DAWSON-BOYD HIGH SCHOOL

PARENT & STUDENT HANDBOOK

2026-2027



DAWSON-BOYD

BLACKJACKS

DAWSON-BOYD HIGH SCHOOL
848 CHESTNUT STREET
DAWSON, MN 56232
(320) 769-2955

www.dawsonboydschools.org

SCHOOL SONG:

Come on you Blackjacks, FIGHT,
we're all for you;
To school and team and colors always true,
We'll show Blackjack loyalty through and through
and let them know that we will
FIGHT! FIGHT! FIGHT!
For black and gold we'll send a cheer on high,
And let the wide world know a victory's nigh.
So let's all give that Blackjack battle cry!
GO! FIGHT! WIN!

SCHOOL COLORS

BLACK AND GOLD

SCHOOL MASCOT

BLACKJACK RABBIT

[*] *Notice required by statute*
[**] *Notice required by policy*

Dawson-Boyd Public Schools
District Contact Information

Dawson-Boyd High School
848 Chestnut Street
Dawson, MN 56232
320-769-4590
Fax Number: 320-769-4502
www.dawsonboydschools.org

Name	Position	Phone	Email
Ryan Stotesbery	Secondary Principal	320-312-2306	rstotesbery@dwby.k12.mn.us
Leah Prestholdt	School Nurse	320-312-2312	lprestholdt@dwby.k12.mn.us
Andrea Knutson	School Social Worker/MTSS Coordinator	320-312-2375	aknutson@dwby.k12.mn.us
Camey Maland	Food Service Director	320-312-2314	cmaland@dwby.k12.mn.us
Rebecca Mortenson	School Counselor/ Human Rights Officer	320-312-2316	rebeccam@dwby.k12.mn.us
Chelsie Bothun	Secondary Administrative Asst	320-312-2303	cbothun@dwby.k12.mn.us
Holly Ward	Superintendent, Community Education	320-312-2301	hward@dwby.k12.mn.us
Bryar Kallhoff	Human Resources	320-312-2304	bkallhoff@dwby.k12.mn.us
Carrie Kleven	Activities Director/ Transportation Director/Comm. Ed	320-312-2318	ckleven@dwby.k12.mn.us

[*] *Notice required by statute*
[**] *Notice required by policy*

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- 2026-2027 Dawson-Boyd School Calendar
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- Pupil Fair Dismissal Act
- District Policies (Specific policies noted in the handbook are linked in the reference table)
- School District Policy Cross Reference Table

[*] *Notice required by statute*
[**] *Notice required by policy*

DAWSON-BOYD HIGH SCHOOL WILL HONOR AND UPHOLD ALL POLICIES AS SET FORTH BY THE DAWSON-BOYD PUBLIC SCHOOL BOARD OF EDUCATION. ALL POLICIES ARE ON FILE IN THE DISTRICT OFFICE AT 848 CHESTNUT STREET IN DAWSON AND AVAILABLE UPON YOUR REQUEST.

Additionally, policies can be found on the school district's webpage at Dawson-Boyd Policies.

THANK YOU FOR BEING A PARTNER IN THE EDUCATION OF THE YOUTH OF THE DISTRICT.

[*] *Notice required by statute*
[**] *Notice required by policy*

PART I – INFORMATION

District 378 High School Personnel List 2026-2027

Board of Education

Tonya Kelly	Chair
Lynn Marotzke	Vice Chair
Megan Lynch	Treasurer
Clint Schindler	Clerk
Shawn Zollner	Director
Elsie Nelson	Director
Cameron Jurgenson	Director

Administration

Holly Ward	Superintendent, Community Education
Ryan Stotesbery	High School Principal
Amy Hiedeman	Elementary Principal
Carrie Kleven	Activities Director, Transportation Director, Community Education

High School Staff

John Shurb	Agriculture
Ryan Lund	Agriculture
Rebecca Mortenson	Counselor
Loral Webster	English, FACS
Sadie Solem	English
Kelly Tufto	English
Ashley Schacherer	Health, Service Learning
Preston Schwegel	Physical Education
Keith Knutson	Industrial Technology
Cory Larson	Math
Chloe Buell	Math
Chris Lehne	Instrumental Music
Brandon Hurley	Vocal Music
Allysa Hurley	Orchestra
Leah Prestholdt	Nurse
Justin Wager	Science
Alex Stearns	Science
Kevin Brent	Social Studies
Jason Conover	Social Studies
Alyssa Croatt	Special Education
Nichole Swenson	Special Education
Danielle Wager	Special Education
Erika Ramirez	Spanish
Shelby Moen	EL
Andrea Knutson	School Success Coordinator, MTSS Coordinator
Chelsie Bothun	Administrative Assistant

Head Custodian

Chuck Stark

Food Service Director

Camey Maland

[*] *Notice required by statute*
[**] *Notice required by policy*

Arrival and Dismissal Hours

School building hours are 7:45 AM - 4:00 PM during regularly scheduled school days. Students in the building before or after these hours must be supervised by a staff member or coach/advisor. Dismissal for the high school is 3:12 each day. Bus loading/unloading area will be on the north side of the gym. Buses for activities, events, and practices will be located on the west side of the high school.

Backpacks

Student backpacks are required to remain in student lockers during the school day, unless approved by the building principal. Locks are the responsibility of the student. It is strongly recommended that a lock be used. Students are responsible for any missing backpacks and/or contents left in an unsecured area. Backpacks may be used upon request for students who may have an injury or other extenuating circumstance. Requests should be made to the building principal.

Bicycles

Students may ride their own bikes, including e-bikes and scooters, to and from school. Students may ride bikes home during lunch if parents communicate permission to the high school office. Reckless or dangerous use, or chronic tardiness returning from lunch, may result in loss of privileges. Students are responsible for locking their bikes during the school day.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the Appendix of this document and on the school district's website at 2026-2027 School Calendar

Communication

If a parent/guardian has a complaint, concern or question regarding a school policy, please contact the principal's office. Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. If the complaint is related to a discipline matter, the building principal can provide a copy of the written form to be completed and submitted. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

If the complaint concerns class work or a teacher, please take the following steps:

1. Contact the teacher and address questions or concerns.
2. If the parent feels the problem is still unresolved, he/she should then contact the principal.
3. If the matter continues to be unresolved, he/she should contact the school superintendent.

Dances

School policy does not permit 7-12 dances. Dances are permitted for grades 9-12 or 7-9 and must conclude no later than 10:45 p.m. for grades 7-9; and no later than 11:30 p.m. for grades 9-12; this does not include Prom. The following rules apply:

- The principal is notified and approves at least 1 week in advance.
- Provide an adequate number of chaperones.
- Only students of Dawson-Boyd High School and guests are allowed to attend. Students/guests attending a 7-9 dance must be in 7-9 grade. Students/guests attending a 9-12 grade dance must be in 9-12 grade.
- Coats will not be worn into the dance. They will be left in the lobby/entry area.
- No pop or other containers can be brought into the dance.
- Students should remain by the gym. Other areas are off limits.
- No re-admittance after leaving the dance. The prom policy allows alumni, out-of-town guests and current sophomore aged students to attend prom activities as guests. (No one over 20 years of age will be allowed to attend.) Any guest other than Dawson-Boyd juniors and seniors must pay a cover charge to be determined by the classes.

[*] *Notice required by statute*
[**] *Notice required by policy*

- If a student is suspected of being under the influence of alcohol/drugs, notify the head chaperone at once. The head chaperone will call parents and the student will be required to leave the dance. The incident will be reported to the social worker, who is the head of the school's Chemical Pre-Assessment Team.

Decorations/Posters

The building principal must approve any poster or flier prior to being put up around the school.

E-Learning Day Plan

Dawson-Boyd High School E-Learning Plan days will be considered school days and will count towards student attendance. Teachers will have prep time from 8 AM until 10 AM when the assignment/activity for each class will be listed on Google Classroom. Teachers will be available from 10:00 am - 3:15 pm via email for any questions from students or parents.

The E-Learning Day is a day of attendance and is required for students. Attendance for high school students will be determined by the students completing the assignments/activities on Google Classroom by the next school day.
Students who do not participate or complete the activities will receive an unexcused absence.

Teachers will have an online office hour via technology (google meet, zoom, etc) where students can connect with teachers live with questions or help on work. These hours will be communicated via google classroom, teacher website, and/or email.

If you do not have access to the internet, please contact your child's teachers or building principal to discuss options.
No student will be marked unexcused if they do not have working internet access. eLearning Day Expectations Grid

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

Employment Background Checks [*]

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

Equal Access to School Facilities

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

Fees [*]

Athletics

Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the 1st competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.

Athletics	Grades 7-8	Grades 9-12
Football	$60.00	$90.00

[*] *Notice required by statute*
[**] *Notice required by policy*

Volleyball	$60.00	$80.00
Cross Country	$60.00	$80.00
Swimming	$60.00	$80.00
Girls Tennis	$60.00	$80.00
Dance	$60.00	$80.00
Basketball	$60.00	$80.00
Wrestling	$60.00	$80.00
Track	$60.00	$80.00
Softball	$60.00	$80.00
Baseball	$60.00	$80.00
Golf	$60.00	$80.00
Boys Tennis	$60.00	$80.00

Activities	**Grades 7-8**	**Grades 9-12**
Knowledge Bowl	$50.00	$50.00
One Act / Drama	$50.00	$50.00
Robotics	$50.00	$75.00

Maximum Athletic Fees*	
Max per student	$200.00
Max per family	$350.00

Athletic Passes	
Adult Season Pass	$85.00
Senior Season Pass (62+)	$55.00
Student Season Pass	$40.00
Family Season Pass	$175.00
Single Event (Adult)	$8.00
Single Event (Senior and non-DB Student)	$5.00
Dawson-Boyd Student	$2.00

Misc. Expenses	**Grades**	**Fee**
Orchestra Rental	7 - 12	$50.00
Band Rental	7 - 12	$50.00
Class Dues	7 - 8	$20.00
Class Dues	9 - 12	$25.00
Chromebook	7 - 12	$30.00

[*] *Notice required by statute*
[**] *Notice required by policy*

NOTES:
1. Additional Trap League fees will be collected by coaches at the start of the season.

2. Athletics: Payment of fees must be made prior to the first practice of the season in each sport. Any student who cannot afford to pay an extra-curricular fee should contact the athletic director. No refund will be made to anyone who voluntarily quits or who is cut by the coach for violating training rules. No refund will be made to students who transfer out of the school district after the first competitive event. Refunds will be made when a student is prevented by illness or injury from remaining in the activity until the first competition.

3. Music: School-owned instruments will have a fee of 50.00/yr. If a director asks a student who already owns an instrument to play a school-owned instrument, there will be no charge. If a director asks a student who does not own an instrument or a student (owns a different instrument) requests to play a school-owned instrument, there will be a charge.

4. All fees, detentions, and other student responsibilities will carry over from year to year. Students will not be allowed to participate in prom or commencement without completing these responsibilities.

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks, and other personal items. Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- A school district-sponsored driver or motorcycle education training course.

Students will be charged for textbooks, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the high school office or building principal.

Food Services

Dawson-Boyd Schools encourages students to live a healthy lifestyle which supports good school performance. This includes staying well-nourished and hydrated while at school. We encourage the use of water bottles during the school day. Water bottles are permitted during class time.

Meals are to be eaten in designated areas only. Meal times vary by classroom. Students will be notified of their lunch meal time on the first day of school. for more information. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

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Ala Carte: A La Carte selections are available for students in grades 7-12 during the lunch period. If students are using ala carte to charge, parents must fill out a form to approve a la carte purchases. This form is located online in "Documents & Forms – Food Service" and is also available in both the high school and elementary offices. Ala Carte is available based on adequate staffing.

Breakfast and lunch are free for all students. Students who choose to have additional helpings/extra milk will need to purchase these items. Parents/guardians must fill out a form to approve these purchases and money should be deposited in the student's lunch account.

Every family will receive an Educational Benefits form and is encouraged to fill out the form regardless of income. This is a confidential form and only viewed by the school officials in charge of this part of the lunch program and those whom parents/guardians give permission to through a release. Parts of school funding and fees for programs are connected to the

[*] *Notice required by statute*
[**] *Notice required by policy*

educational benefits qualification. Qualifying families may choose to accept/deny any financial assistance. We would appreciate every family completing this paperwork. This paperwork is used for reduced activity fees, preschool tuition and fees, summer food programs, etc.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the school board. Participation in non approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for nonschool-related activities will not be allowed during the school day.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

The senior class will meet with the principal in March to go over requirements for early dismissal and graduation. The building principal reserves the right to eliminate some or all of the early dismissal days as a disciplinary consequence. The student will receive a form that must be signed by all of the student's teachers, by the counselor, the principal and all outstanding fees must be paid. This form DOES NOT mean students have passed and will graduate, it means that everything is turned in to the teacher for the ***fourth quarter***.

Seniors must accumulate 25 out of 26 credits to participate in the commencement ceremony. Students eligible to speak at commencement must be enrolled as a full time student for at least 5 semesters during grades 9-12 at DBHS. Gold "high honor" cords will be awarded to students with a cumulative GPA of 97%-100%. White "with honor" cords will be awarded to students with a cumulative GPA of 92%-96.9%.

Holiday Celebrations and Parties

Dawson-Boyd Schools recognize that communities acknowledge and celebrate for varying reasons, which may include cultural holidays and celebrations, dances, and birthdays. Our district strives to be an inclusive and welcoming institution. However, we also recognize the constraints of time. Instructional time is important, so celebrations will be limited. Three seasonal parties are planned on a cooperative basis by pupils and teachers. Parents may opt out from any school celebration by contacting their teacher and/or building principal.

Birthday parties must be organized outside the school hours to eliminate hard feelings for youngsters not invited. Party invitations must be distributed outside of school. Children are permitted to bring their classmates a treat on their birthday. Treats must be purchased rather than homemade and meet USDA Smart Snack school nutrition guidelines. More information is available in the district's wellness policy. Please contact the school if you have questions.

Interviews of Students by Outside Agencies

Students may not be interviewed during the school day by persons other than a student's parents/guardians or school district officials, employees, and/or agents, except as provided by law and/or school policy.

Local Newspaper and School Publicity

Dawson-Boyd High School is proud to inform the community of school events through the use of newspapers, radio, online tools, and letters. Public information shall include names and photos of students participating in or attending extra-curricular activities, school events, and engaging in classroom instruction except on social media platforms. Please contact the high school office if you have concerns about the use of names and photos used to promote our school to the community. Parental consent will be given through our online registration at the beginning of the year.

Lockers, Personal Possessions, Lost and Found

LOCKERS SHOULD BE LOCKED AT ALL TIMES. Students should not bring valuables or large amounts of money to school - if so, valuables should be checked into the high school office for safekeeping. Any valuables brought to school or left in lockers occurs at the students' risk. The school is not responsible for lost items. Students must provide their own lock for

[*] *Notice required by statute*
[**] *Notice required by policy*

school and locker room lockers. Students are responsible for keeping lockers neat and clean. Varsity lockers go to varsity athletes during the season based upon availability and seniority.

All articles found should be turned into the high school office. Any lost item should be reported to the high school official. If items are not accounted for, they will be brought to a local thrift store or donated. Students should check with the high school office if they believe they are missing something. All items in the locker rooms must be locked and secured to ensure nothing is taken. The amount of time finding and disposing of items can vary depending on time of the school year, amount of accumulated items, or other factors - but typically items remain at school for a minimum of two weeks.

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. If a student has an emergency that requires them to make a phone call, they should come to the high school office to call from a private space.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability (or fail to ensure physical and program access for disabled persons), sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated the following individual as the district's Title IX Coordinator and the Americans with Disabilities Act (ADA) coordinator.

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Rebecca Mortenson
Title IX/ADA Coordinator
848 Chestnut St.
Dawson, MN 56232
Phone: 320-769-2955
rebeccam@dwby.k12.mn.us

Notice of Violent Behavior by Students [**]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent and Teacher Conferences

Parent and teacher conferences will be held twice during the school year. For more information, contact the building principal.
Conference Dates for 2026-2027:

Monday, October 12	3:30-7:30	Student-led conferences.
Monday, November 2	3:30-7:30	Student-led conferences.
Tuesday, March 23	3:30-7:30	Open conferences with all teachers.

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America before announcements on the first day of every week school is in session. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal

[*] *Notice required by statute*
[**] *Notice required by policy*

reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Schedule

The daily high school schedule is below. Other schedules may be used throughout the year depending on weather events, pepfests, and other events during the school day. These schedules can be found on the school website.

Period 1	8:30-9:12
Period 2	9:15-9:57
Period 3	10:00-10:42
Period 4	10:45-11:27
Sr. High 5	11:30-12:27
Jr. High Lunch	11:27-11:57
Sr. High Lunch	12:27-12:57
Jr. High 5	12:00-12:57
Period 6	1:00-1:42
Period 7	1:45-2:27
Period 8	2:30-3:12

Senior High Music Schedule		Junior High Music Schedule	
Orchestra	10:45 - 11:19	Band	12:00 - 12:29
Band	11:19 - 11:53	Choir	12:29 - 12:57
Choir	11:53 - 12:27	Orchestra	1:00 - 1:42 every other day

School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Dawson-Boyd School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the athletic director.

School Closing Procedures

Dawson-Boyd Public Schools has implemented a telephone broadcast system (JMC) that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. School closings will continue to be announced on local radio and through the JMC messenger system. All students who are bused should have emergency housing in town if buses are unable to travel. Parents and guardians must update the school when a phone number or other contact information has changed.

School-Sponsored Media Student Publications

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

[*] *Notice required by statute*
[**] *Notice required by policy*

Distribution of Non School-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete policy listed on the district website - "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy.

School-Sponsored Media
School district policy 512 sets forth the rights and responsibilities of student journalists. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- is profane, harassing, threatening, or intimidating;
- constitutes an unwarranted invasion of privacy;
- violates federal or state law;
- causes a material and substantial disruption of school activities;
- is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- advertises or promotes any product or service not permitted for minors by law;
- advocates sexual, racial, or religious harassment or violence or prejudice; or
- is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

School Visitors

INDIVIDUALS VISITING THE SCHOOL MUST REPORT TO THE PRINCIPAL'S OFFICE.
Parents and guardians are always welcome to visit and take part in the educational process. Please make prior arrangements to visit by contacting the building principal at least 24 hours in advance.

Student visitors are not allowed during the school year. Exceptions can be made for a student interested in attending Dawson-Boyd High School in the future. Parents of interested students must contact the principal to initiate this request.

Searches

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

Lockers and Personal Possessions Within a Locker [*]
Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.
Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

[*] *Notice required by statute*
[**] *Notice required by policy*

Personal Possessions and Student's Person
The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see the complete "Student Records" policy listed on the district website. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the district office.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the complete "Student Surveys" policy listed on the district website. A complete copy of the school district's "Student Surveys" policy may be obtained at the district office.

Vehicles on Campus

Patrols and Inspections
School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Search of the Interior of a Student's Motor Vehicle
The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

Student Publications and Materials

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

Distribution of Non School-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non School-Sponsored Materials on School Premises by Students and Employees" policy.

School-Sponsored Student Publications
The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school principal. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;

[*] *Notice required by statute*
[**] *Notice required by policy*

- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parents or guardian.

The school district may provide transportation for students to and from extracurricular activities. To the extent the school district provides extracurricular transportation, the district may charge a fee for transportation of students to and from extracurricular activities and optional field trips at locations other than school.

[NOTE: The school board determines whether to provide transportation for students, spectators, or participants to and from extracurricular activities. If the school district does not provide extracurricular transportation, students who wish to participate or watch are responsible for arranging for or providing their own transportation.]

Video and Audio Recording

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus. The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

PART II — ACADEMICS

Academic Integrity

Students are to do their own work unless they are involved in a teacher-guided cooperative learning group activity.
Students guilty of cheating and plagiarism, as determined by the teacher, will be subject to consequences that may include no credit for work, detention, and/or other consequences deemed appropriate by the teacher and/or building principal.
Academic Integrity will focus on two primary areas:

1. Transparency and Accountability
2. Use of online technology, but maintain original work

AI tools may be used for brainstorming or preliminary research, but using AI to generate answers or complete assignments without proper citation or submitting AI-generated content as one's own is considered plagiarism. AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution. This includes what data it processes and how decisions are made.

Guidelines for AI use:

DO:

- Use AI programs as smart search engines that present information in ways easy to read and understand.
- Ask AI programs for clarification or explanations when you need help.
- Generate ideas, topics, and writing prompts using AI programs.
- Be transparent; attribute AI text and images properly when you use them in your own work.

DON'T:

- Use AI programs to avoid doing your own work.
- Copy text or images from AI programs without proper attribution.
- Use AI text or images without fact-checking and exploring potential plagiarism issues.
- Use AI when your teacher expressly forbids it.

Students shall not rely solely on AI tools to complete assignments. It is important to understand the material and complete assignments on your own, using AI tools as a supplement rather than a replacement for your own work. Students shall not use AI tools to plagiarize. Using AI to generate or modify content to evade plagiarism detection is unethical and violates academic integrity. Students should not assume that AI responses are always correct as AI can generate fake results.

Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others.

Referrals to the Alternative Learning Center may be made for a variety of reasons. Students at risk of graduating on time are highly encouraged to attend the ALC to remain on track academically. Dawson-Boyd students attending the Alternative Learning Center in Montevideo are allowed to participate in the graduation ceremony provided they attend graduation practice. Guidelines for other activities and events will be communicated with these students. ALC students are allowed to be a part of and/or participate in the following:

Senior T-Shirts
Prom
Graduation Ceremony
Baccalaureate
Yearbook
Sports
Class Rings

[*] *Notice required by statute*
[**] *Notice required by policy*

Athletics, Arts, and Eligibility

Physicals

Dawson-Boyd provides a complete and comprehensive athletic program for students. Students who participate in athletics are required to have a current physical (every 3 years) on file. Parents of 7th grade students should be aware that all 7th grade students are required to have an athletic physical before participating. The parents must sign an annual health questionnaire.

Dawson-Boyd High School is a member of the Minnesota State High School League. Athletes are subject to the rules and regulations of the MSHSL. Parents and students are required to read and sign a form, stating they understand the rules. This includes all athletic competitions plus music, speech, knowledge bowl, FCCLA, FFA, Student Council, drama and robotics.

Students who participate in athletics are required to pay fees. Fee amounts are listed on page nine of this handbook. Students who have difficulty in paying the fees should see the athletic director. If you have any questions about athletics, please contact the Athletic Director. All students participating in Minnesota State High School League (MSHSL) sanctioned activities must abide by MSHSL rules and school rules, as follows:

MOOD-ALTERING CHEMICALS (NON MSHSL/MSHSL)

If a student has been stopped by the police for a chemical violation, it is the student's responsibility to notify the athletic director on the next day that school is in session about the violation. If the violation occurs in the summer, the students must notify the school by phone or in person. If a student fails to notify the athletic director, additional disciplinary action may result.

I. PURPOSE

Every Dawson-Boyd student, whether participating in an extra-curricular activity OR not, referred for the first time to the pre-assessment team and who are determined to have been using or in possession of chemicals, will be required to participate in an awareness program set up by the school, or by the county officials where the student resides. The pre-assessment team consists of the building principal, athletic director, school counselor and high school social worker. The program set up by the school will be "INSIGHT", a four to seven hour, one-to-one awareness program. This program will be required after the first and second violations. However, Dawson-Boyd High School will not supersede any intervention programs required by local county officials or court systems. Following a third and subsequent violations, a student who voluntarily chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if certain conditions are met. The Minnesota State High School League rules on alcohol, tobacco, drugs and marijuana (including edibles) will apply to all extra-curricular and to co-curricular activities as applicable. The INSIGHT program must be completed before a student can be reinstated into Dawson-Boyd High School activities. If a student is not involved in an extracurricular activity, the senior in good standing form will not be signed until the counseling is finished. If the student refuses to complete INSIGHT, they will not participate in the graduation ceremony.

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct as it relates to the use of mood-altering chemicals. Such compliance will enhance the school district's ability to maintain a positive educational culture.

The school district will take appropriate disciplinary action when students fail to adhere to the rules established by this policy.

II. GENERAL STATEMENT OF POLICY

All students participating in Minnesota State High School League (MSHSL) sanctioned activities must abide by MSHSL rules and school rules. During the calendar year, regardless of the quantity, a student shall not: (1) use or possess a beverage containing alcohol; (2) use or possess tobacco; or, (3) use or consume, have in possession, buy, sell, or giveaway any other controlled substance (including edibles). The policy applies continuously from the first signing of the student Eligibility Brochure. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

[*] *Notice required by statute*
[**] *Notice required by policy*

III. DEFINITION OF POSSESSION

"Possession" shall be further defined as follows: When a student knows or reasonably should know that they are in the presence of, or in close proximity to, alcohol, tobacco or other mood altering chemicals (including edibles), the student is expected to immediately take reasonable steps to remove him/herself from the situation. If the student fails to remove themselves from the situation, the student shall be deemed to be in "possession" for purposes of MSHSL activities, regardless of whether or not the student used or consumed alcohol, tobacco or other mood altering chemicals.

If a student is able to provide proof from law enforcement that no physical possession or consumption of alcohol, tobacco or other mood altering chemicals took place, no chemical violation will be administered but a suspension of 1 week or one event whichever is greater will be enforced.

This provision does not apply to situations where the student is in the presence of their parent(s)/guardian(s), when the student is present at a scheduled event or gathering in which identifiable parents or adults are present or when the student is present in a public establishment regulated by Minn.Stat. § 340A**.**

IV. PENALTIES

Activities sponsored by the Minnesota State High School League and the DBHS High School are listed in two (2) categories: If students are found guilty of a chemical violation, they must serve a penalty for all categories they are involved with.

A. ACTIVITIES IN CATEGORY I

	Boys	**Girls**
Fall	**Football**	**Volleyball**
	Cross Country	**Cross Country**
		Tennis
		Swimming
Winter	**Basketball**	**Basketball**
	Wrestling	**Wrestling**
		Dance
Spring	**Golf**	**Golf**
	Track	**Track**
	Baseball	**Softball**
	Tennis	

First Violation Penalty – Category I

After confirmation of the first violation, the student will lose eligibility for the next four consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. AS AN ALTERNATIVE: With the completion of the INSIGHT Program and 10 hours of community service, the student will lose eligibility for the next two consecutive interscholastic contests or 2 weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in.

Athletic fees will not be waived for any student serving a chemical violation.

[*] *Notice required by statute*
[**] *Notice required by policy*

Second Violation Penalty – Category I

After confirmation of the second violation, the student will lose eligibility for the next twelve consecutive interscholastic contests or 4 weeks, 28 calendar days, whichever is greater, of a season in which the student is a participant.

AS AN ALTERNATIVE: With the completion of the INSIGHT Program and 15 hours of community service, the student will lose eligibility for the next six consecutive interscholastic contests or 3 weeks, 21 calendar days, whichever is greater, of a season in which the student is a participant. The alternative agreement must be signed by the student, parent/guardian and Activity Director within 10 days of the violation.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in.

Athletic fees will not be waived for any student serving a chemical violation.

Third and Subsequent Violation(s) Penalty – Category I

After confirmation of the third violation, the student shall lose eligibility for 12 months, or 365 days, from the date of the most recent infraction.

AS AN ALTERNATIVE: A student who voluntarily chooses to become a participant in a treatment program may become eligible for participation after a minimum period of 6 weeks after entering treatment if all of the following conditions are met:

a. The student is assessed as chemically dependent,

b. The student enters treatment voluntarily,

c. The director of the treatment center certifies the student successfully completed the treatment program.

d. The treatment option cannot be used for the first or second violation.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. All costs associated with the assessment are the responsibility of the parent/guardian. Any other violations for which the penalty has not been satisfied must still be served in full.

Carry over from one activity to another: If a student does not serve their full penalty in one sport it will carry over to the next sport the student participates in. Athletic fees will not be waived for any student serving a chemical violation.

B. ACTIVITIES IN CATEGORY II

Speech	One Act Play	Robotics
Band	Choir	Trap Shooting
Knowledge Bowl	Orchestra	National Honor Society

[*] *Notice required by statute*
[**] *Notice required by policy*

MASTER CALENDAR OF EVENTS (If not in Speech/Knowledge Bowl)

Large Group Choir Contest

Large Group Orchestra Contest

Large Group Band Contest

Solos/Ensembles

School concerts are not included in the Master calendar of events for band, choir, and orchestra because the concert is part of the student's grade. The Master Calendar of Events for music is MSHSL sanctioned activities only.

PENALTIES FOR CATEGORY II ACTIVITIES

Penalties for Category II events must be served separately from Category I Activities.

First Violation Penalty – Category II

After confirmation of the first violation, the student shall lose eligibility for the next two (2) Master Calendar scheduled contests or two (2) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. in the designated two (2) weeks. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation Penalty – Category II

After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contests or six (6) weeks of the season in which the student is a participant, whichever is greatest. Students in violation are not permitted to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated six (6) weeks. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. The director or a counselor of a chemical dependency treatment center must issue certification.

Third Violation Penalty – Category II

After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater. Students in violation are not to participate in small group performances such as madrigals/dinner theaters, requests by churches and service clubs, and etc. for the designated nine (9) weeks.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. The director or counselor of the chemical dependency treatment center must issue such certification.

PUBLIC PERFORMANCE:

These are events that include but are not limited to homecoming court, conventions, or any event where the student is representing Dawson-Boyd Public Schools. A student in violation is ineligible to be on the homecoming court for at least one calendar year from the date of administration. A student in violation will be ineligible from any public performance events, if they have not fulfilled their penalties in both Category I and II. Missing a public performance event will count towards a Category II event.

NOTES:

Unfilled Suspension: Any part of an unfilled suspension will be applied to the next season in which the student participates.

MSHSL Clause: If the penalty does not meet the minimum first violation MSHSL policy, the student will serve the MSHSL penalty for first violations. Tournaments: In-season tournaments shall count as one scheduled event.

[*] *Notice required by statute*
[**] *Notice required by policy*

Denial Disqualification: A student shall be disqualified for nine (9) additional weeks of participation beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

Participation While Serving a Suspension: A student shall be required to practice for a minimum of one sport to fulfill their suspension. If the student athlete is out for more than one sport in a 12-month period, they would be highly encouraged to attend all practices in order to develop their skills for future participation. The coach shall have a meeting with the athlete to determine their level of participation while serving their suspension. The coach has discretion on the following items: 1) if the athlete will be issued a jersey, 2) if the athlete will practice, and 3) if the athletes will be allowed to attend games and sit with the team on the bench.

Accumulative Penalties: Penalties shall accumulate beginning with the student's first participation in a League activity and continuing through the student's high school career.

ACADEMIC ELIGIBILITY

Athletes must maintain academic eligibility to compete in interscholastic competition.

Failing Grades (F's): A student who has one or more F's on his/her report card, is ineligible for interscholastic competition for two weeks or two contests, whichever is greater. The two weeks or two contests begin on the day after the F-lists are printed. In two weeks, if student progress is satisfactory in all classes, eligibility will be restored. If not, students shall be ineligible for two additional weeks or two contests, whichever is greater.

Progress Report (Grade Checks): At the end of the third and sixth week of each quarter, grades will be updated and checked for eligibility purposes. Students must be passing all classes at these designated checkpoints. If a student is not passing one or more classes, students will be ineligible for the next contest. Students will also be required to do the following:

*Be ineligible for the next interscholastic competition.

*Attend the next after school study session.

*Lose phone privileges for the following week.

Students must be passing all classes and signed off by teachers in order to become eligible for interscholastic competition after the first contest.

Incompletes: A student who has one or more Incompletes on the report card is ineligible for interscholastic competition until all Incompletes are amended. If an Incomplete becomes an 'F', procedure for eligibility will follow item #2- above. Restoring eligibility is the student's responsibility. When Incompletes are made up, the student must pick up a form in the principal's office and have all teachers sign off to confirm satisfactory progress. When teachers issuing incompletes have signed off, eligibility is restored.

Carry Over: Ineligibilities shall carry over from the previous year (4th quarter marking period).

Class Rank/Academic Standing

Class rank is updated after each quarter. Recognition of senior class valedictorian and salutatorian is determined after third quarter grades of senior year. Honor graduates are also determined at this time. Disclosure of a student's grade point average (GPA), class rank, or transcripts requires written permission of the parent, guardian, or eligible student.

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the building principal.

[*] *Notice required by statute*
[**] *Notice required by policy*

Field Trips

Field trips scheduled during the school year are part of the curriculum. Students must return a permission form signed by the parent/guardian in order to attend. The school will arrange supervision and transportation for the trip. All members of the field trip group are required to travel together, both coming and going, with a faculty representative. Students may be asked to bring money to cover the basic costs of the trip. If a student is not in good standing academically, behaviorally, or with attendance, the principal reserves the right to not allow a student to attend a field trip.

Grades

Grades will be reported each quarter during the year. Report cards will be available for review through JMC. If a parent or guardian requests a paper copy, one will be mailed for those students. Online grade reports may be reviewed at https://sites.google.com/dwby.k12.mn.us/isd378/high-school/jmc-gradebook

GRADING SCALE

A	4.0	100	A-	3.7	97			
	3.9	99		3.6	96			
	3.8	98		3.5	95			
B+	3.4	94	B	3.1	91	B-	2.8	88
	3.3	93		3.0	90		2.7	87
	3.2	92		2.9	89		2.6	86
C+	2.5	85	C	2.2	82	C-	1.9	79
	2.4	84		2.1	81		1.8	78
	2.3	83		2.0	80		1.7	77
D+	1.6	76	D	1.3	73	D-	1.0	70
	1.5	75		1.2	72		0.9	69
	1.4	74		1.1	71		0.8	68
	F	0.0	67 and below					

The honor roll is computed by an average of all subjects. Any D, F, or incomplete causes honor roll ineligibility. Students need to receive grades for six classes (credits) in any one grading period to be eligible for the honor roll. Students taking classes outside of DBHS will not be eligible for the honor roll or class rank until the high school counselor has received grades. Students must have a 2.9 average to qualify. In order for a student to be an honor graduate, they must maintain a 3.2 average, beginning in the 9th grade.

Weighted Grades Policy
Dawson-Boyd High School does not weigh grades. All classes use the same grading scale.

Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Dawson-Boyd High School.. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in grade three. Parents may opt out of the statewide assessments for their student(s) by completing the form in *Appendix 12* and returning it to the school district office.

[*] *Notice required by statute*
[**] *Notice required by policy*

HIGH SCHOOL CREDITS FOR GRADUATION

High School Level Courses Required for Graduation		
Subject Area	**Credits**	**Explanation**
Language Arts	4	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	3	Must be sufficient to satisfy all of the academic standards in mathematics
Science	3	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12, and one credit to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	4	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	1	Must be sufficient to satisfy all of the academic standards in the arts
Physical Education	.33	Must be sufficient to satisfy the state standards in physical education
Health	.33	Must be sufficient to satisfy the state standards in health
Elective Courses	11.33 (minimum)	

Students who begin grade 9 in the 2024-2025 school year and later must successfully complete a course for credit in personal finance in grade 10, 11, or 12.

Minnesota Academic Standards

[*] *Notice required by statute*
[**] *Notice required by policy*

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards, Health
Minnesota Academic Standards or Local Standards, Arts K-12

School District Required and Elective Standards

All students must satisfactorily complete the following school district required and elective standards:

- School District Standards, Career and Technical Education (K-12); and
- School District Standards, World Languages (K-12).

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the ***[insert counselor, principal, or other position title here]***.

Students will start accumulating credits when they successfully pass classes during their 9th grade year. Students in grades 9-12 will need to meet the following credit and class requirements.

DBHS students will be required to accumulate the following credits:

- 4 credits of English
- 3 credits of Math, which includes Geometry, Algebra 2 and PST.
- 3 credits of Science, which includes Physical Science, Biology and Chemistry.
- 4 credits of Social Studies which includes 1 credit of US history, 1 credit of Geography, 1 credit of World History, .5 credit of Government and Citizenship, and .5 credit of Economics.
- .33 credit of Health and .33 credit of Physical Education
- 1 credit of art
- .5 credit Personal Finance
- All other credits are elective.

To be considered a full time student at DBHS, students must be enrolled and making steady progress toward a minimum of seven classes per day. Students are allowed a maximum of one full study hall per year. Exceptions will be made by the administration on a case by case basis. Students enrolled in fewer than seven classes would not be considered full time students and would not be eligible for academic honors earned by full time students. This would include class rank and honor student status. In addition, any enrollment level less than seven credits would be considered an 'F' for that credit hour. This would be reflected on the student transcript and could result in academic ineligibility due to falling grades.

Full time students are not allowed to take a credit from an alternative learning center unless they have taken the DBHS required course and failed it for the year. For example, a full-time student who refused to take English 11 at DBHS would not be able to take an English 11 ALC course and transfer the credits to DBHS to fulfill this graduation requirement unless they had already failed the course at DBHS. Any student who fails a course may either re-enroll in the course the following year or may take summer school to make up the credit.

Students dropping classes at DBHS prior to the end of the semester will receive a 55% as a final semester grade for the course. This grade will be averaged into the student's grade point average. The student will also be subject to the district's academic eligibility guidelines.

[*] *Notice required by statute*
[**] *Notice required by policy*

STUDENTS HAVE ONE WEEK AT THE END OF EACH QUARTER TO COMPLETE ANY INCOMPLETES, IF THE TEACHER WILL ACCEPT LATE WORK. IF THE WORK IS NOT MADE UP DURING THAT TIME PERIOD, THE GRADE FOR THAT QUARTER IS FINAL. SPECIAL CIRCUMSTANCES MAY RESULT IN A LONGER PERIOD OF TIME TO COMPLETE AN INCOMPLETE - AS DETERMINED BY ADMINISTRATION.

Students Studying Abroad Senior Year
Students who choose to study abroad their senior year will need to meet with the school counselor to ensure they are taking the classes they need to fulfill DBHS graduation requirements. Only credits will be accepted for classes that are taken overseas. Students will still be eligible to be an honor graduate if they have met DBHS requirements.
This is the current transition plan. However, DBHS reserves the right to change the requirements as needed to accommodate state/federal laws or school board action. If there are changes to this current plan, students and parents will be given ample notice to make sure that their son/daughter would have the opportunity to successfully graduate.

Guidance and Counseling Services
The guidance and counseling department is committed to helping students, parents and staff to develop attitudes and skills that will enhance students' self-esteem, contribute to lifelong learning and promote successful relationships.

Transcripts: Transcripts are available upon request from the Guidance Office.

Post High School Planning: Guidance and Counseling Services are available to help students make educational and vocational plans, as well as helping individuals resolve personal problems. Individual counseling is available to students. Post-secondary institution admission requirements, including test results, high school G.P.A. and application deadlines will vary. Juniors and seniors will be allowed a maximum of two college visit days per year. You must produce documentation verifying your visit. You can arrange an appointment at any school by contacting their admissions office. Contact the guidance office for help.

Honor Award

The purpose of the honor point system is to recognize students, grades 7-11, who take part in many activities and excel in academics. 135 points are required for a student to earn an honor letter (8th grade will be at the 125 point total due to one less class than 7th grade). Letters are awarded in the spring at Class Night. Grade 12 students will be recognized at Senior Class Night in May.
Points in all activities are awarded at the discretion of the teacher, supervisor, or coach.
1. Academics: No Maximum
A> 4 pts, B> 3 pts, C>2 pts, D>1 pt, F>minus1 pt.
The first 3 quarters are figured on actual grades. 4th quarter grades are an average of the first 3 quarters. Band, Choir, and Orchestra grades are excluded.
2. Attendance: Maximum of 20 points.
Perfect attendance each quarter = 5 pts. One or less unexcused absence for quarter = 3 pts.
3. Athletics: Maximum of 30 points.

7th & 8th grade	5 points	B-Squad	10 points
Varsity	15 points	Varsity Captain	5 points

4. Music: Maximum of 35 points.

7th & 8th grade Choir, Band, Orchestra	5 points each	9-12 Band	10 points
9-12 Choir, Band, Orchestra	10 points	Orchestra	10 points

Check with your teacher for additional points.
5. Clubs & Activities: Maximum of 10 pts per club.
Points will be awarded according to participation. Clubs included are: FFA, FLA, Knowledge Bowl, Speech, Student Council, One-Act Play, Robotics, Trap Shooting, National Honor Society and Musical (if applicable).

Homework/Missing Work

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Dawson-Boyd Schools will communicate missing work for all students in the following manner. The goal of this communication is to decrease the amount of missing work and to be consistent in our communication to parents and students. Details include:

[*] *Notice required by statute*
[**] *Notice required by policy*

Missing work will be entered into JMC by 8:30 AM on Monday mornings - labeled as 'M' or 'MI'
Missing work will be emailed to parents and students **every Tuesday.**
Missing work lists will be shared with study hall teachers twice a week: **Typically Tuesdays and Fridays.**
If the student has a late assignment, the highest score attainable will be determined by the classroom teacher.
Significant missing work may result in further actions including but not limited to: Study hall time in the office, lunch detentions, after school detentions.

Students should check JMC grades and email on a regular basis, as well as communicating with teachers about missing work.

Lyceums/Program Attendance

Students can be excused from any lyceum or program. Parents must send a written and signed note, or communicate with the office via phone/email requesting a student to be excused. The high school office will let the student know where to go during the program.

Parent Right to Know [*]

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived.
3. whether the teacher is teaching in the field of discipline of the certification of the teacher.
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.
5. In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Physical Education

Physical education classes will be conducted for the students in grades 7-9. Students should have a good pair of tennis shoes to wear to class. Students should also wear suitable clothing. Parents will be notified in advance of units requiring special dress (swimming, etc.). Reminding students to bring proper clothing will be most helpful.
A student will be excused from participation in physical activities only if a written note from the parent is received. The note should include a written explanation of why the student should be excused, the date, and the signature of the parent. The high school office may require medical documentation to excuse students from participation.

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the building principal.

Postsecondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students provided to all eighth, ninth, tenth, and eleventh grade students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the ***school counselor at Dawson-Boyd High School*** by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or

[*] *Notice required by statute*
[**] *Notice required by policy*

not notifying the district by October 30 or May 30. for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the school ***counselor at Dawson-Boyd High School***.

Online courses: Students wishing to take a PSEO or online course must complete the following steps:

*Contact the counselor and principal before enrolling in courses at least 30 days before enrolling.

*If the course is offered at DBHS, a meeting is strongly encouraged to be held with student, parent, teacher, and counselor or principal.

*If students are under the age of 18, students must have written consent of a parent or guardian to apply for a PSEO or online learning course.

*PSEO or online students who FAIL a course will receive a 0% for that class on their high school report card and transcript.

*PSEO or online students who WITHDRAW from a course will receive a 0% for that class on their high school report card and transcript.

*Online classes - if quarter grades are available, they will be entered into the report card. Students who fail a PSEO or online class will be subject to the academic eligibility policy of Dawson-Boyd High School.

If you are interested in an online course, please see the school counselor. A copy of the "Online Learning Options" policy is on file in the counselor's office.

Sophomores may enroll in a career or technical education course at a MnSCU college or university if they have attained a passing score or met the 8th grade standard on the 8th grade MCA in reading and meet other course prerequisites or course enrollment standards established by the college. These standards include but are not limited to assessment test scores, program admission or other requirements.

Any eligible 11th or 12th grade student may choose to enroll in PSEO. According to state statute, a student should notify the district of their intent to pursue this option by March 1st the school year before they are planning to attend a PSEO program. Prior to enrolling in a course, the student and the student's parents must sign a form that states they have been informed about the responsibilities of enrolling in this program. The student and the parent are required to visit with the counselor about the risks and possible consequences of enrolling in postsecondary courses. Students can appeal this policy with the H.S. Principal.

Any student taking a PSEO course will be required to provide academic progress documentation every two weeks to the school counselor or principal. Any student taking PSEO courses must return the books to the college or they will be required to pay the cost of replacement for the books.

Schedule Changes

Students will have until the end of the first week of each semester to change their schedule. Schedule change forms must be signed by a parent, the counselor and the teacher that the change will affect. Forms are located in the counseling office.

Student Supports

If a classroom teacher finds a student is having a problem academically, medically, behaviorally, socially, or emotionally, he/she will first refer the child to the Teacher Assistance Team. The team will assist in planning interventions to address the problems. If further evaluations are needed after failed interventions, the child is referred to the Child Study Team. The team reviews the problem/s and decides the types of evaluations that need to be done. After all the evaluations are completed, the parents and all staff members who have contact with the child will meet to discuss the problems and seek appropriate solutions. All members at the staffing cooperatively reach decisions as a team on the most appropriate programming for the child.

Special Services/Programs: Programs are available in the school to assist in meeting individual student needs. They are listed here:
School Social Worker: The district employs two school social workers, one in each building. Parents having questions about what a school social worker can offer please contact the elementary office.
Speech services—are provided in an individualized or small group setting. The program focuses on the needs of the individual child, primarily in the areas of articulation and total language development.
Adaptive Phy Ed—the regular physical education program is supplemented with adaptive skills for students with special needs.
Special Education—special education is provided for students who need those services. In special education, a child's program is planned cooperatively with the classroom teacher, special education staff, and the child's parents. Social and emotional skills, as well as academics, are an important part of these programs. Staffings are held with staff and parents to evaluate progress and to plan the program components.
After School Help - typically on Tuesdays and Thursdays after school. Other days/times can be arranged in advance.

[*] *Notice required by statute*
[**] *Notice required by policy*

Teachers Assistance Team (TAT)

The student assistance team meets on a regular basis to monitor students' progress and success. Students may be referred to this team for academic or behavioral reasons. Interventions may be implemented and studied to determine their effectiveness before the team decides on next steps for the student. The TAT team is composed of the building principal, social worker, school psychologist, and two classroom teachers.

Special Needs Services

Special services such as speech therapy, special education for students with learning and/or emotional problems, adaptive physical education, and chemical dependency counseling and referrals are available. Information on Section 504 may be found on the school's website or by contacting the high school office. The 504 coordinator is:

Ryan Stotesbery
High School Principal
848 Chestnut Street
Dawson, MN 56232
rstotesbery@dwby.k12.mn.us
320-769--2955

Section 504 is enforced by the U.S. Department of Education, Office for Civil Rights (OCR). If you need information about Section 504, the contact information is as follows:

Office for Civil Rights, Chicago Office (Region V)
U.S. Department of Education
500 W. Madison Street Suite 1475
Chicago, Illinois 60661
(312) 730-1560
FAX: (312) 730-1576
TDD: (312) 730-1609
Email: OCR.Chicago@ed.gov
A copy of Dawson-Boyd School District #0378 Restrictive Procedures Plan is available upon request from the building principal.

State Testing

The following tests are currently required by the Minnesota Department of Education.

MCA Tests

7th Grade	Reading and Math
8th Grade	Reading, Math and Science
10th Grade	Reading and Science
11th Grade	Math

MTAS Tests

Minnesota's alternate assessment, the Minnesota Test of Academic Skills (MTAS), designed for, and limited to, students with the most significant cognitive disabilities.

ACCESS Tests

7th-12th Grade Students who qualify as an English Language Learner student.

The Parent/Guardian Guide to Statewide Testing is included in the Appendix of the Student Handbook. This document is also located on the school and Minnesota Department of Education website and may be used by parents/guardians.

Summer School

The school district may provide summer school learning opportunities. For more information, contact the building principal.

Withdrawals

When students withdraw from school, all fees must be paid and chromebook returned before records will be forwarded.
A form needs to be signed by the parent and student when withdrawing.

Parent Right to Know [*]

[*] *Notice required by statute*
[**] *Notice required by policy*

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:
*Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
*Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
*The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
*Whether the student is provided services by paraprofessionals and, if so, their qualifications.
In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parents if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

PART III — RULES AND DISCIPLINE

Attendance [**]

Dawson-Boyd High School believes that **regular school attendance** is essential for academic achievement, social development, effective communication between students and teachers, and building dependable habits for the future. This policy is designed to **encourage consistent attendance in a positive, supportive way,** not as punishment.

Shared Responsibility

Attendance is a **joint responsibility** of:

- **Students** - expected to be in school and attend all classes regularly and follow the correct procedures when absent from school.
- **Parents/Guardians -** responsible for ensuring their child attends school (unless there is a valid excuse) and inform the school of any absences.
- **Teachers and Administration -** provide instruction, track attendance, notify parents of absences, and enforce state attendance laws.

Minnesota Truancy Law

In Minnesota:

A student (ages 12 and older) is considered a **continuing truant** if they have:
Unexcused absences in 3 or more class periods on 3 separate days in middle or high school.

A student is considered **habitual truant** if they have:
Unexcused absences in 7 or more class periods on 7 separate days in middle or high school.

This policy supports students by outlining responsibilities and helping them succeed through consistent school participation.

Religious Observance Accommodation
Reasonable efforts must be made by a school district to accommodate any pupil who wishes to be excused from a curricular activity for a religious observance. A school board must provide annual notice to parents of the school district's policy relating to a pupil's absence from school for religious observance.

Parents
Parents of absent students will call or email the school when their child will be absent. The school will call the parent during the day if a student is not in school. These contacts will be made at the parent's residence or place of work. If the school is unable to reach the parent the day the student is gone, the procedure will be repeated the following day. If no contact is made, the absence will be recorded as unexcused, detentions/suspension will be assigned, and a note sent home. Parents who are unable to follow the above procedure need to contact the high school office.

[*] *Notice required by statute*
[**] *Notice required by policy*

When a student must leave the school during the school day:
If a student becomes ill during the day they must see the nurse, high school principal or counselor/social worker before leaving school. If the student goes home during the school day due to illness, they are not eligible to participate in activities or games the remainder of the day. This will be an excused absence.
If a student needs to leave school during the day for a reason other than illness, they must have a parent call, email or bring a note to the office. The office must issue them an "Out of Building Pass" if you leave the building. Students will need to show the pass to the teacher of the class that they are leaving. Remember that students must sign in and out when leaving/returning to the building before the end of the day. Failure to sign in or out (except over noon) will result in a warning and future instances of detention.
If students do not follow these policies, they will receive an unexcused absence and possibly other disciplinary actions. This decision will be at the discretion of the high school principal.

When a student plans to be gone from school:
The student must bring a note from a parent or a phone call/email must be made stating when the student will be gone from school and the reason they will be absent. Teachers will make an effort to provide advanced homework but it may be difficult for teachers to accurately determine what will be required a week or two in advance. Some work may need to be done upon the student's return to school.

Excused Absences

A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

Legitimate Exceptions

The child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:

Child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;

Family emergencies;

The death or serious illness or funeral of an immediate family member;

Active duty in any military branch of the United States;

The child has a condition that requires ongoing treatment for a mental health diagnosis; or

Other exemptions included in this attendance policy.

That the child has already completed state and district standards required for graduation from high school; or

That it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part,

be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

[Note: State law provides that a school board may include other exemptions in the school district's attendance policy. See Minnesota Statutes, section 120A.22, subdivision 12. When considering whether to add other exemptions, school boards should consider the intent of the compulsory attendance law, which recognizes the educational value of regular attendance and class participation, and whether the proposed exemption is consistent with the intent of the law.]

c. Excused Absences

Students with excused absences are responsible for making up all missed assignments or completing alternative work as deemed appropriate by the classroom teacher.

All make-up work must be completed within two (2) school days of the student's return. Failure to complete assignments within this timeframe may result in no credit for the missed work. However, the classroom teacher or building principal may grant additional time for completion in cases of extended illness or other extenuating circumstances.

Students who accumulate more than ten (10) excused absences in a semester will be required to provide documentation from an approved medication or mental health provider for any subsequent absences to be considered excused.

PREVIOUS - *Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.*

Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

We complete well-child checks if we have not heard from families and have been unsuccessful in reaching household members.

The following are examples of absences which will not be excused:

Truancy. An absence by a student which was not approved by the parent and/or the school district.

Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.

Work at a business, except under a school-sponsored work release program.

Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).

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

b. Consequences of Unexcused Absences

Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.

Days during which a student is suspended from school shall not be counted in a student's total accumulated unexcused absences.

In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

[*] *Notice required by statute*
[**] *Notice required by policy*

Students with unexcused absences shall be subject to discipline in the following manner:

After the third cumulated unexcused absence in a [quarter or semester], a student's parent or guardian will be notified by mail that his or her child is nearing a total of seven unexcused absences and that, after the seventh unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.

After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.

After seven cumulative unexcused absences in a [quarter or semester] the teacher will reduce the student's letter grade by 7% for each unexcused absence thereafter (i.e. A to A-).

If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

Truancy/Skipping

Continuing Truant: A student who is absent from class or study hall for three or more class periods on three days without a valid excuse. The school will notify the parent by phone and/or first class mail when a student reaches three or more class periods on three or more days. The parent or guardian will have the right to set up a meeting with school administration to discuss options and consequences for the student. If truancy continues, a CHIPS (Child in Need of Protection) petition will be filed with Lac qui Parle Family Services. The student and his/her parents will need to appear before a judge regarding the truancy petition.

Skipping: A student who is not in the class they are assigned to for that particular class period. Examples could include, but are not limited to the following: a student who leaves a classroom without permission, a student who is in the building, but not where they are supposed to be, etc.

Consequences for skipping/truants:
1st offense: Detention (length of time skipping)
2nd offense: Up to one day of in school suspension.
3rd offense: Up to two days of in school suspension.
4th offense: Consequences determined by administration.

Tardy Procedure

Students are expected to be in their scheduled classroom at the beginning of each school day and at the beginning of each class period. Students who are detained by an instructor are to obtain a pass from that instructor before attending the next class. Students who are late because of bus problems will not be counted tardy. Students who are tardy need to stop in the office and get a tardy pass to get into their class. Passes may be administered by teachers and administration only. Two tardies will equal an unexcused absence in that class - if a student wishes to remove 2 tardies from their attendance totals, an after school detention will need to be completed by the student.

If a student needs to see another teacher, the student needs to get a pass to go to another part of the building. Students needing to leave the building during school hours (except for lunch or an excused school activity) need to sign out in the office and have parental permission before they leave the building.

ISS (In School Suspension) and OSS (Out of School Suspension)

When a student serves a school suspension, it will not count towards their maximum of six absences. Students will have one full day after they return from an ISS or OSS to get their make up work completed. If it is not made up at that time, the teacher's late work procedure for their classroom will be enforced.

Students will be required to work and/or read during In School Suspension with the following conditions: Phones will not be allowed, Computers/chromebooks will only be used for classwork, and no music/headphones will not be allowed.

[*] *Notice required by statute*
[**] *Notice required by policy*

Behavior at School Events

The same rules for behavior in school are enforced at all school events home or away. Students asked to leave a school event may meet, along with their parents, with the high school principal to determine consequences for the students' actions.

Bullying Prohibition [*]

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy (*Appendix 7*).

Buses – Conduct on School Buses and Consequences for Misbehavior [**]

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
Respect the property of others while waiting at the bus stop.
Keep your arms, legs, and belongings to yourself.
Use appropriate language.
Stay away from the street, road, or highway when waiting for the bus.
Wait until the bus stops before approaching the bus.
After getting off the bus, move away from the bus.
If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
No fighting, harassment, intimidation, or horseplay.
No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

Follow the driver's directions at all times.
Remain seated facing forward while the bus is in motion.
Talk quietly and use appropriate language.
Keep all parts of your body inside the bus.
Keep arms, legs, and belongings to yourself and out of the aisle.
No fighting, harassment, intimidation, or horseplay.
Do not throw any object.
No eating, drinking, or use of alcohol, tobacco, or drugs.
Do not bring any weapons or dangerous objects on the school bus.
Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Misconduct and Consequences
1st Offense-Warning.-Student may be assigned seat by driver.
2nd Offense-Report filed with Transportation Safety Director and Principal; consequences,
such as detention, may be given (parent notified).
3rd Offense-Five day loss of riding privileges.
4th Offense-Twenty day loss of riding privileges. Parental conference required before

[*] *Notice required by statute*
[**] *Notice required by policy*

privileges are reinstated.
5th Offense-Loss of riding privileges through the end of the year.

Other Discipline
Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.

Records
Records of bus misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

Vandalism/Bus Damage
Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks, may result in the loss of bus privileges until damages are paid.

Notice
Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus, and both rules and consequences will be periodically reviewed with students by the driver.

Parent and Guardian Involvement
Become familiar with District rules and policies.
Assist students in understanding safety rules and encourage them to abide by them.
Recognize their responsibilities for the actions of the students.
Support safe riding practices and reasonable discipline efforts.
When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
Respect the rights and privileges of others.
Communicate safety concerns to school administrators.
Monitor bus stops, if possible.
Support all efforts to improve school bus safety.

Parent and Guardian Notification
A copy of the school district bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

Cell Phones and Other Personal Electronic Communication Devices

Students will be able to use cell phones (texting only) during lunch. Cell phones will remain in lockers during class time. All students are strongly encouraged to lock both their student locker and locker room locker at all times. Students will need permission from the high school office to talk on their phone during the school day. If students need to talk on their phone, they should do so in the office or outside of the building. Only students approved by the principal can have their cell phone with them during the school day - examples could be related to a medical condition or 504 plan on file in the office. These students will be communicated to staff.

Dawson-Boyd Schools prohibits students from recording video or taking pictures of other students using cell phones or other recording devices on school property, in school vehicles, and at school related functions. This includes school activities and events at other facilities. Examples include the school bus, locker rooms, and field trips. Cell phone use of any kind is prohibited in the locker rooms. Possible student consequences include detention, loss of bus riding privileges, or other consequences deemed necessary by the high school principal. Students who are recording for school events would be exempt with proper permission.

Consequences for violating policy are as follows:
1) Warning: phone will stay in the office for the remainder of the day
2) 3 days check phone into office or 30 minute detention
3) 6 days check phone into office or 60 Minute Detention, and a parent must pick up the phone from the high school office.
4) Consequences determined by the Principal.

[*] *Notice required by statute*
[**] *Notice required by policy*

Other devices (personal computers, ipads, etc.) must receive prior approval from the principal to be used during the school day. Allowances may be approved for a college course needing specific software, due to a documented disability or health matter, or other reason deemed necessary. Consequences will be determined by the building principal, and repeated violations may result in the end of the outside device approval. The following are expectations students are to follow if approved for an outside device.

Devices should only be used by the student it is approved for.

Devices should only be used by the student for the class or the purpose it is needed. It should not be used for recreational purposes during the day.

If for a specific class, the device should be used during that class period or during study hall in their schedule.

Discipline [*]

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of a student's education. Without discipline in the schools, learning cannot occur. Therefore, this district-wide school discipline policy has been adopted. It is the responsibility of the school board, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, state board of education regulations, and this policy.

The discipline procedures used at DBHS are designed to meet two goals:
1) Provide an orderly environment where students may pursue an education without interference.
2) To provide corrective help and guidance toward self-discipline for each student who violates school policies or the rights of others.

Parent/Guardian Involvement

The ultimate responsibility for the behavior of a student rests with the student and their parents/guardians. The goal of the staff will be to correct the problem with a minimum of disruption to the life of the student. Persistent serious problems can result in conferences with the parents/guardians in an effort to find and implement a solution to the problem.

A school district may discipline a student for off-campus misconduct in either of the following situations:
1) misconduct is a continuation of or has a nexus with improper conduct that occurred on school grounds.
2) the student's actions have a direct and immediate effect either on school discipline or on the general safety and welfare of the students and faculty.

Detention

The principal and teachers can assign detentions for the violation of classroom and school rules. The detentions will be sat with the principal after school in increments of 30 minutes or an hour. Students must serve their detention within three days of when it was assigned unless a different date is agreed upon. Detentions will not be allowed to accumulate. If students do not serve the detention in a timely manner, it will be doubled and must be served immediately. If a student does not serve their detention, they will serve an in-school suspension of up to one day. Students who ride the bus, participate in extracurricular activities, or hold after school jobs are held to the same disciplinary measures as students who are not involved in these activities.

Out-of-School Suspension, Exclusion, and Expulsion

The Pupil Fair Dismissal Act covers suspension and expulsion. These actions are used in response to serious disruptions or chronic, inappropriate behavior by the student and are measures of last resort. The Pupil Fair Dismissal Act shows your rights and responsibilities as a parent. A copy is available in the H.S. office.

Classroom/Study Hall Expectations

Students are expected to behave. Students should:
1. Do your best.
2. Respect and work with others.
3. Stay on task.
4. Have regular attendance.

In addition, each teacher has their own rules and expectations for students. Failure to follow rules will result in consequences.

All study halls will have the following guidelines:

[*] *Notice required by statute*
[**] *Notice required by policy*

1. Students will either be working on homework or making progress towards AR requirements.
2. No phones will be allowed in study halls.
3. Chromebooks, laptops and other types of computers will be used for educational purposes.
4. Noise level kept to a minimum to allow all students the best atmosphere to study and work.
5. No food or drink is allowed in study halls.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials.
3. Gambling, including, but not limited to, playing a game of chance for stakes.
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions including, but not limited to, pagers, radios, and phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion;

[*] *Notice required by statute*
[**] *Notice required by policy*

29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assaulting behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Disciplinary Action Options
It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:
A. Student conference with teacher, principal, other staff, and verbal warning;
B. Parent contact;
C. Parent conference;
D. Removal from class;
E. In-school suspension;
F. Suspension from extracurricular activities;
G. Detention or restriction of privileges;
H. Loss of school privileges;
I. In-school monitoring or revised class schedule;
J. Referral to in-school support services;
K. Referral to community resources or outside agency services;
L. Financial restitution;
M. Referral to police, other law enforcement agencies, or other appropriate authorities;
N. A request for a petition to be filed in district court for juvenile delinquency adjudication;
O. Out-of-school suspension under the Pupil Fair Dismissal Act;
P. Preparation of an admission or readmission plan;
Q. Expulsion under the Pupil Fair Dismissal Act;
R. Exclusion under the Pupil Fair Dismissal Act; and/or
S. Other disciplinary action as deemed appropriate by the school district.

Removal of Student From Class
If a student is removed from class, the teacher will instruct the student to go directly to the office. The student must make contact with one of the office administrative assistants. If a student fails to do this they will be subject to detention or suspension unless otherwise noted in an IEP plan. The student should also have a discipline referral form that was filled out by the teacher. Appropriate consequences will be administered if deemed necessary by the administration. A student will return to the class with a pass from the office. Students must have a pass to be admitted back to class. If a student is removed from class for disciplinary reasons, the student's parents will be notified in writing and/or by phone.
A. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the

authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity for a period of time not to exceed five (5) days, pursuant to this discipline policy.
Grounds for removal from class shall include any of the following:

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

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

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

Students will not be insubordinate to employees.
Students will not assault students, teachers, or other district employees.
Students will not steal or damage property of the school or others.
Students will not possess or use any articles, or commit any acts that are illegal or cause harm.

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the "Student Discipline" policy (*Appendix 5*).

Dress and Appearance

Dawson-Boyd dress code expectations are intended to promote excellence and a safe learning environment for every single student. We believe that part of identity development is also expressing oneself through clothing and style choices. However, there also must be parameters around the way we interact with one another and present ourselves within our learning environment. As such, our dress code is intended to be inclusive and responsive in reference to race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income and body type/size. The Dawson-Boyd dress code will be enforced during regular school hours. Coaches/club advisors may make appropriate adjustments for practice and performance attire.

Standard of Excellence: Certain body parts must be covered for all students at all times.
The following body parts must be fully covered with opaque fabric: genitals, buttocks, chest, and undergarments (visible straps are allowed). All items listed in the "must wear" and "may wear" categories below must meet this basic standard of excellence.

Students Must Wear, while following the basic standard of excellence above:
*A shirt (with fabric in the front, back, and on the sides under the arms), AND
*Pants/jeans or equivalent (for example, a skirt, sweatpants, leggings, a dress, or shorts), AND
*Shoes

Students May Wear, as long as these items do not violate the standard of excellence as stated above:
*Religious, cultural headwear, head wraps/scarfs/do-rags.

Students Cannot Wear:
*Hats and hoodie sweatshirts (hoods on head) (staff discretion in classrooms rules).
*Clothing that depicts violent images or language.
*Clothing that has images or language depicting drugs or alcohol (or any illegal item or activity)
*Creates a hostile or intimidating environment for any protected class or marginalized group.
*Could be considered dangerous or could be used as a weapon.
*Bandanas (except for medical reason)
*Swimsuits (except for athletic practice).
*Blankets, towels, or large coverings or draping.

[*] *Notice required by statute*
[**] *Notice required by policy*

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Driving and Parking

Parking

*High School students will be allowed to park in the following locations:

Gym parking lot.
Side Streets in accordance with city ordinances.

*NO parking in Grace Church Parking Lot, West Parking Lot, and parking associated with Stevens Elementary.

*If a vehicle is parked illegally or needs to be moved for any reason, the student will be told to move the vehicle. If the student cannot be found, the vehicle may be towed at the owner's expense.

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense. The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy (*Appendix 5*).

Driving

Driving and riding in cars during school hours is PROHIBITED unless a student has permission from the building principal and a parent/guardian. Students may request permission to drive during the school day to work, for appointments, or to go home for lunch. Parents must provide a note, email or phone confirmation before permission is granted.

Students are allowed to drive during lunch time - driving privileges may be suspended for the following reasons:

Consistent tardiness to 6th period class.
Reckless or dangerous driving on or near school grounds.
Passengers riding in students' vehicles.
Other reasons determined by administration.

Students driving any other time during the day will need parent approval to the high school office or Mr. Stotesbery.
Students are not allowed passengers while driving -exceptions are allowed for immediate family members (siblings).
Students are not allowed to sit and/or eat lunch in their parked vehicles.

Consequences for violations:
Students driving or riding without permission will be warned after the first violation.
The second violation will result in two weeks without open lunch privileges.
Further violations will result in consequences at the discretion of the building principal.

A signed waiver will be required for any student driver.
All students and parents are expected to understand the rules and consequences for violations.

Driving to School Events
In regard to any school-related activity where transportation to and from the event is provided by the school, all students must ride on school-provided transportation. Exceptions to this policy are:
1) the parent contacts the coach or person responsible for the students at the activity and requests that the student rides home with PARENTS OR GRANDPARENT.
2) A parent requests in advance, in writing, to the principal, that the student ride to and from the event with the PARENTS OR GRANDPARENT. The student will notify the event supervisor.

[*] *Notice required by statute*
[**] *Notice required by policy*

Drug-Free School and Workplace

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

District policy is not violated when a person brings a controlled substance that has a currently accepted medical treatment into a school location for personal use if the person has a physician's prescription for the substance except marijuana is not allowed on school property even if prescribed. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook (*Appendix 8*).

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy is available at www.dawsonboydschools.org.

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

- identify each curriculum, testing, or assessment technology provider with access to educational data;
- identify the educational data affected by the curriculum, testing, or assessment technology provider contract;
- include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

[*] *Notice required by statute*
[**] *Notice required by policy*

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see Appendix 10. Contact the building principal if you have questions or wish to report violations.

Vandalism

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

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the district office.

PART IV — HEALTH AND SAFETY

Accidents

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse or building principals. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

Asbestos Management Plan [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district office and is available on the district's website.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

[*] *Notice required by statute*
[**] *Notice required by policy*

Emergency Contact Information

It is the responsibility of the student's parent(s) to update emergency contact information so it is kept current. This can be updated in JMC via the Parent Portal or by contacting the school office.

Health Information

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in the following locations:
Infant/Toddler Daycare Room
Commons (near food services)
High School Blackjack Commons
Weight Room/Fitness Center

Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease, the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The Dawson-Boyd School District uses recommendations from the Minnesota Department of Health (MDH), Center for Disease Control (CDC) and uses the Hennepin County Child Care/School Manual as a reference for exclusion and handling of infectious disease.

Often an early morning decision that parents have to make is whether their child is well enough to go to school. Not only may the child feel too sick to learn very much on those days, but they are also infecting other students and staff. Below are some guidelines, which will help you decide whether to send them or keep them home.

Fever: If a student has a temperature of 100 degrees or more, parents should keep their children home. If they have 100 degrees or more fever at school, parents will be called to come to pick up their child. They need to be fever-free for 24 hours before returning to school. Tylenol, Ibuprofen, and other similar medications will bring a fever down, but it does not mean that the child is still not sick. They need to be fever free without taking medication for 24 hours.

Often the temperature rises during the day. A slight fever in the morning will get much higher by noon. Often with a borderline temperature (99-100), kids might feel quite ill. Use your judgment about sending them when their fever is less than 100.

Vomiting and Diarrhea: Keep them home! Vomiting and diarrhea are not considered "normal". Often children will feel better after vomiting, but will quickly become ill again. Keep them home until they are free of symptoms for at least 24 hours after the last episode of vomiting and/or diarrhea.

Influenza/COVID-19/RSV: If your child comes down with symptoms of upper respiratory illness, they should be seen by a health care provider and remain out of school for the duration of time recommended by the physician. Symptoms include: fever, **cough, body aches, headache, extreme fatigue, and sore throat.**

Antibiotic treatment: If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc, keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). They need to stay home for 5 full days of antibiotic treatment before returning to school. If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy.

Chicken pox: Students with chickenpox need to stay home until all of the pox marks have scabbed over-generally for 7 days. If the student gets chicken pox from the vaccine, it is usually a mild case. But they need to stay home until the pox marks are all scabbed over. If you suspect your child has chicken pox, a physician's note will be needed before they can return to school.

Pink Eye: Your child may have redness, itching, pain, & drainage from the eyes. Your child may have a fever. Keep your child home from school if fever is present or your child is not healthy enough to participate in routine activities. Keep your child home if they cannot keep their hands off of their eyes, if there is a lot of discharge or if your child is complaining of pain. Antibiotics or a note from a health care provider is not required to return to school.

Head lice: The Dawson-Boyd School District follows the recommendations of the Minnesota Department of Health (MDH), Hennepin County Epidemiologists, the American Academy of Pediatrics (AAP), the Centers for Disease Control (CDC), and the National Association for School Nurses (NASN) regarding how to handle head lice in school.

[*] *Notice required by statute*
[**] *Notice required by policy*

Based on current evidence, the experts recommend that students identified as having eggs and/or head lice remain in school and not be excluded (sent home).

If suspected lice or confirmed lice: If a teacher or another staff member suspects a student may have head lice, they will send them to the health office to be checked. If active lice or nits (eggs) are found, the parent will be confidentially notified. The student can remain in school. The health office staff can help provide information to the parent/guardian about proper treatment.

Head lice are very treatable. Everyone in the family and close contacts should be checked for head lice and treated if found. Many different treatment methods are available. Pamphlets on treatment are available in the school health office.

Head lice are a bother, but in the scheme of things, temporary. Anyone can get head lice, although head lice do not jump from one person to another. Encourage your children not to share combs, brushes, hats, headbands, or other hair clips. The best way to catch lice before it becomes an outbreak is to build regular head checks at home.

Keeping healthy: During the season of flu and colds, it is important to try to remain as healthy as possible. Adequate sleep and nutrition will help. Keeping sick children home when they are ill, will prevent others from becoming ill. Vital is encouraging good, frequent hand washing.

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

Health Service

The model of nursing services in Stevens Elementary and Dawson-Boyd High School uses a full time registered nurse who serves in the health office performing health office clerical functions, first aid and episodic care (caring for ill and injured students), medication administration as well as the below functions. The school nurse works with families, students and staff to promote a healthy and safe environment.

Functions of the School Nurse:

- Coordinate, organize and manage all health services provided in the school district.
- Develop a system of first aid, illness, management, medication administration, emergency care and health related procedures.
- Assess and plan for students with health issues including training to teaching staff.
- Provide nursing care and care coordination for students with complex or chronic health needs.
- Provide care for students with mental health issues or severe mental illness that requires medical management and ongoing communication with school staff, health care providers and families.
- Participate as part of a special education team, providing nursing services as needed.
- Plan and provide a screen for health problems that impact a student's ability to learn (asthma, ADHD, vision, hearing, scoliosis) do follow-up with referral.
- Serve as a resource to staff, students, families regarding health concerns and health education and connect with resources in the community as needed.
- Coordinate prevention and control of communicable diseases.
- Provide immediate first aid and comfort to injured students.
- Provide care to students who become ill or have health concerns during the school day.
- Maintain documentation of immunizations and other health records.
- Administer medications and provide routine nursing care for students according to physician's orders and parent/guardian requests.

Health Screenings:

In Minnesota, no laws require periodic screening of students in the schools. We have determined that the health screenings offered to students will be hearing and vision, height, weight, color deficiency in boys, and scoliosis. These screenings will follow the guidelines recommended by the Minnesota Department of Health. The primary goal is to identify any difficulties that may impact a child's ability to learn with early detection and intervention. The purpose of periodic health screenings are to:

- Identify children who are not growing and developing normally
- Refer students with visual or hearing abnormalities that might interfere with their education or growth to health care professionals.
- Encourage parents to take responsibility for their child's growth, development, and follow up with referrals to health care professionals.

Screening Schedule:

- Hearing, Vision, Heights and Weights for Students in grades K, 1, 2, 3, 5, 7, 8, 10 and 11 completed in the fall

[*] *Notice required by statute*
[**] *Notice required by policy*

- Boys in Kindergarten grade will be tested for color deficiency (color blindness) in the fall
- Scoliosis screening of girls in 5th grade and 6th grade will be completed in the spring
- All new transfer students K-6th grade will be screened shortly after entering school as needed
- Any screening can be completed at any time if there are concerns by parent, teacher or the student themselves

REQUIRED PAPERWORK
Every year the following paperwork is required to start the school year. The forms can be found on the district website - teachers/staff - school nurse - website - forms:

- Annual School Health Information Form
- Seizure Action Plan - If you child has been diagnosed with seizures
- Asthma Action Plan - If your child has asthma
- Allergy Action Plan - If your child has a diagnosed allergy
- Diabetes Medical Management Plan - If you child has been diagnosed with diabetes
- Lactose Intolerance Form
- Authorization for Medication Administration - If your child need to take medication during the school day

Students who become sick at school should report to their teacher and see the school nurse. The school nurse and/or administrative assistant will arrange for students who get sick at school to go home early. Students should not contact their parents on their own.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. For more information call the school office or refer to the attendance section of the handbook.

Immunizations
All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse or office administrative assistant. Please visit the Minnesota Department of Health Immunization Site for more information.

Medications at School During the School Day
The school district acknowledges that some students may require prescribed drugs or medication during the school day. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An "Administering Prescription Medications" form must be completed once a year and/or when a change in the prescription or requirements for administration occurs. Prescription medications must be brought to school in the original container labeled for the student by a pharmacist, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school personnel. Exceptions that may be allowed include: prescription asthma medications administered with an inhaler pursuant to school district policy and procedures, medications administered as noted in a written agreement between the school district and parent or as specified in an Individualized Education Program (IEP), a plan developed under Section 504 of the Rehabilitation Act (section504 Plan), or an individual health plan (IHP). Marijuana is not allowed on school property even if prescribed. The school district is to be notified of any change in administration of a student's prescription medication.

Medication Administration Guidelines for Students Attending Dawson-Boyd High School and Stevens Elementary
It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications during the regular school day. In those situations, the following procedure will be followed.

Parent/Guardian Needs to Bring the Medication to School
If the parent/guardian is unable to bring the medication to school, they should make contact with the school nurse prior to sending the medication and also note the quantity of the medication being sent.

Physician Order for Medication and Parent/Guardian Authorization
Before medication (including over-the-counter, herbal or food supplements) will be dispensed by the school nurse, the school health office must receive authorization from the student's physician and from the parent/guardian. These forms are available online and from the school health office. For those students that have specified health concerns (allergy, asthma, etc) an Emergency Care Plan

[*] *Notice required by statute*
[**] *Notice required by policy*

must accompany the authorization form. Medication Authorization forms are required at the start of each school year and automatically expire at the end of that school year. Students are allowed to carry their inhalers and Epipens with physician and parent/guardian authorization.

Prescription Medications
Prescription medications must be supplied in the original prescription bottle and completely labeled with: date, student's name, name and dose of the medication, name of prescribing physician, route of administration, when to take, duration and expiration date of medication. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school nurse. Medications will be administered after questions have been resolved.

Over-the-Counter Medications
The school supplies a limited selection of over-the-counter medications such as acetaminophen, ibuprofen, Tums, cough syrup, anti-itch cream, cough drops and a few others. These items will only be administered to a student with parent/guardian permission found on the annual emergency contact form. All other over-the-counter preparations must be provided in the original labeled container. They will only be administered to the student according to physicians' orders and parent/guardian consent. Please forward any questions regarding specific over-the-counter medications and its use to the health office.

Sharing of Medications Prohibited
Students may not share prescription or over-the-counter medications with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this procedure has taken place.

Unused Medications
When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Parents/guardians will receive a reminder that their student has medication left in the health office. If the parent/guardian does not come to pick up the medication, or call the health office to make other arrangements for the medication to be sent home, unused medications will be disposed of by the school. Medication will not be kept in the health office over the summer for the intent to be used the next school year.

Dispensing of Medication by the School Nurse
The Dawson-Boyd School District employs one full time RN. This RN is responsible for management of all medications and the administration. There will be a substitute if the employed RN is unavailable to work. The substitute will be trained by the school nurse in proper ways to administer medication. To give any medication in school, the parent/guardian must provide the school with a written order from a physician. The prescribing physician should have a copy of a form needed to send to the school. The parent/guardian must also sign a parent authorization form. Authorization must include:

Student's Name, Name of the medication, Dosage, Time of day it is to be taken, Physician's signature,Parent signature

If there is a medication of any kind found in a student's possession, the teacher will contact the school health office. The parent/guardian will be asked to come and pick it up. The school's guidelines (listed above) will then be explained.

Medication Changes or Termination
It is the responsibility of the parent to notify the school when the medication changes or if the medication is terminated, and/or to obtain new orders.

Field Trips
The school nurse does not routinely accompany students on field trips. Prior to leaving the building, the nurse, teachers, parents/guardians, and students share in the responsibility for communicating health issues that may need to be addressed while on the field trip. If medication is needed during the time of the field trip, another district employee will be designated to assume this responsibility after receiving appropriate medication administration instruction. The student's parent/guardian may also choose to chaperone the field trip and dispense their child's medication.

Seizure Action Plan
When a parent or guardian notifies the school district that a student has a diagnosed seizure disorder and has seizure rescue medication or medication prescribed by the student's licensed health care provider to treat seizure disorder symptoms, the school district will create an individualized seizure action plan.

[*] *Notice required by statute*
[**] *Notice required by policy*

Suicide Prevention Information

School district issued identification cards to students in middle school or high school must provide contact information for the 988 Suicide and Crisis Lifeline (988 Lifeline), the Crisis Text line, and the county mobile crisis services. The contact information must also be included in the school's student handbook.

The 988 Suicide & Crisis Lifeline is a national network of local crisis centers the provide free and confidential emotional support to people in suicidal crisis or emotional distress 24 hours a day, 7 days a week in the United States. When a call is made to 988 you will hear an automated message featuring additional options while your call is routed to your local Lifeline network crisis center. A trained crisis worker at your local center will answer the phone. This person will listen to you, understand how your problem is affecting you, provide support, and get you the help you need.

National Suicide & Crisis Lifeline – 988 (call or text)
Woodland Centers Mobile Crisis Response – 1-800-432-8781

Leaving School Grounds

Once here, a student is expected to remain at school until dismissed. Students are not allowed to return home for any reason once they have arrived at school except with parent permission. Students may not return home to get homework, swimsuits, etc. without the consent of an authorizing adult. A note and/or a telephone call to release the child from school are necessary. When the parent comes to pick up the child, it is necessary to sign the child out in the elementary office. This form must be completed in order for the child to be released. When picking up your child, please use the main entrance to the elementary building. WE NEED TO KNOW WHERE CHILDREN ARE AT ALL TIMES.

Pesticide Application Notice [*]

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting ***Chuck Stark, Director of Building and Grounds.***

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

Visitors

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the elementary office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

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[*] *Notice required by statute*
[**] *Notice required by policy*

APPENDIX

- 2026-2027 Dawson-Boyd School Calendar
- Strategies Reducing Removal of Students from Classrooms
- Stevens Elementary E-Learning Plan
- Dawson-Boyd High School E-Learning Expectations
- Parent/Guardian Guide and Refusal Form for Student Participation in Statewide Assessments
- Pupil Fair Dismissal Act
- District Policies (Policies noted in the handbook are in bold with direct links to the policy)
- **School District Policy Cross Reference Table**

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