	Loss of access. Up to 3-day suspension.	Up to 5-day suspension and loss of computer privileges.	Up to 10-day suspension.
Damaging School Property or Losing School Equipment	Pay for damages or loss. Up to 3-day suspension.	Pay for damages or loss. Up to 5-day suspension.	Pay for damage or loss. Up to 10-day Suspension. Possible recommendation for expulsion.
Damaging Property of Others	Pay for damage. Detention.	Pay for damage. 1-day ISS.	Pay for damage. Up to 5 days out of school suspension.
Disrespectful/Disruptive Behavior/Horseplay	Warning. Possible detention. Parent contact.	Detention or ISS.	ISS or possible out of school suspension.
Distributing of Unauthorized Materials (i.e. sexual, racial, religious, etc.)	Up to 3-day suspension.	Up to 5-day suspension.	Up to 10-day suspension. Possible expulsion.
Dress Code Infraction – See dress code policy as well as clothing of a sexual nature, chemicals, tobacco, racial or other inappropriate messages See Nuisance Articles for hats, hoods, sunglasses, etc.	Student given option to change or sent home.	Parents contacted.. Change clothing item or sent home.	Parent contacted. Detention. Change clothing item or sent home. *Continued violations will result in further disciplinary action.
Electronic Devices (e.g., I-pods, MP3, cell phones, cameras, other electronic devices)	Item confiscated. Give back to student at end of day.	Item confiscated. Parent contacted. Detention and parent picks up item.	Item confiscated. Parent contacted. Dismissal or possible suspension. Daily check in of item to office.
Failure to Attend Detention	Detention doubled. Parent contacted.	1-day dismissal. ISS.	See insubordination offense.
Fighting/Physical Confrontation/Assault of a Student	3-5 day suspension. Possible police referral.	5-10 day suspension. Possible recommendation for expulsion. Police referral.	5-10 day suspension. Recommend expulsion. Police referral.
Forgery or Falsification of School Documents	Parent contacted. Detention.	1-day dismissal.	3-5 day suspension.
Gambling	Parent contacted. Detention.	1-day dismissal.	3-day suspension. Police notification.
Gang Colors/Activities	Warning. Possible detention and/or suspension. Possible referral to Police Department. Determined by the Administration on an individual basis.		

Harassment/Hazing	<i>See Harassment Policy</i>	Police notification. Suspension up to 3 days. MSHSL rules apply.	Police notification. Up to 5-day suspension. MSHSL rules apply.
Inappropriate and illegal use of cell phones and online postings (including social media)	Warning: Taking, posting, and sending or receiving sexually explicit photos may result in suspension or expulsion and law enforcement will be notified. Consequences dependent upon circumstances ranging from a warning, to a suspension, to a recommendation for expulsion. Posting that may be considered harassment or bullying, whether posted in or out of school, that impact students at school may be subject to discipline and/or reporting to the local police.		
Insubordination	Detention, possible ISS, or dismissal for day.	ISS or up to 3-day suspension.	Up to 5-day suspension. Recommend expulsion.
Lunchroom Conduct (i.e., throwing food, intentionally leaving a mess, leaving lunchroom without permission, etc.)	Student lunchroom cleanup for 5-15 days.	Student lunchroom cleanup. Double first offense. Possible assigned seating.	Detention, dismissal. ISS and/or loss of lunchroom privileges.
Nuisance/articles – (e.g., jewelry, necklaces, any items causing unnecessary distractions, hats, hoods, sunglasses)	Confiscate item. Give back to student at end of day.	Parent contacted. Detention. Confiscate and parent picks up item.	Parent contacted. Confiscate item. Dismissal and/or suspension.
Parking/Driving Offense (see Parking Policy, page 6)	Warning and parent contact.	Loss of parking permit for up to one (1) week.	Loss of parking permit permanently.
Possession and/or consumption of drugs or alcoholic beverages, including drug paraphernalia and electronic cigarettes <i>(Minnesota Statutes, sections 152.021-152.023 and 609.66)</i>	3-day suspension. Chemical assessment. Police notification. MSHSL rules apply.	5-day suspension. Chemical assessment. Police notification. MSHSL rules apply.	10-day suspension. Police notification. Recommend expulsion. MSHSL rules apply.
Possession of any weapon as defined by the Weapons Policy – Category A or B <i>(Minnesota Statutes, sections 152.021-152.023 and 609.66)</i>	Follow consequences as outlined in Weapons Policy.		
Profanity, Abusive, Obscene Language or Gestures	Detention, possible ISS or dismissal for day.	Up to 3-day suspension.	Up to 5-day suspension. Recommend expulsion.
Public Display of Affection	Warning	Detention	ISS/OSS

Repeated misconduct and gross non-compliance with the regular school rules and classroom obligations	To be determined by Administration on an individual basis. Up to 5-day suspension. Drop from class with failing grade.		
Scheduled Late Arrival/Early Release Violation	Must have Late Arrival and Early Release Form on file in school office. Loss of privilege and assigned study hall until next grade check.		
Selling or Distributing Controlled Substances	5-10 day suspension. Recommend expulsion. Police notification.		
Disrupting Class	Detention	Detention	Detention
Tampering with District Data Base	Up to 5-day suspension. Possible recommendation for expulsion.	10-15 day suspension. Possible recommendation for expulsion.	
Terroristic Threats	3-10 day suspension. Possible recommendation for expulsion. Police notification.		
Theft	Up to 3-day suspension. Police notification.	3-5 day suspension. Police notification.	5-10 day suspension. Recommend expulsion. Police notification.
Threatening, intimidating, or assault of a teacher, administrator, students, or other staff member	3-10 day suspension. Possible recommendation for expulsion. Police notification.		
Unexcused Tardies/ Unexcused Absences/ Truancy/Skipping	As per Attendance Policy.		
Use of tobacco products (regardless of age)	1day dismissal. Confiscation. MSHSL rules apply. Possible police notification.	3-day suspension. Confiscation. MSHSL rules apply. Possible police notification.	5-day suspension. Parent conference. Confiscation. Police notifies. MSHSL rules apply.

*Any behavior that results in detention, suspension, or police contact shall result in the notification of the parent/guardian.

*All behavioral policies and guidelines shall be enforced during extra/co-curricular activities.

Discipline and Terms Defined

A. Controlled Substances

1. No students shall use, possess, sell, distribute, or be under the influence of alcohol, other mood-altering chemicals, or tobacco (or drug paraphernalia) on or off school grounds regardless of age. This includes electronic cigarettes.
2. Tobacco, alcohol, and chemical offenses will be cumulative during a student's career at Spectrum.
3. If a student is suspected of possessing any of these substances on his/her person or in his/her personal property, or in his/her locker, a search will be conducted.
4. A student who is suspected of using an illegal substance may be required to take a drug exam by a certified medical facility approved by Spectrum. This will be done at the expense of the parents.

B. Detention

Detention will be assigned to all students that are removed from class for disciplinary reasons or as deemed necessary by staff or Administration. Detention will be served as assigned. It is the responsibility of the student to report to the detention room promptly at required times. Failure to report for detention or not follow directions while in detention will be subject to further disciplinary action. At the discretion of administration, ISS may be assigned in place of unserved detentions.

C. Harassment

Physical, emotional, or sexually abusive behavior, including psychological intimidation (including threats) and harassment, derogatory name-calling, and bullying will not be tolerated. Sexual, racial, and religious violence is a criminal activity and will be reported to the authorities. A written report of the incident should be given to the Administrator within five days of the incident. All incidents will be investigated by Administration or designated personnel. Disciplinary consequences will be determined by Administration. A parent/guardian conference will be required. Repeated or severe offenses may lead to a recommendation for expulsion and/or referral to an alternative education program. If the incident is a bullying behavior, a referral will be made to the Sherburne County Attorney Bullying Intervention Project.

D. Hazing

Spectrum prohibits hazing at all times by students, teachers, administrators, volunteers, contractors or other employees. Hazing is defined as committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to a person, in order for the person to be initiated or affiliated with a student organization, or for any other purpose. Any person witnessing or experiencing hazing shall immediately report the action to school administration. Administration or designated personnel will take action as outlined in the school hazing policy. Retaliation, in any form, will not be tolerated.

E. In-School Suspension (ISS)

Students may receive an ISS for disciplinary offenses. Administration will determine the amount of ISS. It may be in the form of services to the school or separation from other students in a designated area.

When the student receives an ISS of longer than a ½ day, he/she is ineligible to participate in any extracurricular activities for that day. Students will be allowed to participate in activities the following school day. Students are expected to work on schoolwork during their ISS and will receive full credit for all work completed and submitted in a timely manner. Students will also be responsible for all missed classroom work and may have tests administered during ISS at the discretion of the teacher.

F. Insubordination

Any student disregarding or refusing to follow directions given by school personnel, refusing to identify oneself or falsely identifying oneself to a staff member (including substitute teachers and volunteers), may be dismissed early or assigned up to a 5-day suspension, and the parent/guardian will be notified. Repeated or extreme occurrences may result in a recommendation for expulsion or referral to an alternative educational setting. Police may also be called when necessary.

G. Out-of-School Suspension and Schoolwork Policy

Any student suspended out of school for any reason shall be responsible for the completion of all work assigned during his/her suspension. Students are responsible for getting assignments from teachers via email or Schoology.

H. Profanity, Abusive, Obscene Language, or Gestures

A student using any form of profanity (written or verbal), abusive or obscene language, obscene gestures, signs, pictures, or publications will be sent to Administration. Administration will follow consequence guidelines as outlined in the Student Discipline section of this handbook.

I. Public Displays of Affection

For the comfort and respect of all students, parents, and staff, public displays of affection will not be allowed on school grounds (including hand holding, kissing, hugging, etc.) and consequences will be at the discretion of Administration and/or school staff.

J. Sexual Abuse, Molestation, and Misconduct (See also Harassment, Bullying, and Title IX Policies)

Spectrum will not tolerate sexual abuse, molestation, or sexual misconduct in the school or any school-sponsored activity. Spectrum upholds the expectation that all students will be educated in a safe, affirming, nonviolent environment and that all staff will experience the same in the workplace. There will be “zero tolerance” of physical, emotional, or sexually abusive behavior, including psychological intimidation and harassment, toward or by a student, staff member, parent, or visiting person.

This policy will be enforced before, during, and after school hours on all school property, including the school bus, school functions, and events held at other locations. Spectrum recognizes that sexual abuse is subject to state and federal laws. Sexual violence is a criminal activity subject to civil penalties under Minnesota Statutes, section 609.341. The school will take all allegations of abuse seriously, conduct a thorough investigation of all complaints regarding the alleged abuse, and take appropriate action against any person who is found to have violated this policy. Spectrum will cooperate fully with any investigation conducted by law enforcement or other agency.

K. Weapons

This policy is intended to provide a physically safe learning and working environment for students at Spectrum. No staff or visitor shall possess a weapon on campus before, during, or after school hours. *See Weapons Policy for further information.*

Definitions:

“Possession” refers to having a weapon on one’s person or in an area subject to one’s control (i.e., locker, car, or book bag) on school property or at a school function.

“Spectrum” means any place where students are under the jurisdiction of Spectrum, including, but not limited to the following:

- the school building and surrounding property;
- any school owned vehicle, or at any school-approved activities;
- off school property at any school-approved or school-sponsored activity, event or function, such as a field trip or athletic event; and
- when riding a bus, whether rented, leased, contracted, or own by Spectrum.

L. Expulsion

“Expulsion” means an action taken by Spectrum to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

When a student’s attitude or behavior is not in accordance with school policies or principles, and school personnel are not able to help the student to correct the behavior, parents may be asked to remove their child from the school. This will follow a formal recommendation of expulsion to the School Board.

M. Exclusion/Right of Dismissal

“Exclusion” means an action taken by Spectrum to prevent enrollment or re-enrollment of a pupil. When a student’s attitude or behavior is not in accordance with school policies or principles and school personnel are not able to help him/her correct the situation, parents will be called for a conference. If, after said conference, Administration and the school board feel the student’s presence is detrimental to the school and/or school body, parents will be asked to remove the student from the school.

Technology

A. Inappropriate Use of Technology/Internet

Students are personally responsible for appropriate use of technology and the school network at all times. Access to services is given to students who act in a considerate and responsible manner, and that access is a privilege, not a right. Network storage systems may be reviewed by school staff to help students follow this policy and help protect students from materials considered harmful to minors. Students may not use school technology to:

1. Access, create, send, display, or print offensive messages or pictures
2. Damage computers, systems, networks, or other technology tools
3. Violate copyright laws, including loading or copying copyrighted software for personal use
4. Use or attempt to acquire another’s password
5. Trespass in folders, disks, work, or files of another student or staff member
6. Intentionally waste limited resources (such as disk space or paper)
7. Load unauthorized software on school technology devices (such as games or apps)
8. Use the network or technology device for illegal purposes, including “hacking” and unauthorized access to systems or information
9. Gain access to Facebook or other similar social networking sites (during school hours)
10. Disclose, use, or disseminate personal information about himself or herself or any other minor

*Any student who fails to appropriately use Spectrum’s technology/internet will be subject to consequences as outlined in *Guidelines for Student Discipline*. Violations may result in loss of access as well as other disciplinary and/or legal action.

B. Personal Computer Use

All Spectrum students (including those choosing PSEO that have at least one class at Spectrum) are provided a Chromebook. Personal computers or devices will not be allowed to be used in the school. Students who do not have a Chromebook or forget their Chromebook may be able to access a desktop computer in the classroom.

C. One-to-One Chromebook Program

The One-to-One Chromebook program offers students increased learning opportunities and the convenience of access to a Chromebook 24/7 both on and off campus. Students and parents must sign documentation prior to distribution. An inexpensive insurance program offered by Spectrum is highly encouraged to minimize the cost of repair and replacement to families and ensure the sustainability of the program long term.

Student Dress Code

A. Dress Code Policy

The intent of the Spectrum Dress Code is to provide a safe and productive learning environment with limited distractions. Students should dress for success. Any apparel that is a potential danger to themselves or others is not permitted. Dress for school should be clean and in good condition. If students have any confusion regarding the appropriateness of their attire, they should consult with the office at any time. Students may be required to change clothing at the discretion of the Administration.

Note: Current fashion trends may not meet these guidelines.

B. Clothing

1. **Pants** MUST be worn at an appropriate waist level, and undergarments shall not be seen. If pants have holes or tears through which skin is exposed, these holes shall be located below the end of the fingertips with arms relaxed at sides.
2. **Shirts/Tops/Sweaters** shall have necklines, with no cleavage showing, whether sitting or bending over. Sleeveless tops must have at least a 2” strap (no bra straps should show). No halter tops, tube tops, tank tops, or tops with spaghetti straps. Shirts/tops/sweaters should be long enough so that no bellies or backs are exposed.
3. **Shorts/Skirts/Dresses** need to be long enough so they extend beyond a student’s fingertips when arms are relaxed at sides.
4. **Coats and jackets** are to be left in lockers and are not allowed in the classroom.
5. **Message on Clothing**
 - a. Clothing with messages about drugs, alcohol, tobacco, gangs, or racial or sexual connotations are not allowed.
 - b. Clothing with messages that are lewd, obscene, defamatory, and/or profane are not allowed.
 - c. Emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against others are not permitted.
**It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions.*
6. **Slippers** are not to be worn to school except on designated days during Spirit Weeks.
7. Students are asked to be mindful of the amount of **perfume/cologne** being worn due to allergies and out of consideration for others. Spraying perfume/cologne in hallways or other areas is not permitted.
8. **Head coverings and sunglasses** (i.e., hats, skullcaps, du rags, scarves, or hoods) and sunglasses are NOT to be worn inside the classroom, at lunch, or anytime during school hours. These items will be confiscated. The only exception is for cultural head coverings, and during designated days during Spirit Weeks.
9. **Undergarments** (including bras and boxer shorts) shall not be seen. This includes clothes that do not fit properly, revealing clothing, or transparent clothing.

At all times, students may be required to change clothing at the discretion of Administration. If clothing is found to be inappropriate, Administration will follow Student Discipline Guidelines. If students are unsure as to where their clothing fits within these guidelines, they are encouraged to inquire with the office before wearing them to school. Students may appeal a dress code violation to administration. Spectrum reserves the right to change and adapt dress code as need arises.

HEALTH SERVICES – HOW WE STAY IN SCHOOL

Students at Spectrum have the support of a health clerk throughout each school day. The health clerk cares for minor emergencies, dispenses necessary medications, and provides assistance for students who come down with minor illnesses while at school.

NOTE: The following guidelines may be adapted based on state/federal requirements related to communicable diseases.

A. Emergency Form

Emergency forms are included in each registration packet for new students. These are to be completed by the parent/guardian and returned to school as soon as possible. The school will use this information if a student becomes ill or is injured at school. The designated person may be asked to pick up and care for the student if the parent/guardian(s) cannot be reached.

It is the responsibility of all returning students' parent/guardian to notify the school of any changes to home, work, or cell phone numbers and email addresses that the parent/guardian checks on a regular basis. Email is one of the methods the school uses to contact parents/guardians and to send announcements, information, and school updates.

B. Guidelines to Decide if a Student is too Sick to Attend School:

1. If your student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.
2. If your student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If a student has had any rash that may be disease related, or if the cause is unknown, the family physician should be consulted before sending the student to school. The health clerk at the student's building should receive the information.

C. Illness at School

1. Students who are sick or feeling sick must always report to the health office before contacting parents or leaving the building.
2. Students may rest in the health office for a limited amount of time, concerns will be assessed (not diagnosed), and the parent may be contacted.
3. Students will be sent home under the following circumstances
 - a. Temperature of 100 or over
 - b. Rash (until diagnosed)
 - c. Apparent Flu (vomiting, nausea, diarrhea, inflamed throat)
 - d. Injuries needing medical consultation
 - e. Head lice. Students may return after:
 1. Hair has been treated with an anti-lice shampoo according to directions
 2. There are no live lice
 3. All nits are removed
 - f. Pink eye (student may return 24 hours after treatment is administered)
 - g. Other reasonable complaints as determined by the health clerk

4. Immunization Records

According to Minnesota State law, current immunization records must be on file at school within 30 days from the first day of a child's attendance. Immunization schedules are available in the health office. Lack of immunizations or documentation may result in a student being sent home.

References:

Minnesota Statutes, section 121A.15 Health Standards; Immunizations; School Children

Minnesota Administrative Rules, chapter 4604, Immunization

Minnesota Statutes, section 135A.14 Statement of Immunization

Postsecondary or college immunization law in Minnesota

Minnesota Statutes, section 144.3351 Immunization Data

5. Injuries at School

All injuries must be reported to the health clerk. An Injury Report will be filled out for all serious injuries occurring during school hours or at any school activities. General Red Cross first aid procedures will be followed. In case of serious injury, we do not move the injured student. The health clerk and/or office staff will be contacted. The health clerk or office staff will contact parents and paramedics, if necessary.

6. Medications at School

All medicine **must** be kept with the health clerk.

1. **Prescriptions** must be well labeled in a pharmacy bottle with a student's name and the type of medication. Pharmacists can divide the medication into two bottles (one for home and one for school) at no extra charge.
 - a. When prescribed medication is short-term (2 weeks or less), the school needs to receive the short-term *Parent Request for Short-Term Administration of Medication Form* along with the prescribed medication.
 - b. When the prescribed medication is long-term (needed for more than two weeks), the physician and parent must fill out the *Parent Request for Medication Administration at School Form*. This form can be obtained from the health clerk or on the school website.
 - c. Any prescription medications containing narcotics should not be brought to school as they will not be able to be administered by school personnel.
2. **Over the counter medications** - Spectrum does not have a supply of over-the-counter medications. These types of medications can be given to students per the parent/guardian's instructions, once the school receives the *Parent Request for Short-Term Administration of Medication*. All over-the-counter medications must come in their original packaging.
3. **Self-Administration of Non-Prescription Pain Medication**. When a parent, student, and health clerk agree that self-administration of non-prescription medication is appropriate for the student, this procedure must be followed.
 - a. Parent must fill out the *Self-Administration of Non-Prescription Pain Medication Form* and give to the health clerk.
 - b. Student must carry the medication in its original container with no more than a supply for a 24-hour period and student **must not** share with other students.
 - c. Non-prescription pain medications may only include: naproxen, ibuprofen, aspirin, and acetaminophen. Medications containing ephedrine or pseudoephedrine may not be self-administered at school.
4. Medication will only be administered by the health clerk, office personnel, or administration after the school has received the appropriate forms.
5. Parents will be contacted when students are observed self-administering unauthorized medications.

7. Student Physicals

Physicals are required for students involved in athletics. Students participating in athletics must have physicals updated every three years. It is suggested that a student receive at least one physical during their high school years.

8. Students with Special Health Needs

1. Please direct all medical concerns to the health clerk.
2. In order to assure appropriate safety precautions for students while at school, a “Health Plan” will need to be filled out for all students coming to Spectrum with the following:
 - a. Short-term needs of disabled students due to injuries, surgery, concussions, etc.;
 - b. Long-term disabilities related to illness;
 - c. Long-term students on medications (i.e., students with ADHD or seizures); and
 - d. Any health need that may result in an emergency (i.e., severe allergies to bee stings, peanuts or other food, diabetes, or asthma).
3. Parents/Guardians and/or physician should notify the health clerk of any special medication that the student requires.

9. Other Health Guidelines

1. The health office must be notified of any health problems, conditions (i.e., strep throat or head lice), or contagious diseases immediately.
2. The office will promptly inform parents/guardians in the event of injury or illness while a student is in school.
3. Parents/guardians are encouraged to arrange dental and medical appointments during non-school hours.
4. All students must be signed-out when they leave and signed-in when they return.
5. To be released for appointments, a written notice, email, or phone call to the attendance office from the parent/guardian is required. It is strongly advised to obtain a note from the doctor for the visit upon returning to school.
6. It is suggested that students have periodic physical, eye, ear, and scoliosis examinations. The school may choose to provide screening exams with prior notice going home to parents/guardians.

Appendix A

Spectrum's **Title IX Policy** can be found on the school's website [HERE](#).

Spectrum's **Harassment Policy** can be found on the school's website [HERE](#).

Questions on either of these policies can be directed to the Executive Director at ddebruyn@spectrumhighschool.org.

Appendix B

HAZING POLICY

I. PURPOSE

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 and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property, and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student, or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The Director or designee is the person responsible for receiving reports of hazing at the building level.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the director or designee immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school shall undertake or authorize an investigation by school officials or a third party designated by the school.
- B. The school may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school 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 deter violations and to appropriately discipline prohibited behavior. School action taken for violation of this policy will be consistent with the requirements of applicable statutes, including the Minnesota Pupil Fair Dismissal Act, school policies, and regulations.

VI. REPRISAL

The school will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, proceeding, or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Appendix C

WEAPONS POLICY

Policy on Weapons

1. It is the policy of Spectrum to maintain a positive, safe and secure learning and working environment. Therefore, the school will not tolerate weapons as defined in this policy at any time on school property, including school buildings and grounds; leased or rented facilities; school sponsored activities; field trips; school buses and other school vehicles, and school bus loading and unloading areas. Students and visitors may not possess, store, handle, transmit, or use any weapons in any of the school environments listed above. Any student found to possess, store, handle, transmit or use any weapon before, during or after school hours will be subject to administrative and/or legal action.
2. Students or visitors who become aware of a weapon being brought to school or on school property must immediately notify an adult staff member. A student or visitor who becomes aware that they are in possession of a weapon and who immediately notifies an adult staff member, may avoid, depending on the circumstances, being considered to be in possession of a weapon. Students or visitors should not, however, pick up or transport the weapons.

Procedures to Implement the Policy on Weapons

The Administration, when disciplining students for possession or threatened use of a weapon, as defined in this policy, will determine the intended and actual danger to other students and staff. He/she will inform the student's parents of the disciplinary action. In all cases, the student will receive information regarding the danger of weapons.

Students with Disabilities: All students, regardless of disability, may be suspended from school, pending investigation of a weapons violation. If the alleged violator is a student with a disability under IDEA or Section 504 of the Rehabilitation Act then, within five days of suspension, an IEP team meeting shall convene for a determination whether the policy violation is related to the student's disability. If the team determines that the violation is unrelated to the disability, the student will be subject to the same discipline as a student without disabilities. If the team determines that a violation is related to the student's disability, the student will not be recommended for expulsion unless:

6. The student is under the influence of alcohol or illegal drugs when the violation occurs.
7. The student is in possession of a firearms or destructive device as defined under Federal law.
8. In the case of the exceptions listed in a. and b., the student may be recommended for expulsion regardless of the relationship between the weapons violation and the student's disability.

Exceptions

This policy, in accordance with Minnesota law, provides for the following exceptions:

1. Licensed police officers, military personnel, licensed security personnel.
2. Instructors of school approved firearm safety courses or activities conducted on school property.
3. School approved possession and use of weapons by ceremonial color guards.
4. School approved possession and use of starter guns for athletic contests.
5. School approved equipment and tools used and stored appropriately on school property for instructional or work-related purposes by workers and students.
6. Other exceptions as granted by the Spectrum School Board and/or administration.

Definition of Weapons

Category A:

1. All gunpowder-charged firearms, loaded, unloaded, working or not working including starter pistols, and stun guns
2. Explosives and/or similar devices (including bombs)

Category B:

1. Other firearms of all types including pellet, BB guns.
2. Look-alike or replica firearms which include facsimile or toy versions of firearms and reasonably appear to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, or any other firearm.
3. Look-alike or replica knives or Knives including switch blades and those with automatically opening blades, throwing stars, butterflyknives, hunting knives, daggers, swords, razors, wrist spikes, and other sharp objects which can be construed as a weapon and used to harm oneself or others.
4. Swiss army knives, penknives.
5. Artificial knuckles or other similar objects designed to be worn over or inside the fist or knuckles.
6. Blackjacks, clubs, and nun chucks.
7. Chemicals, combustible or flammable liquids, or substances capable of causing bodily harm, lighters, and matches.
8. Slingshots, bows, and arrows.
9. Mace**
10. Ammunition containing gunpowder.
11. Chains (which could be used for choking). This item may be confiscated on the first offense at the discretion of the administrator and not result in a level three consequence depending upon severity and intended use.

(**Mace is considered a weapon under this policy; however, the parents(s) of a student may make special arrangements with the building principal that the student may carry mace for defensive purposes outside the school setting. The student must check the mace into the school office during the time he/she is on school property.)

Specific Penalties

Two elements will need to be recognized by administration and/or staff person when implementing this policy:

1. Possession of a listed item
 - A. Possession of a category A weapon is grounds for Level 1 consequences
 - B. Possession of a category B weapon is grounds for Level 3 consequences
2. Use or threatened use/banishment of a listed item
 - a. If a category B item is used, threatened to be used, or brandished in such a way that a reasonable person observing the act would feel threatened, the consequence would increase to Level 2.
 - b. Level 2 consequences will be assessed if the individual physically resists turning over the weapon.
 - c. If significant bodily harm is inflicted in a purposeful, malicious manner, the consequence may be treated as a Level 1.
 - d. The police should be called if evidence of criminal behavior is present.

Definition of Consequences

Level 1:

Immediate suspension, pending a hearing with recommendation for a one-year expulsion. If police assistance was not required to handle the episode, referral through criminal channels would be made at the earliest possible time.

Level 2:

Immediate suspension, pending a hearing with the recommendation for expulsion for a period of one month to one year. Police assistance would be sought if required and referral through criminal channels made if appropriate. A second incident within six months will be treated with a Level 1 consequence.

Level 3:

Immediate up to a 3-day suspension, pending a hearing for additional exclusion of up to a total of 14 days. A second incident within six months will be treated with a Level 2 consequence.

In all cases, the student will be given information regarding the danger of weapons as part of the follow-up procedure. It should be noted that in cases of expulsion, Spectrum is under no obligation to hold the position held by an expelled student open pending that student's return. Spectrum will also comply with the provisions of the 1974 Pupil Fair Dismissal Act (updated in 2001).

Specific Procedures

1. If a staff member (paid or volunteer) observes a potential violation of this weapon policy, first attention must be given to determine what measures must be taken to assure the welfare and safety of the student body and staff. As appropriate, calling 911, using the fire-alarm pull stations to evacuate the building, or verbally requesting assistance may be utilized. At no time shall a staff member endanger him/ herself or a student by attempting a heroic or other drastic physical act.
2. If no immediate safety issues are present, the staff member should immediately confiscate the weapon, if possible. If police assistance is required, calling 911 is appropriate.
3. The witnessing staff member/adult should complete the Weapons Infraction Form, and take the appropriate action as dictated by the policy, taking into account weapon category and threatened or actual use of the weapon.
4. Communicate the situation to the student and remove them from the classroom, if appropriate under the penalty guidelines. Call the parents immediately for explanation and student pick-up. If necessary, call the police if they haven't already been called and appropriately should be.
5. Return the class to normal at the earliest possible time, bearing in mind the need for proper confidentiality.
6. Be prepared to restate to any appropriate party or group your recollection of the events which led you to reach the decisions you made with regard to the incident.

Appendix D

Sexual Abuse/Molestation/Misconduct Policy

Spectrum will not tolerate sexual abuse, molestation or sexual misconduct in the school or any organization related activity. We uphold the expectation that all students will be educated in a safe, affirming, nonviolent environment and that all staff will experience the same in this workplace. There will be “zero tolerance” of physical, emotional, or sexually abusive behavior, including psychological intimidation and harassment toward or by a student, staff member, parent or visiting person.

This policy will be enforced before, during, and after school hours on all school property, including the school bus, school functions, and school sponsored events held at other locations.

Spectrum recognizes that sexual abuse is subject to state and federal laws. Sexual violence is a criminal activity subject to civil penalties under Minnesota Statutes 609.341.

The school will take all allegations of abuse seriously and will conduct a thorough investigation of all complaints regarding the alleged abuse and take appropriate action against any person who is found to have violated this policy. This organization will cooperate fully with any investigation conducted by law enforcement or other agency.

It is our objective to conduct a fair and impartial investigation.

Anti-Retaliation

The organization prohibits retaliation made against any person who reports a good faith complaint of sexual abuse, molestation, misconduct, or participates in any related investigations. Anyone who violates this rule is subject to disciplinary action as determined by the administration.

False Allegations

Making false accusations of sexual abuse in bad faith can have serious consequences for those who are wrongly accused. Making false and/or malicious sexual abuse allegations as well as deliberately providing false information during an investigation is prohibited. Anyone who violates this rule is subject to disciplinary action as determined by the administration.

Reporting Procedure

1. Any student, staff person, parent or visitor who believes she or he has experienced sexual abuse, molestation, or misconduct by a student, staff member, parent, or visiting person should report the alleged acts immediately to the building Principal, the Executive Director, or the Dean of Students.
2. A written report should be given within five school days. Written complaints are required to help ensure a more complete, accurate, and thorough investigation.
3. Any person who witnesses sexual abuse, molestation, or misconduct shall inform the building Principal, the Executive Director, or the Dean of Students.
4. Alleged incidents will be investigated.
5. Upon completion of the investigation, the Executive Director (or designee) will meet with the complainant to discuss the outcome including any disciplinary action. The school is mandated to report

any physical assault needing outside medical attention to the criminal authorities for their determination of legal action.

6. The privacy and data privacy rights of all persons involved will be respected in accordance with appropriate statutes.

Appendix E

Family Educational Rights and Privacy Act (FERPA) Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Spectrum, District #4160, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a child’s education records. However, Spectrum may disclose appropriately designated “directory information” without written consent, unless they have been advised to the contrary in accordance with school procedures. The primary purpose of directory information is to allow Spectrum to include this type of information from a child’s education records in certain school publications. Examples include:

- A playbill, showing a student’s role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent’s prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following student names, addresses and telephone listings unless parents have advised the school that they do not want their student’s information disclosed without their prior written consent.¹

If a parent/guardian does not want Spectrum to disclose directory information from a child’s education records without prior written consent, they must notify the school, in writing, ten (10) days from the student’s start date at Spectrum. Spectrum has designated the following information as directory information:

Students Name	Participation in officially recognized activities and sports
Address	Weight and height of members of athletic teams
Telephone listing	Degrees, honors, and awards received
Electronic mail address	The most recent educational agency or institution attended
Photograph	Student ID number, user ID, or other unique personal ID
Date and place of birth	Major field of study
Dates of attendance	Grade level

¹ These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. §7908 and 10 U.S.C. § 503©.

Appendix F

The federal **Children’s Online Privacy Protection Act (COPPA)** can found at <https://www.ecfr.gov/current/title-16/part-312> . All middle school students must have a signed form on file. This act prohibits unfair or deceptive acts or practices in connection with the collection, use, and/or disclosure of personal information from and about children on the Internet.

Appendix G

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents/guardians certain rights regarding the school's conduct of surveys, collection, and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Give Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):
 1. Political affiliations or beliefs of the student or student's parent;
 2. Mental or psychological problems of the student or student's family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.

- *Receive* notice and an opportunity to opt a student out of:
 1. Any other protected information survey, regardless of funding,
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law, and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use:
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents/guardians to a student who is 18 years old or an emancipated minor under State law.

Spectrum, District #4160, will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The school will directly notify parents of these policies at least annually (as part of the Student/Family Handbook) at the start of each school year and after any substantive changes. Spectrum will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The school will make this notification to parents at the beginning of the school year if the school has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and are provided an opportunity to opt their child out of such activities and surveys. Parents

will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by Department of Education.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Appendix H

Data Privacy Tennessee Notice

Spectrum asks that parents/guardians provide information, which includes private information, under the Minnesota Government Data Practices Act (MGDPA). The purpose in doing so is to enroll, create a student file, and fulfill state and federal reporting requirements. This information will also be used in the event of an emergency.

With some exceptions, unless the parent/guardian consents to further release of private information, access to this information will be limited to individuals whose jobs reasonably require access to this information and school officials with an educational need to know. However, state and federal law authorizes release of private information without a parent/guardian's consent: to the juvenile justice system, the Minnesota State High School League, and when required by a court order or authorized by other state or federal law.

See Tennessee Warning contained within Spectrum's Data Practices Policy – Data Subjects, Policy #513, located on the School's [website](#), regarding parent/guardian's rights when sharing private or confidential information.

Appendix I

Bullying Prevention and Response

POLICY PURPOSE

The purpose of this policy is to prevent and prohibit student bullying.

GENERAL STATEMENT

Spectrum is committed to making school a safe and caring environment for all students. We will treat each other with respect and refuse to tolerate bullying of any kind. We will endeavor to be kind and respectful in our interactions with others. It is especially important for adults to model these behaviors in order to provide positive examples for student behavior.

DEFINITIONS

The term “bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. There is an actual or perceived imbalance of power between the student engaging in prohibited conduct and the target of the behavior and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student’s educational opportunities, performance, or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term “bullying” includes cyber bullying (i.e., bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data transmitted through the use of internet, cell phone, or other electronic device).

Conduct that is intimidating, threatening, abusive, or harming may involve, but is not limited to, conduct that:

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. Violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress as these are delineated in Minnesota common law, 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 Acts, Chapter 363.

Bullying also includes, but is not limited to, conduct that is or is likely to be reasonably perceived as being intimidating, mocking, belittling, hostile, humiliating, threatening, or is otherwise likely to evoke fear of physical harm or emotional distress. Examples of bullying include, but are not limited to:

1. Hurting another physically by hitting, kicking, tripping, or pushing;
2. Stealing or damaging another person’s things;
3. Ganging up on another person;
4. Teasing another person in a hurtful way;
5. Calling another person hurtful names;
6. Using put-downs, such as insulting another person’s race, making fun of another person because of their characteristics as a boy or girl, or denigrating another person for other personal characteristics;
7. Isolating a person;
8. Spreading rumors or untruths about another person.

THE SCOPE OF THIS POLICY

This policy applies to school related bullying wherever it occurs, including:

1. On Spectrum grounds;
2. At a school activity, function, or event, including field trips and other school activities which take place off school grounds;
3. Traveling to or from school or a school activity, function, or event;
4. Conduct off the school premises to the extent such behavior substantially and materially disrupts student learning or the school environment;
5. On school computers, networks, forums, and mailing lists;
6. By use of electronic technology and communications on the school premises; or
7. By use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

STUDENT EXPECTATIONS

Spectrum students must not bully others, must not be a bystander to bullying, and must report bullying to an adult. Students are expected to do the following:

- A. Treat others with kindness and respect;
- B. Refuse to bully others;
- C. Refuse to let others be bullied;
- D. Refuse to watch, laugh, or join in when someone is being bullied;
- E. Try to include everyone in activities, especially those who are often left out;
- F. Report bullying to an adult.

STAFF EXPECTATIONS

Teachers and staff at Spectrum are expected to do the following things to prevent bullying and help children feel safe at school:

- A. Closely supervise students in all areas of the school;
- B. Watch for signs of bullying and stop it when it happens;
- C. Respond quickly and sensitively to bullying reports using an appropriate response process;
- D. Report bullying to the Dean of Students;
- E. Notify the school principal when efforts to address the bullying prove unsuccessful;
- F. Help create a school culture of respect and kindness by modeling and fostering these traits.

VOLUNTEER EXPECTATIONS

Volunteers at Spectrum are expected to do the following things to prevent bullying and help children feel safe at school:

- A. Watch for signs of bullying and stop it when it happens;
- B. Respond quickly and sensitively to bullying reports using an appropriate response process;
- C. Report bullying immediately to the Dean of Students;
- D. Help create a school culture of respect and kindness by modeling and fostering these traits.

EXPECTATIONS FOR SCHOOL ADMINISTRATORS

Spectrum administrators are expected to foster a school culture of respect and kindness. The Executive Director is expected to oversee the following, at a minimum:

- A. Ensure that the topic of bullying prevention is addressed with the staff;
- B. Ensure staff training takes place for all school personnel on this policy and on preventing, identifying, and responding to bullying. The training cycle must not exceed a period of three school years. Newly employed school personnel must receive the training within the first year of their employment.

- C. Require ongoing professional development to build the skills of all school personnel who regularly interact with students, to identify, prevent, and appropriately address bullying. The professional development must include, but is not limited to, information about: 1) developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop bullying; 2) the complex dynamics affecting actor, target, and witness to bullying; 3) research on bullying, including specific categories of students at risk of bullying in school; 4) the incidence and nature of cyber bullying; and 5) Internet safety and cyber bullying.
- D. Establish strategies for creating a positive school climate and the use of evidence-based social-emotional learning to prevent and reduce bullying and discrimination.
- E. Use parent surveys or other appropriate methods to obtain from stakeholders input relevant to the topic of bullying prevention at Spectrum;
- F. Ensure that this policy is annually available to students, school personnel, and volunteers.
- G. Conspicuously post this policy in the administrative offices of the school (may be posted in summary form).
- H. Give this policy to each employee, volunteer, and independent contractor (if the contractor regularly interacts with students) at the start of employment/work with the school.
- I. Include this policy in the Student/Family Handbook.
- J. Include this policy on the school’s website alongside other school board policies.

DESIGNATION OF PRIMARY CONTACT PERSON

The Dean of Students is designated as the primary contact person in the school building to receive reports of bullying, ensure that this policy is fairly and fully implemented, and serve as the primary contact with the Minnesota Department of Education regarding matters under this policy

CONSEQUENCES

The Dean of Students is to conduct or ensure the following:

- a) Intervention, warning, and redirection. A teacher, principal, or staff member will take appropriate steps to ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. The staff member will redirect the student and may help the student identify better choices the student can make in the future. Each response should be tailored to the individual incident, and the individual students involved.
- b) Investigation. The Dean of Students will begin to investigate reports of bullying within three school days of the report and will be responsible for keeping and regulating access to the resulting record.
 - 1. The alleged actor of the prohibited conduct may present a defense.
 - 2. The Dean of Students must allow anonymous reporting, but must not rely solely on an anonymous report to determine discipline.
 - 3. Notification of Parents. If an incident of bullying is identified, the Dean of Students will notify the parent of the student who was bullied and the student who did the bullying. However, the Dean of Students has the discretion to override the presumption of notification and withhold parental notification if it is determined that withholding notification would be in the best interest of the child. The parent may be asked to meet with the Dean of Students or other members of the school staff, including the student’s teacher and/or the school counselor. This will be done at the Dean of Student’s discretion and must be consistent with state and federal data practices law.
 - 4. The Dean of Students will provide or arrange remedial responses and ensure that the responses are tailored to the particular incident and nature of the conduct and the student’s developmental age and behavior history.
 - 5. The Dean of Students will inform the affected students and their parents of their rights under state and federal data practices laws to obtain access to data on related to the incident

(to the extent permitted by data privacy law) and their right to contest the accuracy of the data.

6. The Dean of Students will inform the target, the actor engaged in bullying, and those who report or provide information related to bullying, that reprisals or retaliation are prohibited and the Dean of Students will establish and enforce appropriate consequences for a person who engages in reprisal or retaliation.
- c) Referral to Professional School Support Staff. A student who violates this policy may be asked to meet with a school counselor or other staff to work on positive behavioral interventions to help prevent future violations.
- d) Referral to available Community Resources. The involved students and their parents will be given references to community resources and support, as appropriate.
- e) Where appropriate for a child with a disability to prevent or respond to prohibited conduct, the child's Individualized Education Program or Section 504 plan may address the skills and proficiencies the child needs to respond to or not engage in the prohibited conduct.
- f) Loss of School Privileges. The student may lose school privileges, or be suspended, as appropriate.
- g) Suspension/ Expulsion. In cases of severe or repeated bullying, the student may be suspended or recommended for expulsion.
- h) Staff Consequences. A Spectrum employee who fails to immediately and appropriately address bullying may be asked to participate in additional staff training or may be mentored. A staff member's repeated failure to address bullying behavior may result in discipline up to and including termination of employment, as appropriate.

RETALIATION IS PROHIBITED

The school board prohibits reprisal or retaliation for asserting, alleging, reporting, or providing information about bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation will be determined by the school Dean of Students after consideration of the nature, severity, and circumstances of the act.

FALSE REPORTS AS A MEANS OF BULLYING PROHIBITED

- A. The school board prohibits any person from falsely accusing another as a means of bullying. The consequences and appropriate remedial action for a student found to have falsely accused another as a means of bullying may range from positive behavioral interventions up to and including suspension or expulsion.
- B. A school employee found to have falsely accused another as a means of bullying is subject to appropriate discipline ranging from a letter of reprimand up to and including termination, as appropriate.

In the event that policies adopted by the school are in conflict with then applicable Minnesota law, the provisions of the law will apply.

Legal References: Minn. Statutes, section 124E (Charter School Law)
Minn. Statutes, section 121A.031 (Student Bullying Policy Legislation)
Minn. Statutes, section 120B.232 (Character Development Education)
Minn. Statutes, sections 121A.40-121A.56 (Pupil Fair Dismissal Act)

Appendix J

SECTION 504 POLICY- EDUCATION OF STUDENTS WITH DISABILITIES UNDER SECTION 504 OF THE REHABILITATION ACT

Board Approved: 07.24.14

Board Amended: 08.14.14, 07.23.15, 02.23.17, 09.23.21

Policy Number: 515

POLICY PURPOSE

The purpose of this policy is threefold:

- (1) to set forth Spectrum High School and Spectrum Middle School (Spectrum’s) obligations under Section 504 of the Rehabilitation Act of 1973;
- (2) to articulate Spectrum’s commitment to prohibit discrimination against students with disabilities; and
- (3) to provide a free appropriate public education to eligible students as required by the Act.

GENERAL STATEMENT

It is the policy of Spectrum to fully comply with the requirements of Section 504 of the Rehabilitation Act of 1973.

POLICY

Section 504 prohibits discrimination based on an individual’s disability in any program receiving federal financial assistance. Section 504 of the Rehabilitation Act of 1973 provides that “no qualified person with a disability shall, on the basis of a disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance”.

Spectrum will not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The school will comply with the provisions of Section 504 of the Rehabilitation Act of 1973. A student is “a disabled person” under the definition of Section 504 if one of the following impairments exists:

1. A physical or mental impairment, which substantially limits one or more of such person’s major life activities. Examples of “major life activities” include, but are not limited to, functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working, eating, sleeping, standing, lifting, bending, reading, concentrating, and thinking. Major life activities also include the operation of major bodily functions, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, or reproductive functions.
2. A record of such an impairment; or
3. Regarded as having such an impairment.

Spectrum will identify and evaluate students who, within the intent of Section 504, need academic adjustments or program changes to ensure that the student is provided a free appropriate public education. This includes the right to have an equal opportunity to participate in extracurricular and non-academic programs offered by the school.

Spectrum offers classroom accommodations available to all students. The list of those accommodations is updated regularly and readily available. Parents/guardians and students may request those accommodations at any time. Staff may also offer those accommodations regardless of whether the student has a 504 Plan. If additional program changes are required, staff, the student, or parents/guardians may request a 504 evaluation.

If a student is on a health plan, staff will need to determine whether a 504 Plan evaluation is necessary.

This policy provides notice that Spectrum does not discriminate on the basis of disability.

Spectrum will make facilities, programs, and activities accessible, usable, and open to persons with disabilities.

Spectrum will develop and publish grievance procedures (see below) that provide prompt resolution of complaints of discrimination based on disability.

Spectrum will designate an employee who will have the responsibility to coordinate the school's efforts under Section 504 of the Rehabilitation Act of 1973 and to give overall direction in adhering to this Policy. The School's Executive Director shall have authority to designate this employee. This employee will have experience or background in special education or Section 504 of the Rehabilitation Act or will be provided appropriate training.

EMPLOYEES TO SUPPORT IMPLEMENTATION

Every employee of Spectrum must support the implementation of this Policy.

GRIEVANCE PROCEDURE

This grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint alleging discrimination by the school on the basis of disability in the provision of services, activities, programs, or benefits provided by the School.

- A. The grievance should contain information about the alleged discrimination such as name and phone number of the complainant and location, date, and description of the problem. Alternate means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
- B. The complaint must be filed by the grievant with the school 504 Administrator. A student may bring a complaint to a school staff member who shall promptly convey the complaint to the 504 Administrator:
*Sandy Norlin, 504 Administrator is:
17796 Industrial Circle NW, Elk River, MN 55330
snorlin@spectrumhighschool.org or (763) 241-8703
The names, address, telephone number, and email of the school's 504 Administrator may be updated on the school's notices and grievance procedure and on the school's website from time to time as needed without the necessity of Board Action.*

Step One: The grievance should be submitted to the 504 Administrator who will investigate the circumstance(s) of the alleged violation. The 504 Administrator will provide a written report of his or her findings of fact and conclusions within fifteen (15) school days to the grievant and School's Executive Director.

Step Two: If the grievance has not been resolved to the satisfaction of the grievant at Step One, the grievant may appeal to the School's Executive Director within ten (10) school days of receipt of the report. The School's Executive Director will conduct or authorize an investigation and within fifteen (15) school days of receipt of the appeal, the School's Executive Director will affirm, reverse, or modify the decision of the 504 Administrator.

Step Three: If the grievance has not been resolved in Step Two to the satisfaction of the grievant, a request may be made for an impartial due process hearing. The School will appoint an impartial hearing officer and follow state and federal rules for due process hearings.

Step Four: At any point in the process, the grievant has a right to file a complaint with community, State, or Federal agencies.

NOTICE OF PARENT AND STUDENT RIGHTS UNDER SECTION 504

Spectrum will annually take appropriate steps to notify students with disabilities and their parents of the school's duties and their rights under the Act. The Notice will be posted on the School's website. The Notice will contain, at a minimum, the following information:

- A. The Rehabilitation Act of 1973, commonly referred to as "Section 504," is a nondiscrimination statute enacted by the United States Congress. The purpose of the Act is to prohibit discrimination and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students.
- B. Below is a description of the rights granted by Section 504 to eligible students with disabilities and the parents of those students.
 1. You have a right to be informed by the school of your rights under Section 504. (The purpose of this Notice is to advise you of those rights). 34 CFR 104.32.
 2. Your child has the right to an appropriate education designed to meet his or her individual educational needs as adequately as the needs of non-disabled students are met. 34 CFR 104.33.
 3. Your child has the right to free educational services except for those fees that are imposed on nondisabled students or their parents. Insurers and similar third parties are not relieved from an otherwise valid obligation to provide or pay for services provided to a student with a disability. 34 CFR 104.33.
 4. Your child has a right to placement in the least restrictive environment. 34 CFR 104.34.
 5. Your child has a right to facilities, services, and activities that are comparable to those provided for non-disabled students. 34 CFR 104.34.
 6. Your child has a right to an evaluation prior to an initial Section 504 placement and any subsequent significant change in placement. 34 CFR 104.35.
 7. Testing and other evaluation procedures must conform to the requirements of 34 CFR 104.35 as to validation, administration, areas of evaluation, etc. The school will consider information from a variety of sources, including, if appropriate, aptitude and achievement tests, teacher recommendations, physical condition, social and cultural background, adaptive behavior, physical or medical reports, student grades, progress reports, parent observations, and anecdotal reports. 34 CFR 104.35.
 8. Placement decisions must be made by a group of persons who are knowledgeable about your child, about the meaning of the evaluation data, the placement options, and the legal requirements for least restrictive environment and comparable facilities. 34 CFR 104.35.
 9. If eligible under Section 504, your child has a right to periodic reevaluations. 34 CFR 104.35.
 10. You have the right to notice prior to any action by the school regarding identification, evaluation, or placement of your child. 34 CFR 104.36.
 11. You have the right to examine relevant records. 34 CFR 104.36.]
 12. You have the right to an impartial hearing with respect to the school's actions regarding your child's identification, evaluation, or educational placement, with opportunity for parental participation in the hearing and representation by an attorney. 34 CFR 104.36.
 13. If you wish to challenge the actions of the Section 504 Committee with regard to your child's identification, evaluation, or educational placement, you should file a written Notice of Appeal with the school's Section 504 Administrator, found under the Grievance Procedures above, within 15 calendar days from the time you received written notice of the Section 504 Committee's action(s). A hearing will be scheduled before an impartial hearing officer and you will be notified in writing of the date, time, and place for the hearing.
 14. If you disagree with the decision of the impartial hearing officer, you have a right to a review of that decision by a court of competent jurisdiction. 34 CFR 104.36.
 15. On Section 504 matters other than your child's identification, evaluation, and placement, you have a right to file a complaint with the school's Section 504 Administrator (or designee), who will

investigate the allegations to the extent warranted by the nature of the complaint in an effort to reach a prompt and equitable resolution.

16. You also have a right to file a complaint with the U.S. Office for Civil Rights.

The address of the Regional Office of the Office of Civil Rights that covers Minnesota is:

ATTN: OCR Regional Manager

Office for Civil Rights, Chicago Office

U.S. Department of Education

Citigroup Center

500 W. Madison St., Suite 1475

Chicago, IL 60661-7204

Legal References: Section 504 of the Rehabilitation Act, 29 U.S.C. §794

Appendix K

Fire Safety & Emergency Evacuation Plan Required by Minnesota State Fire Code

Upon discovery of fire or smoke:

1. Sound the building's fire alarm. This is done by pulling the nearest fire alarm station. If no fire alarm pull station is close, contact the school office.
2. Evacuate students and staff according to routes posted in the classroom.
3. Close all classroom and office doors (do not lock doors).
4. Teachers are responsible for all students. Teachers should take class roster with them when evacuating.
5. Call the fire department by dialing 911. Person responsible: Principal, Facilities Manager, Dean of Students, or Executive Director
6. Meet the fire department at main entrance. Person responsible: Principal, Facilities Manager, Dean of Students, or Executive Director
7. Building re-entry can occur when authorized by fire official in charge or it has been determined that no emergency exists.

Life Safety Strategies:

Total Building Evacuation

Evacuation:

1. Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2. The following staff should stay in the building to perform the functions listed as long as it is safe for them to do so: Dean of Students

Evacuation of Disabled:

Upon activation of the fire alarm system, disabled persons are to be moved outside the building.

Relocation of Students:

1. Should the fire or other emergency cause the building to be uninhabitable, students and staff will walk to the primary relocation center: Parking lot of High School, the Middle School (Grades 7 and 8) Building, or the Middle School (6th Grade) Building.
2. The following is the secondary relocation center: The Home Depot, 18011 Zane Street NW, Elk River
3. The following person is responsible for media notification and contact: Executive Director
4. The *Student Release Form* shall be completed, if necessary.

Personnel Responsibilities:

1. Teachers:
 - a. Go over evacuation plan at beginning of school year with students.
 - b. Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire.
 - c. Bring a class roster for student accountability.
 - d. Close doors to classrooms or offices upon evacuating (do not lock the doors).
 - e. Ensure that all students are evacuating.
 - f. Assemble at designated point outside of building.
 - g. Account for all students.
 - h. Report any missing students to the Principal.

2. Other Staff:
 - a. Evacuate building using the closest exit.
 - b. Perform other duties as specifically outlined in this plan or as directed by the building Principal

3. Principal:
 - a. Ensure activation of alarm.
 - b. Ensure evacuation of students and staff.
 - c. Ensure notification of fire department.
 - d. Ensure that staff is following the fire safety and evacuation plans.
 - e. Assist the fire department and other emergency responders.

Emergency Plan Information:

Date this plan was updated: September, 2007. Revised: January, 2011, August, 2014, August, 2015, August 2016, August 2018, August 18, 2022

Staff Back-Up Assignments:

High School Building:

(In order of responsibility)

Dan DeBruyn	(763) 202-5707
Mark Leland	(715) 497-0600
Rick Peterson	(612) 799-7034
Darrell Skog	(763) 843-3765
Patty Jorris	(763) 227-3061

Middle School: Grade 7 and 8 Building

(In order of responsibility)

Greg Heinecke	(763) 458-4636
Lynn Sommerstad	(612) 741-6482
Christy Seigel	(763) 742-9634

Middle School: Grade 6 Building

(In order of responsibility)

Greg Heinecke	(763) 458-4636
Lynn Sommerstad	(612) 741-6482
Cathy Durkot	(763) 218-2247
Joyce Emmel	(763) 528-8441

**SPECTRUM HIGH SCHOOL
STUDENT RELEASE FORM**

SECTION 1- To be completed by the Parent/Guardian picking up a student

Student's Name: _____

Grade: _____ Teacher _____

Name of Parent/Guardian/Adult picking up student: _____

Relationship to student: _____

SECTION 2 – To be filled out by Parent Check-In Staff

Proof of ID: Yes _____ No _____

Emergency card gives permission for pick up by this adult: Yes ____ No ____

If student is not available for release, circle reason:

Absent First Aid Hospital

Missing Other

Comments: _____

SECTION 3 – To be completed by Student Release Area Staff

Check ID of Parent/Guardian/Adult Signature: _____

Date: _____ Time: _____

Staff Initials: _____

Appendix L

Academic/Activities Lettering Policy

Academic Lettering

This is the highest form of lettering. Academic letters and certificates are presented to students at the spring Awards program.

1. Students may letter up to four times academically in their high school career.
2. Students will earn an “S” the first time they letter. Upon lettering again, they are eligible for a bar.
3. Students earn an academic letter if they attain the following cumulative GPA:
Freshman: cumulative GPA of 3.85; Sophomores: cumulative GPA of 3.8; Juniors: cumulative GPA of 3.7; and Seniors: cumulative GPA of 3.6.
4. Middle School students earn an Academic Achievement certificate if they attain a cumulative GPA of 3.95 based on semester one of the current school year

Athletics Lettering

1. Athletes must participate in all practices. Any absence from practices or contests must be pre-excused by the coach.
2. Athletes must consistently compete at the varsity level. For most sports, this means participating in at least 50% of varsity periods, quarters, halves or games; depending on the sport.
3. Athletes must compete to the best of his/her ability in all practices and meets.
4. Athletes must participate in all team events or be pre-excused by the coach.
5. Athletes must display consistent high standards and support for teammates.
6. Athletes must be recommended by his/her coach that they have demonstrated the commitment of a varsity level student athlete.
7. Athletes may not have violated any Minnesota State High School League rules.
8. Athletes may not have been suspended from school during the season.
9. Athletes may not be found academically ineligible twice during the season.
10. Athletes must finish the season as a member in good standing with the team.
11. Athletes will also follow other school’s lettering policies when participating in a co-op sponsored by the other school.
12. By agreement with the Activities Director, some sports may have additional lettering requirements.
13. Spectrum will not award varsity letters for club activities.

National Honor Society

A Spectrum letter will be awarded to students who successfully meet the following requirements:

1. Maintain a cumulative GPA of 3.4
2. Attend $\frac{3}{4}$ of committee meetings
3. Complete 15 “group” community service hours
4. Complete 10 individual hours of community service hours (2 may be from the required SL hours)
5. Demonstrate the four pillars of NHS – Leadership, Character, Scholarship, and Service.

Community Service Letter

Student Requirement #1: *120 hours of service*

1. Students must perform community service to individuals or organizations outside of their own family.
2. Students must not receive any kind of compensation for service preformed.
3. All hours must be logged, signed by a supervisor, and turned in to the Service Learning Lettering Committee Coordinator in May.

4. All hours must be completed between April 30th and the end of the first week of the following May 1st of the academic year.
5. The 120 hours of service is **above and beyond** the Service Learning hours required. Hours required for National Junior Honor Society and National Honor Society **cannot** be used for the lettering requirements.

Student Requirement #2: *Two letters of recommendation*

1. Student will obtain two letters of recommendation from agencies or individuals served that describe the volunteer work completed and the student's attitude and competence.
2. Letters of recommendation should be sent to the Community Service Lettering Committee Coordinator.

Student Requirement #3: *The reflective presentation*

1. Student will write an essay, create a PowerPoint presentation, **or** create a movie that is a reflective expression of their community service. This gives the student an opportunity to reflect on their service and share their service experience with others.
2. Along with the essay, students will submit a photo(s) of themselves doing service (preferably in digital format).

Music Lettering – Band

The Spectrum High School Band is a group that requires commitment, perseverance, and dedication. Students who letter in band exhibit these qualities at the highest level.

To earn a letter, ALL of the following must be met:

- Be enrolled in Wind Ensemble both the Fall and Spring semesters of the current school year.
- Maintain an "A" average in Wind Ensemble both semesters.

In addition, two (2) of the following must be completed:

- Achieve a rating of Superior or Excellent on a solo at Solo & Ensemble Contest
- Achieve a rating of Superior or Excellent on an ensemble at Solo & Ensemble Contest
- Be nominated and participate in an honor band (region or All-State)
- Take 20 hours of private lessons outside of school (from a qualified instructor)
- Be enrolled and fully participate in pep or jazz band (director discretion)

Music Lettering - Vocal

All of the following must be met:

1. Be a member of Spectrum's high school choir or high school band.
2. Maintain a 3.7 GPA in the music course
3. Score 80% or higher on a music knowledge test

Complete **one** of the following:

1. Receive a I (superior) or II (excellent) rating in vocal/instrumental solo or small ensemble at the annual school, region, or state festival
2. Be selected by the music director as a special soloist, or as a unique honor given by the music department.

Theatre Lettering

Students must earn 600 points by April 15th in order to letter for the current school year. This point system is set up to be flexible to accommodate student schedules and interests while still maintaining high standards and a commitment to theatre. In order to receive their letters, students must hand in verified point sheets to the theatre director by April 15. Any points earned in a school year which do not result in the earning of a letter will roll over

to the following school year. Any point sheets handed in after the deadline will automatically roll over to the following school year.

Students may earn points as follows:

A. Participation in Spectrum High School Theatre productions:

Students must participate in at least one Spectrum production during the year that the letter will be earned.

1. Member of a Cast: 200 points
2. Member of Crew: 200 points

*If students are on a crew for final rehearsals and production dates only, 20 points will be earned for each rehearsal and show for which they are present.

ATTENDANCE: Points will be deducted for absences as follows:

- 2 points will be deducted for each missed rehearsal disclosed on the conflict calendar.
- 2 points will be deducted for each missed rehearsal due to family emergencies and illness. A parent note will be required. Please give as much advance notice as possible.
- 5 points will be deducted for each absence not disclosed on the conflict calendar.
- 5 points will be deducted for each missed Saturday rehearsal.
- Arriving late or leaving early will result in an appropriate number of points being deducted.
- Point deductions will double during the final two weeks of rehearsals.
- 20 points will be deducted if student actors do not stay to strike sets after final production or if they leave without checking out with the director.

*Students will not lose points for rehearsals for which they are not required to attend.

Director may award additional points for hard work, professionalism, and exceeding expectations.

B. Demonstration of a commitment to theatre and the arts:

1. Member of Theater Production OUTSIDE of Spectrum: 75 points

Student actors will need to give the director contact information and a playbill in order to earn points for their participation. Additionally, students must write a two-page reflection and submit all materials for verification within one month of the production. Students are limited to adding 1 of these events to their lettering points.

2. Spectrum Theatre Activities: 15-30 points per activity

These activities include things we will try to do as a group.

3. Attendance at Theatre Productions: 20 points per show

Attend a production by another theatre group (high school, college, Broadway, community, etc.). Students need to submit a program and ticket from the show as well as a typed one-page reflection within one month of the attended event.

4. Attendance at other Spectrum Fine Arts events: 10 points per event

This would include any choral, band, dance, or other artistic/theatrical event at Spectrum or put on by Spectrum. If students are a member of the event, they may earn 5 points per event. Students must submit a program from the event and a typed one-page reflection within one month of the attended event. Students are limited to adding 2 of these events to their lettering points.

5. Attendance at other artistic/theatrical event OUTSIDE of Spectrum:

Student should seek prior approval for these types of events. This would include any artistic event outside of Spectrum (concert, art show, dance recital, etc. – NOT a movie). Students must submit a program and ticket from the event as well as a typed one-page reflection within one month of the attended event. Students are limited to adding 2 of these events to their lettering points.

Student Council

1. Achieve a cumulative GPA of 3.25 or above.
2. From the beginning of the school year through April 30th, no record of disciplinary action may be on the student's record.
3. Accumulate the required points for event participation each quarter of the school year.

*All components listed above are due to the Student Council Advisor **NO LATER** than May 1st for lettering consideration in Student Council.

C@SH Lettering

A C@SH letter is awarded to students who have successfully met the following requirements:

- On campus Spectrum students only (full-time off-campus PSEO students do not qualify).
- Successfully complete a combination of four or more C@SH or AP courses.
- Successfully completing a course is defined as the following:
 - A grade of C- or better in a C@SH class as verified by the final posted grade.
 - A core of 3 or higher on an AP College Board Final Exam as verified by the official AP score. (These scores are not available until July following the testing year.)

Letter awards will be distributed at the awards ceremony on an annual basis per the following guidelines:

- Fall C@SH courses of current year (spring C@SH courses of current year will be distributed the following school year.)
- AP score from previous school year

Appendix M

Spectrum School Dance Policy (including Prom)

Spectrum's on and off campus dances are designed to provide a healthy, safe, fun, and energetic atmosphere for students. School dances are school functions, and as such, all Spectrum policies and procedures, including dress code, will be applied to all who are in attendance. The following guidelines have been established for all school dances:

- Dancing must be school appropriate, in that it will be conducted in a manner that is modest and in good taste. Attendees who are not following the guidelines will be dismissed and referred to Spectrum administration for possible disciplinary action.
- All attendees must adhere to the Spectrum dress code policy at all times. Should a student not be in compliance with the policy, he or she will be dismissed from the dance and referred to Spectrum administration for possible disciplinary action.
- Attendees who leave the dance will not be permitted to re-enter.
- Attendees who do not stay in the designated dance area will be dismissed from the dance.
- Backpacks, purses, jackets, etc., are subject to search at any time by Spectrum faculty and/or chaperones.
- Outside food and beverages are not permitted at any time.
- Students must be in attendance for the entire day to attend a school dance. Approved early release or late arrivals are excluded.
- One outside guest per Spectrum student is permitted for all high school dances. Guest applications are due to the dance advisor at least one week (7 days) before the scheduled date of the dance. The advisor will check each guest application and will inform the Spectrum student if his or her guest is not allowed to attend.
- Spectrum administration reserves the right to cap the number of outside guests, as well as to refuse to allow an outside guest to enter the dance for any reason.
- No Spectrum High School students are permitted to attend Spectrum Middle School dances.
- All behavior must comply with the Student/Family Handbook expectations (e.g., fighting, bullying, public displays of affection).
- No outside guests over 20 years of age will be permitted.
- Spectrum's Prom is intended for 11th and 12th grade students. A 10th grade student may attend as a guest of an 11th or 12th grade Spectrum student. 9th grade students are not permitted to attend Prom.

Appendix N

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

While Spectrum encourages all students to participate in State-wide testing, we understand parents may have reasons for choosing not to have their students do so. The school welcomes an opportunity to discuss this option with parents. If choosing this option, parents need to complete the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* form by January 15. This form can be found on the Minnesota Department of Education's website at [here](file:///C:/Users/ddebruyn/Downloads/2022-23%20Statewide%20Assessments%20Parent%20Guardian%20Participation%20Guide%20and%20Refusal%20Information%20RE%20042122.pdf) (<file:///C:/Users/ddebruyn/Downloads/2022-23%20Statewide%20Assessments%20Parent%20Guardian%20Participation%20Guide%20and%20Refusal%20Information%20RE%20042122.pdf>).

Appendix O

Electronic Device Approval Policy

Board Approved: 2/24/11

Policy Number: 402

I. Approval Steps

When a student brings in an electronic device to have approved:

1. The student should request approval to use their own electronic device at school.
2. The student will bring electronic device to office.
3. The student will supply any passwords needed to access device.
4. The Tech Director will review the electronic device.
5. The Tech Director will discuss review of electronic device with the Executive Director.
6. The Tech Director and the Executive Director will approve or deny use of the electronic device during the school day.
7. If the device is approved, the student will be issued an electronic approval pass.
8. If denied, the student will not be allowed to bring the electronic device to school.
9. The student must have electronic approval pass on display while using the device.
10. The student must present the electronic approval pass when requested by teacher or staff.
11. If a student loses this card, the privilege of using the electronic device for the remainder of the month is lost.
12. The student must submit the electronic device for review and approval each month.

II. Office Staff Instructions for Student Electronic Devices

When a student brings in an electronic device to have approved:

1. Take the device and fill out an approval form.
2. Alert the Executive Director that a student is requesting approval.
3. Contact the Tech Director, and give device and approval form to him for review.
4. Once the device has been reviewed and the approval form is completed, office staff will record the student on the master approval list, place approval form on file, and issue an electronic approval pass.

III. Any student not following the Electronic Device Approval Policy is subject to disciplinary action

In the event that policies adopted by the School are in conflict with then applicable Minnesota law, the provision of the law will apply.

BEHAVIOR GUIDELINES AND CONSEQUENCES

CLASS I OFFENSES (DANGEROUS)	CLASS II OFFENSES (MOST SERIOUS)	CLASS III OFFENSES (SERIOUS)
100. Possession of a handgun, knife, or other weapon	200. Riding the school bus while on suspension	300. Getting off bus at unassigned stop
101. Assault against the school bus driver	201. Extending arms / legs out window of moving bus	301. Pushing, shoving, or hitting another student
102. Extending head out window of moving school bus	202. Failure to follow safe crossing procedures	302. Spitting
103. Igniting or attempting to ignite any object	203. Fighting with other students	303. Bullying or harassment in any form
104. Opening emergency exit / attempt to leave bus	204. Giving false name	304. Refusing to follow drivers instructions
105. Pushing a student at / near a moving school bus	205. Interfering with police or safety supervisor	305. Riding on a bus other than the assigned bus
106. Running out in front of a moving school bus	206. Possession of a look-a-like weapon	306. Running for bus – waiting in house – route delay
107. Sale or distribution of alcohol or drugs	207. Tampering with emergency equipment or exits	307. Blocking aisle or tripping
108. Violent assault on another student	208. Theft or robbery	308. Climbing over or under seats
	209. Threatened assault against a driver or student	309. Eating or drinking on the bus
	210. Throwing or shooting objects in the bus	310. Moving from seat to seat
	211. Unacceptable sexual conduct or touching	311. Horseplay
	212. Use of tobacco on the bus	312. Standing while bus is in motion
		313. Throwing objects on the bus or out the window
		314. Use of obscene / profane language or gestures
		315. Vandalism of the school bus

**Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttles, etc) will carry a minimum penalty of a Class II first offense.

CONSEQUENCES

CLASS I DANGEROUS	1st Offense	2nd Offense	3rd Offense			
	Gr 4-12 Loss of transportation longer of remainder of school year or 120 days	Gr K-3 1. 30 day min susp of bus privileges 2. Parent/Principal meeting	Gr K-3 Loss of transportation longer of remainder of school year or 120 days			
CLASS II MOST SERIOUS	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	
	1. Written warning	1. 3-5 day susp of bus privileges	1. 10 day min susp of bus priv	1. 30 day min susp of bus priv	Loss of transportation privileges for the longer of remainder of school year or 120 days	
	2. 1-5 day susp of bus privileges	2. Parent/Principal meeting	2. Parent/Principal meeting	2. Parent/Principal meeting		
	3. Written notice to parent					
CLASS III SERIOUS	1st Offense	2nd Offense	3rd Offense	4th Offense	5th Offense	6th Offense
	1. Conference with Principal	1. Written warning	1. 3-5 day min susp of bus privileges	1. 10 day min susp of bus privileges	1. 30 day min susp of bus privileges	Loss of transportation privileges for the longer of remainder of school year or 120 days
	2. Written notice to parent	Opt 1-5 day susp of bus privileges	2. Parent/Principal meeting	2. Parent/Principal meeting	2. Parent/Principal meeting	
		2. Written notice to parent				

Revised 8/2022