

HOFFMANN LEARNING CENTER

STUDENT-STAFF HANDBOOK

**Saint Peter Public Schools
100 Lincoln Drive, Suite 229
Saint Peter, MN 56082**



**SAINT PETER PUBLIC SCHOOLS
VISION STATEMENT, MISSION STATEMENT,
AND GOAL STATEMENT**

VISION STATEMENT: LEARNING MATTERS

MISSION STATEMENT: TO INSPIRE A PASSION FOR LEARNING THAT ENCOURAGES AND ENABLES ALL INDIVIDUALS TO REALIZE THEIR HIGHEST POTENTIAL.

GOAL STATEMENT: TO ENSURE THAT THE DISTRICT VISION OF *LEARNING MATTERS* IS IN PLACE THROUGH A GUARANTEED AND VIABLE CURRICULUM, ONE WHICH IS TAUGHT BY SKILLED TEACHERS IN A SAFE, ORDERLY, AND CARING ENVIRONMENT, WITH ALL PARTS OF THE SYSTEM FOCUSED ON STUDENT LEARNING.

**SAINT PETER PUBLIC SCHOOLS
BOARD OF EDUCATION GOALS FOR THE DISTRICT**

GOAL ONE: It is a Board goal that the District collect, analyze, and use data to strengthen the present curriculum resulting in increased student learning, test performance, and overall achievement.

GOAL TWO: It is a Board goal that the percentage of students meeting individual growth targets on the measures of academic progress will increase on an annual basis.

GOAL THREE: It is a Board goal to continue to recruit, retain, and reward outstanding employees and to support and encourage professional development.

GOAL FOUR: It is a Board goal to provide the best possible opportunities for all learners in a fiscally responsible manner.

GOAL FIVE: It is a Board goal to foster a climate where individuals of all backgrounds and cultures are respected and valued.

GOAL SIX: It is a Board goal for the School District to communicate effectively with the community.

007. STUDENTS

007.2 Student Conduct

007.21 Rules of Conduct

I. GENERAL STATEMENT OF POLICY

Disciplinary action may be taken against students for any behavior that disrupts good order, impedes the educational process, or violates the rights of others.

II. DISCIPLINARY ACTION

A. DISCIPLINARY ACTION may include but is not limited to:

1. Meeting with the teacher, counselor, or principal;
2. Detention;
3. Loss of school privileges;
4. Parental conference with school staff;
5. Modified school programs;
6. Removal from class;
7. Suspension;
8. Exclusion;
9. Expulsion; and
10. Reasonable restraint for self-protection or protection of others.

B. The principal may impose or recommend a longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis (i.e. school service or restitution). The principal may require that the student enter into a behavior contract.

C. It is the policy of the School District to follow the Minnesota Pupil Fair Dismissal Act in the suspension, exclusion, and expulsion of students. The basic provisions of the Pupil Fair Dismissal Act shall be published in the Student Handbook and distributed to all students during the first month of the school year.

III. ACTIONS SUBJECT TO DISCIPLINE

A. Truancy and Unexcused Absences

1. As required by current law, regulations of the State Department and School Board Policy, students shall attend each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the principal. Students returning to school following an absence will be expected to complete all missed assignments in accordance with district policy and as stated in the Student-Parent Handbook.
2. Truancy is missing school or class without school permission.

3. When a student under 18 reaches three unexcused absences, the principal will notify the student's parents/guardians.
4. When a student reaches seven unexcused absences on seven different days, county and court/social services authorities will be notified.
5. Students under the age of eighteen will be classified habitual truants when absent for one or more class periods on seven or more school days if the student has not lawfully withdrawn from school.
6. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. Crimes against Property

1. **Vandalism:** Damage to or destruction of school property or property of others by a student.
2. **Theft:** Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining the possession of movable property of another without her/his consent and the intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.
3. **Arson** includes setting fires in the school building or on school grounds.

C. Physical Violence

Physical violence is conduct that intentionally inflicts or attempts to inflict bodily harm upon another.

D. Verbal Assault

Verbal assault is defined as abusive, threatening, profane, or obscene language, either oral or written. It includes conduct that degrades people because of their race, religion, ethnic background, or physical or mental handicaps.

E. Gathering on Private Property

Students are not to congregate on private property adjoining the school grounds during the school day or during school events.

F. Alcohol, Drugs, Tobacco and Other Dangerous and Harmful Substances and Articles

1. **Alcohol:** Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.
2. **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, on school grounds, or at school-sponsored activities. Students may not possess drug

paraphernalia at school, on school grounds, or at school-sponsored activities.

3. *Tobacco*: Students are prohibited from using, possessing, or distributing tobacco at school, on school grounds, or at school-sponsored activities.
4. *Harmful or Nuisance Articles*: Students are prohibited from possessing or using articles that are illegal, that are nuisances, or that may cause harm to persons or property at school, on school grounds, and at school-sponsored activities.
5. *Lighters and Matches*: Students are prohibited from possessing lighters and matches in school, on school grounds, or at school-sponsored activities. Lighters or matches will be confiscated and a period of detention may be assigned

G. Weapons

1. "Weapon" means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use is capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. "Weapon" includes, but is not limited to, guns (including BB and pellet guns, look-alike guns and non-functioning guns that could be used to threaten others), knives, clubs, metal knuckles (used in a threatening manner), numchucks, throwing stars, explosives, stun guns, ammunition, chains and chain wallets.
2. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property or at a school-sponsored activity.
3. Possession of a weapon in school or on school grounds will result in confiscation of the weapon and referral to the police, and may result in an initial out-of-school suspension for five (5) days and a recommendation to the Superintendent of Schools that the student be expelled.
4. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

H. Failure to Identify Oneself

Failure to provide proper identification upon request of staff member is prohibited.

I. Violation of local, state, or federal law

Violation of any local, state, or federal law is prohibited.

J. Sexual Harassment

It is School District policy to maintain a learning and working environment free from sexual harassment, sexual violence, bullying, and cyber-bullying.

Sexual harassment is a form of sex discrimination, which violates federal and state law. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It shall be a violation of this policy for any student or employee of the School District to sexually harass or to be sexually violent to a student or employee, or to bully a student or employee.

The School District will investigate all complaints, formal or informal, verbal or written, of sexual harassment, sexual violence, bullying, or cyber-bullying and will discipline any student or employee who sexually harasses, is sexually violent to a student or employee, or bullies a student or employee of the School District.

K. Trespassing

1. No person may be in any school building unless that person:
 - a. is an enrolled student, a parent or guardian of an enrolled student, or an employee of the school or School District;
 - b. has reported to the school office or has permission or an invitation to be in the building; or
 - c. is attending an event to which the public or the individual has been invited.
2. Visitors to the building must first report to the principal's office. Failure to report to the principal's office could result in a visitor being directed to leave the building. Further unauthorized presence in the building could result in the filing of TRESPASS CHARGES with the proper legal authorities.

L. Threats

Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable and will result in school discipline and referral to the police.

M. Terroristic Threats

A terroristic threat is:

1. to threaten to commit any crime of violence with purpose to terrorize another or to cause evacuation of a building, place of assembly or facility of public transportation or otherwise cause serious public inconvenience, or in reckless disregard to the risk of causing such terror or inconvenience;
2. to communicate to another, with purpose to terrorize or in reckless disregard of the risk of causing such terror, that explosives or an explosive device or any incendiary device is present at a named place or location, whether or not the same is in fact present.

Violators will be referred to local law enforcement agencies.

N. Disorderly Conduct

Disorderly conduct is conduct that will or tends to cause anger, alarm, or disturbance or provokes an assault or breach of the peace. Disorderly conduct includes, but is not limited to:

1. Engaging in brawling or fighting;
2. Disturbing an assembly or meeting not unlawful in its character; or
3. Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct intended to arouse alarm, anger, or cause resentment in others.

O. Other Unacceptable Behavior

1. Willful conduct which materially and substantially disrupts the rights of others to an education.
2. Willful conduct which endangers or causes potential harm for school district employees, the student or other students, or the property of the school.
3. Willful violation of any rule of conduct specified in this discipline policy.

First Reading: May 17, 1988
Adopted: June 27, 1988
Reviewed: February 2005

007. STUDENTS

007.2 Student Conduct

007.22 Possession, Sale, or Use of Drugs/Alcohol and Tobacco

I. GENERAL STATEMENT OF POLICY

Students are forbidden to knowingly or voluntarily possess, sell, use, or distribute illegal drugs/alcohol or tobacco on school grounds or at school-sponsored activities. School grounds include 300 feet surrounding any immediate school building.

II. PROCEDURES FOR TOBACCO OFFENSES

The procedure used for dealing with student tobacco offenses will be as follows:

- A. Notification of the parent guardian;
- B. Minors will automatically be referred to the police for charges to be filed when the student is found smoking or possessing tobacco, or when distributing tobacco in school or at school-sponsored activities.
- C. Students will be sent home for the remainder of the school day.
- D. Smoking violations will result in the student's loss of Commons privileges for the entire year.
- E. Minnesota State High School League rules will apply to all tobacco-related violations. These consequences will be handled by the School District's Activities Director.
- F. The school nurse will be directed to meet with the student to discuss the health implications of tobacco use.
- G. The tobacco product will be confiscated.

III. PROCEDURES FOR DRUG/ALCOHOL OFFENSES

The procedure used for dealing with student drug/alcohol offenses will be as follows:

- A. Notification of the parent/guardian;
- B. Students will automatically be referred to the police for charges to be filed when the student voluntarily possesses, sells, uses, or distributes illegal drugs/alcohol on school grounds;
- C. An administrative hearing will be held with the student, which will include:

1. An initial suspension from school for up to five days; and
 2. Consideration of whether a recommendation should be made to the Superintendent to expel the student.
- D. Drug/alcohol violations will result in the student's loss of Commons privileges for the entire year;
- E. The School District Activities Director will apply all Minnesota State High School League Rules;
- F. A School District social worker or counselor will be directed to meet with the student to discuss the health implications of drug/alcohol use; and
- G. All illegal drugs/alcohol will be confiscated.

First Reading: April 25, 1995
Approved: May 11, 1995
Reviewed: February 2005

007. STUDENTS
007.2 Student Conduct
007.23 Assault

I. GENERAL STATEMENT OF POLICY

Students are forbidden to threaten bodily harm or death to other persons. While on school grounds or at school activities, students are forbidden to engage in fighting with another person or persons.

II. ASSAULT OR FIGHTING

Assault or fighting consists of aggressive, violent behavior by two or more individuals with the intent of inflicting physical harm upon one another and shall be differentiated from poking, pushing, shoving, or scuffling. The disciplinary procedure for fighting will include:

- A. Notification of parent/guardian; and
- B. An administrative hearing held with the student, which may result in:
 - 1. Assignment of after-school detention;
 - 2. Assignment of in-school detention;
 - 3. Suspension from school for up to five days; and/or
 - 4. Involvement of police.

III. VERBAL ASSAULT

Verbal assault shall be defined as abusive, threatening, profane, or obscene language, either oral or written. It includes conduct that degrades people because of their race, religion, ethnic background, or physical or mental disability. The disciplinary procedure for verbal assault (threats) will include:

- A. Notification of parent/guardian; and
- B. An administrative hearing held with the student, which may include:
 - 1. Assignment of after-school detention;
 - 2. Assignment of in-school detention;
 - 3. Suspension from school for up to five days; and/or
 - 4. Involvement of police.

First Reading: April 25, 1999
Adopted: May 11, 1995
Reviewed: December 1999, February 2005

007. STUDENTS

007.2 Student Conduct

007.24 Weapons

I. GENERAL STATEMENT OF POLICY

The School District has a no-tolerance policy regarding weapons. Weapons include all Category I and Category II weapons as defined below. All weapons or instruments that have the appearance of a weapon are prohibited within all school environments and the school zone. Exception can be made for educational purposes and must be authorized in advance by the building principal or designee. Anyone possessing a weapon in any school environment or school zone before, during, or after school hours is subject to administrative and/or legal action.

II. SCHOOL ENVIRONMENTS/SCHOOL ZONE

School environments include, but are not limited to, district-owned buildings and properties as well as leased or rented facilities, field trips, rented or owned school vehicles and school buses, and school bus stops. The school zone includes all areas within 300 feet of school property.

III. POSSESSION

Students, non-students, employees, and other adults, are forbidden to knowingly or voluntarily possess on their person, store in any area subject to one's control, handle, transmit, or use any instrument that is considered a weapon or a "look-alike" weapon in a school environment or zone.

IV. REPORTING

Students or staff who see or become aware of a weapon in a school environment or zone must not touch it or remain in the presence of a person or group possessing a weapon. Students must notify an adult immediately. Staff must notify the principal immediately.

V. CATEGORY I VIOLATIONS

A. Category I weapons include:

1. All firearms, whether loaded or unloaded;
2. Other guns of all types, including pellet, B-B, stun, look-alike, and non-functioning guns that could be used to threaten others;

3. Knives, switch blades or automatically opening blades, daggers, swords, razors;
4. Artificial knuckles or other objects designed to be worn over the fist or knuckles;
5. Blackjacks, clubs, numchucks, or throwing stars;
6. Explosives;
7. Poisons, chemicals, or substances capable of causing bodily harm;
8. Bow and arrows or sling shots; and
9. Any other device or instrument used to intimidate, threaten, or inflict harm.

B. Category I Weapon Violations by Students

The procedure for all Category I weapon violations is:

1. Confiscation of the weapon;
2. Notification of the Superintendent or designees;
3. An administrative hearing with the student which will include:
 - a. Notification of parent/guardian;
 - b. Initial suspension from school for up to five days; and
 - c. Notification of police with recommendation to charge.
4. Recommendation to the superintendent regarding expulsion.
5. Expulsion from school for a period of not less than one year.

C. Category I Violation by Other Youths or Adults, Including Employees

1. The police will be contracted when any person, other than a student, violates this policy. School District employees will also be subject to District disciplinary action.

VI. CATEGORY II VIOLATIONS

A. Category II Weapons

The School District recognizes that some objects are questionable regarding whether they are weapons and whether the presence of the object requires activation and enforcement of this policy. Principals and other District employees shall use discretion when determining whether the object constitutes a weapon. Such objects may include, but are not limited to:

1. Small pocket knives or razor blades;
2. Fireworks, fire crackers, or smoke bombs;
3. Throwing darts;
4. Nuisance items or toys;
5. Unauthorized tools; and
6. Mace.

B. Category II Weapon Violation by Students

The procedure for Category II weapon violations is:

1. Confiscation of the weapon;
2. Notification of parent/guardian;
3. An administrative hearing with the student, which may include:
 - a. Initial suspension from school for up to five days;
 - b. Recommendation to the Superintendent regarding expulsion; and
 - c. Notification of police.

C. Category II Weapon Violations by Other Youths and Adults, Including Employees

1. The police will be contracted when any person, other than a student, violates this policy. School District employees will also be subject to District disciplinary action.

VIII. ADMINISTRATIVE DISCRETION REGARDING POSSESSION

- A. A student who finds a weapon on the way to school, on school property, or in the school building and takes the weapon to the principal's office shall not be considered in possession of a weapon.

- B. On very rare occasions, a weapon is inadvertently brought onto school property or is in one's possession. If such an occasion is clearly the case, the building principal, after a thorough investigation, may use discretion in determining the appropriateness of applying "Category II" consequences for a "Category I" violation (other than fire arms).

IX. AUTHORIZED INSTRUMENTAL AND WORK-RELATED EQUIPMENT AND TOOLS

This policy is not meant to interfere with instruction in use of appropriate equipment and tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for purposes of this policy. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, the guidelines and consequences of this policy will take effect.

X. EXCEPTIONS

A. This policy provides for the following exceptions:

1. Licensed peace officers, military personnel, or students participating in military training who are performing duties;
2. School-District approved firearm safety courses or similar activities conducted on school property;
3. School-District approved possession and use of dangerous weapons by ceremonial color guard;
4. School-District approved possession and use of starter guns for athletic contests; and
5. Possession of dangerous weapons with prior written permission of the building principal.

B. Students with Disabilities

1. All students, regardless of disability, will be suspended from school for one to five days, pending further investigation of a weapons policy violation.
2. If the alleged violator is "a student with a disability" pursuant to Minnesota and federal law, special due process procedures will be implemented. Within five days of a suspension, a team meeting shall occur. The team shall determine whether the weapons policy violation is related to the disability.
3. If the team determines that the misconduct is unrelated to the student's

disability, the student will be disciplined in the same manner as students without disabilities. The disabled student who violates this weapons policy will not be expelled if the assessment team determines that the misconduct is related to the student's disability.

4. If the violation resulted from the student's disability and the student commits a second violation, the District may expel the student in the event that that student's parents/guardians do not consent to a more restrictive placement.

First Reading: December 8, 1994
Adopted: January 12, 1995
Reviewed: December 1999, February 2005

007. STUDENTS

007.4 Student Welfare

007.43 Wellness Policy

I. GENERAL STATEMENT OF POLICY

The Saint Peter School District is committed to provide school environments that promote and support children’s healthy eating and physical activity.

- A. The School Board recognizes that:
 - 1. nutrition education and physical education are essential components of the educational process;
 - 2. good health fosters student attendance and education;
 - 3. and healthful eating and physical activity can have a positive impact on student behavior.
- B. The school environment should promote and support students’ health, well-being, and ability to learn by encouraging healthy eating and physical activity.
- C. The School District encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring, and reviewing School District nutrition and physical activity policies.
- D. Children need access to healthy foods and opportunities to be physically active in order to grow, learn, and thrive.
- E. Students in grades E-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- F. Qualified food-service personnel will:
 - 1. provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; and
 - 2. try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning.
- G. Adequate Time for Eating—consideration should be given to scheduling that allows students adequate time for choosing and eating healthy meals.

II. NUTRITIONAL CONTENT AND INFORMATION OF FOODS AND BEVERAGES SOLD AND SERVED ON CAMPUS

- A. Information about the nutritional content of meals will be shared with families and students.

- B. Nutritional content of current menu items should be analyzed on a regular basis.
- C. The development of new menu items that are lower in fat and sugar and higher in nutritional content should be encouraged.
- D. Food and Beverages Provided in Schools

South Elementary School—the school food service will approve all food and beverage sales to students at South Elementary School. Given young children’s limited nutrition knowledge, food in elementary schools should be sold as balanced meals.

North Intermediate School— the school food service will approve all food and beverage sales to students at North Intermediate School. Given young children’s limited nutrition knowledge, food in elementary schools should be sold as balanced meals.

Saint Peter Middle/High School—the school food service should offer a balanced meal option as part of the breakfast and lunch program. Whenever foods and beverages are sold individually (i.e. foods sold outside of reimbursable school meals, such as through vending machines, cafeteria a la carte lines, school stores, and fundraisers), the school should:

- Limit the availability of soft drinks that contain caloric sweeteners: sport drinks, iced teas, fruit drinks that contain less than 50 percent real fruit juice or that contain additional caloric sweeteners, beverages containing caffeine, excluding low-fat or fat-free chocolate milk (which contains trivial amounts of caffeine);
- Use the following guidelines to limit the availability of minimal nutritional value entrees:
 - Items that have more than 35 percent of calories from fat (excluding nuts, seeds, peanut butter, and other nut butters) and 10 percent of calories from saturated and trans fat combined;
 - Items that have more than 35 percent of weight from added sugars;
 - Items that contain more than 230 mg of sodium per serving for chips, cereals, crackers, French fries, baked goods, and other snack items; and no more than 480 mg of sodium per serving for pastas, meats, and soups; and no more than 600 mg of sodium for pizza, sandwiches, and main dishes.

- Offer a choice of at least two fruits and/or non-fried vegetables for sale at any location on the school site where foods are sold. Such items could include, but are not limited to, fresh fruits and vegetables; 100 percent fruit or vegetable juice; fruit-based drinks that are at least 50 percent fruit juice and do not contain additional caloric sweeteners; cooked, dried, or canned fruits (canned in fruit juice or light syrup); and cooked, dried, or canned vegetables (that meet the above sodium and fat guidelines).
 - Consider vending machines that can and do accommodate fruits, vegetables, yogurts, string cheese, and other perishable items for sale.
- E. Fundraising Activities—to support children’s health and school nutrition-education efforts, school fund-raising activities should encourage activities that promote physical activity or the sale of foods that are nutritionally sound.
- F. Food and Beverages Served in Classrooms—food and beverages served in classrooms as snacks, or as part of celebrations should emphasize positive food and beverage choices and should include alternatives to foods and beverages of minimal nutritional value (see guidelines for foods and beverages sold individually).
- G. Staff as Role Models—school staff is encouraged to model healthy eating and activity behaviors.
- H. School-Sponsored Events—foods and beverages offered or sold at school-sponsored events outside the school day will offer healthy alternatives to pop and candy (examples: 50-100 percent fruit-juice beverages, low-fat cereal bars, fruit).

III. NUTRITION AND PHYSICAL ACTIVITY PROMOTION

- A. Review of Current Status—the School District shall conduct a comprehensive review of the current status regarding food, physical activity, and matters related to health and wellness on a regular basis.
- B. Nutrition Education—the School District shall provide nutrition education within a comprehensive school health program that is standards-based, and is designed to provide students with the knowledge and skills necessary to promote and sustain their health.
- C. Collaboration with Other Community Agencies—the School District shall work with other community agencies to promote nutrition education and physical

activity to students and their families.

- D. Food Marketing in School—when entering into school-based marketing agreements, consideration should be given to nutrition education and health promotion.
- E. Staff Wellness—Saint Peter Public Schools highly value the health and well-being of every staff members and will plan and implement activities and policies that support personal efforts by staff to maintain a healthy lifestyle.

IV. PHYSICAL ACTIVITY OPPORTUNITIES AND PHYSICAL EDUCATION

- A. All students should have daily opportunities for physical activity provided through:
 - 1. a comprehensive physical education program in the K-12 curriculum;
 - 2. competitive and intramural sports programs;
 - 3. supervised recess; and
 - 4. after-school activity programs.
- B. Teachers are encouraged to look for opportunities for students to be physically active during the school day.
- C. The physical education curriculum should be coordinated with the health education curriculum.

V. MONITORING AND POLICY REVIEW

- A. School food-service staff will ensure compliance within the school's food service areas and will report to the food-service program administrator, the building principal, or the Superintendent's designee, as appropriate.
- B. The School District's food-service program administrator will provide an annual report to the superintendent setting forth the nutrition guidelines and procedures for selection of all foods made available at all schools.
- C. The Superintendent will ensure compliance with the wellness policy and will provide an annual report of the School District's compliance with the policy to the Board of Education.

007. STUDENTS

007.43 Student Welfare

007.431 Administrative Rules and Regulations

ADMINISTRATIVE RULES AND REGULATIONS REGARDING SCHOOL DISTRICT WELLNESS POLICY

1. The Superintendent will participate in comprehensive review of the current status regarding food, physical activity, and matters related to health and wellness on a regular basis.
2. The Superintendent will direct food-service personnel in charge of meal programs to share nutritional analysis information with parents and students.
3. The School District will contract for the services of a nutrition specialist or registered dietician to assist food-service personnel with monitoring for compliance and with the development of new menu items that are lower in fat and sugar and higher in nutritional content.
4. The school administration should examine schedules to ensure that adequate time is provided for students to eat healthy meals.
5. The school administration should meet annually with personnel in charge of vending machines, cafeteria a la carte lines, school stores, concession stands, and fundraisers to discuss the relevant wellness policy items.
6. The school administration should notify staff annually of the wellness policy and encourage them to consider:
 - a. healthy snack alternatives;
 - b. classroom celebrations that encourage healthy choices;
 - c. looking for ways for students to be physically active; and
 - d. to model healthy eating and activity behaviors.
7. The school administration should consider ways to help students increase their physical activity:
 - a. through physical education class requirements;
 - b. during other times throughout the school day;
 - c. through supervised recess; and
 - d. before and after school.

8. The school administration will discourage the use of foods or beverages as rewards for academic performance or good behavior (unless this practice is allowed by a student's individual education plan or behavior intervention plan).
9. The Superintendent will establish a School Wellness Advisory Committee. The Committee shall be composed of diverse members of the school community representing the eight components of the coordinated school health program (school environment, health education curriculum, physical education curriculum, nutrition services program, health services program, counseling and social services program, integrated family and community involvement program and staff health promotion program) plus members of the community, parents, students, and a member of the Board of Education. The Committee will meet quarterly:
 - a. to assess the progress of all aspects of the school health program;
 - b. to engage students and parents in identifying and selecting foods that are healthy and appealing; and
 - c. to assist school and district leaders with general oversight, planning, evaluation, and periodic revisions of all aspects of the school health program.
10. The Superintendent will ensure that a School Health Index is completed in order to provide a baseline of information about the District's overall school health program. The School Health Index should be completed biannually to measure progress in meeting the provisions of the Wellness Policy.

OTHER INFORMATION

1. Copies of this policy, together with The Pupil Fair Dismissal Act of 2001, shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with The Pupil Fair Dismissal Act of 2001.
2. Students are responsible to be knowledgeable of all school rules and regulations as stated in this handbook. Students are expected to review this information within their Hoffmann Center setting.
3. Hoffmann Center unit staff will be notified verbally of the rules of conduct and resulting disciplinary actions as soon as possible after the decision to discipline has been made.
4. Parents/guardians and the Hoffmann Center shall be notified in writing of violation of the rules of conduct that result in disciplinary actions by first-class mail except as provided otherwise by The Pupil Fair Dismissal Act of 2001. Students shall be notified of violations of the Rules of conduct and resulting disciplinary actions verbally except as provided otherwise by The Pupil Fair Dismissal Act of 2001. Disciplinary referrals will be mailed from the Hoffmann Learning Center office.
5. In the situation where the student who is to be disciplined has been identified as being eligible for special services of an LD, EBD, TMH, or EMH instructor, a review of the student individual education plan will be conducted with the necessary staff to determine if the need to discipline was related to the reason for special services. If it is determined that the student's handicap was related to the need for discipline, a staffing will be held with the necessary staff and parents/guardians. Consideration will be given to whether there is a need for further assessment or if a review of the adequacy of the current Individual Education Plan for the handicapped student is necessary.
6. The School Board prohibits the use of corporal punishment. However, in accordance with Minnesota Statute, 609.379, a staff person is allowed to use reasonable physical force to restrain or correct a student when necessary to restrain the child from hurting her/himself, the staff member, or any other person or property.
7. Failure to Leave the School Building
 - a. The procedure for handling students who are asked to leave the school building will be as follows:

- i. a request will be made by a staff member for a student to leave the classroom or the building;
- ii. unit staff will be contacted immediately;
- iii. if the student refuses to leave the building, the education coordinator or a teacher will move other students out of the area that the student refuses to leave;
- iv. if unit staff do not respond, a call will be made to the Hoffmann Center office for assistance;
- v. if the Hoffmann Center office does not respond, the Saint Peter Police Department may be called and the student will be removed from the building;
- vi. if the student commits an assault or significant damage to school or personal property, the Hoffmann Center and supervisory principal will be called. The Hoffmann Center will give input to the supervising principal regarding the handling of the incident. The supervising principal may elect to call law enforcement authorities to handle the incident.

8. Leaving the School Building

Students who need to leave the school, any time during the course of the school day, must secure permission to leave the building from the office or their homeroom teacher.

9. Truancy and Unexcused Absences

Absence from school without the Hoffmann Center's or school's permission is truancy.

At the discretion of a principal, social worker, or education coordinator, students who are absent, unexcused, from classes may not be readmitted to any of their classes until after a conference has taken place with a principal, the social worker, or the education coordinator.

10. Student Dress

Students do not have a formal dress code. Clothing or hairstyles that interfere with the education process will not be allowed. The following clothing or apparel is unacceptable dress at Saint Peter High School:

- a. Chains and chain wallets are not allowed at Saint Peter High School.
- b. hats, caps, and bandannas may not be worn in the school building during the school day.
- c. Clothing that at the discretion of a staff member is a distraction to the educational process will not be allowed.*
- d. Clothing, which promotes alcohol, drugs, tobacco, nudity, sexually inappropriate behavior, or violence/harassment.

*Students will be asked to cover or change out of inappropriate apparel. Students are expected to leave their hats and jackets in their lockers while attending classes.

11. Technology

E-Mail Policy: It is the decision of the Hoffmann Learning Center staff that student access to individual e-mail accounts and/or acquisition of e-mail accounts while at Hoffmann Learning Center is not allowed. E-mail may be used in special circumstances if needed for classroom curriculum or treatment program of individual students. Students using e-mail within special circumstances will be constantly monitored. There is no expectation of privacy when students are using e-mail, all correspondence sent and/or received may be viewed by appropriate staff members.

12. Transition

- a. Classes at Saint Peter High School

Students who attend the Hoffmann Learning Center will have an opportunity to attend one or more classes at Saint Peter High School. The final decision to place a student at Saint Peter High School will rest with the supervising principal. Input will be received from the multi-disciplinary treatment team. Decisions by the high school principal can be appealed to the superintendent of schools. The procedure for making the decision to transition a student to the high school will be based upon:

 - i. Each student's need for emotional/behavioral support and services, remedial education, mainstreaming, and the needs for high school credit toward graduation.
 - ii. Recommendations from the Multi-disciplinary Treatment Team relative to the student's ability to handle a traditional high-school setting.

- iii. The academic progress and ability of the student as determined by the homeroom teacher and staff at the Hoffmann Learning Center.
 - iv. The ability of the student to follow school rules and directions.
 - v. The supervising principal prior to making a final decision on a student attending Saint Peter High School may request specific information. The information requested will include:
 - a. The progress of the student in their treatment program.
 - b. The need of the student in terms of transition back to the community, school, and home.
 - c. The behavioral history of the student in the Hoffmann Learning Center and at the Hoffmann Center program.
 - d. The student's prior history in terms of behavior in school settings.
- b. Termination of Classes at Saint Peter High School

Hoffmann Learning Center student may have their attendance at Saint Peter High School terminated. Termination of a student's program at the high school will be based upon:

- i. Recommendations from the Multi-disciplinary Treatment Team relative to the student's ability to continue in the traditional high school program.
- ii. Violation of school rules and regulations.
- iii. Failure to meet the conditions of attendance as set forth by Hoffmann Learning Center staff at the time of enrollment at Saint Peter High School.

13. Teacher Handbook

- a. Familiarization with Saint Peter Middle and Senior High School Teacher Handbook.

1. Hoffmann Learning Center staff should be familiar with the Middle and Senior High School Teacher Handbook. Specific reference should be made to:
 - a. Modifications for the Hoffmann Learning Center are hours for teachers. Hoffmann Learning Center teachers are expected to be in the building from 7:45 a.m. to 3:30 p.m. The other 15 minutes may be used at the teacher's discretion either before or after school.
 - b. Sexual harassment and violence policy.
 - c. Policy to prohibit discrimination.
 - d. Teacher evaluation.
 - e. Student welfare—reporting child and/or chemical abuse.
 - f. Modifications for staff meetings—the Hoffmann Learning Center teachers, social worker, and education coordinator will meet on a regular basis. Topics for review, consideration, and implementation are not limited. However, discussion should center on student supervision, marking/reporting/record keeping, student attendance, and general climate concerns.
 - g. Student files.
 - h. Supervision of students.
 - i. Bullying Policy.
2. The Hoffmann Learning Center student/staff handbook supersedes the High School/Middle School Handbook.
3. Familiarization with the Hoffmann Center/Hoffmann Learning Center Program Description.

14. Civil Defense Procedures

- A. Prior to the beginning of the fall-term classes, all Hoffmann Learning Center staff should review civil defense procedures. Specific attention should be given to the plan for:
 1. Evacuation of the building during fire.

2. The natural disaster plan.
3. The policy regarding bombs and bomb threats.
4. Evacuation of handicapped students.
5. The Hoffmann Learning Center emergency plan.

B. The Hoffmann Learning Center Emergency Plan will be sued for these procedures.

15. Safe and Drug-Free School Zone

A. It is a violation of the law for any individual to possess, use, distribute, or sell weapons or drugs on or within 300 feet of a school.

1. Violators of this law may be disciplined by the school or referred to the police.

B. All staff and students shall be knowledgeable of this law.

16. Bus Transportation Policy

A. The development of this policy is based on the state law that says riding a school bus is a privilege and not a right. The policy will be a part of the Hoffmann Learning Center Staff-Student Handbook.

B. Anytime an incident occurs on the bus that affects the safety of anyone on the bus including the driver and the supervising adults; the bus driver will give the student responsible a written warning. Copies of the written warning will be distributed to the student's case manager and primary counselor.

1. The first time an incident occurs, the student may be suspended from riding the bus for one day. The Hoffmann Center may transport him to classes.
2. The second time an incident occurs, the student may be suspended from riding the bus for up to five days. The Hoffmann Center may transport him to classes.
3. The third time an incident occurs, the student may be suspended from attending classes at the high school for the remainder of the quarter or until the multi-disciplinary team has determined that the student can behave on the bus in a manner that does not endanger the safety of other bus riders.

Procedures for Dealing with Aggressive/Disruptive Behavior in PE

Aides should always take the school cell phone with them to PE!

Classroom teachers should observe student behavior during the morning classes, watching for signs of volatile or explosive behavior, and make judgments to the best of their ability, about the student's ability to handle PE.

If the teacher feels that the student is volatile or explosive, the teacher should notify the student and the unit that the student will not be going to PE.

If the student is not to go to PE, inform the PE aide so that the student does not board the bus and go to PE.

If a student goes to PE and is aggressive or disrupting the PE class (refusing to sit where directed, disrupting the teacher, antagonizing other students) to the point where he can't be maintained in class any longer, the following procedures should be followed:

If the student is only disruptive, but needs to be picked up by the unit staff, call:

North (934-2888)

Evergreen (934-6020)

Clearly state that the student needs to be removed from PE class immediately. Ask for a commitment from the staff with whom you speak about having someone pick the student up as soon as possible.

If unit staff does not respond in a reasonable amount of time, call the Hoffmann Learning Center and speak to Teresa or to a teacher.

Hoffmann Learning Center (934-9820)

The teacher will call the unit again and request that the student be picked up immediately, or will consider other steps to resolve the situation.

If the problem is immediate and you feel that there is immediate danger to people or property, call the police at 911 with the following information:

Nature of the problem

Name of the student

Directions to your location

Tomlinson Regional Treatment Center

100 Freeman Drive

Be sure to notify the student's case manager of the nature of the problem and your response when you get back to school.

**CONTRACT FOR HOFFMANN LEARNING CENTER STUDENTS
ATTENDING SAINT PETER HIGH SCHOOL**

Students, who are recommended for attendance at Saint Peter High School by their teams, have already demonstrated responsible behavior and a good attitude toward learning by meeting a majority of the criteria for attendance at SPSH/HLC integrated classes. The following are additional expectations for students who attend mainstream classes at Saint Peter High School:

1. Weekly attendance and participation in a school support group.
2. Completion of a daily or weekly progress report as designed by case manager.
3. Willingness to follow rules for behavior as stated in Saint Peter High School Student/Parent Handbook. Student should review this handbook with the school social worker during school group.
4. Willingness to complete all assigned work by the due date. Students are encouraged to ask for help with academic problems as soon as possible. Every effort will be made to provide the necessary level of academic support so the student can be successful.
5. Students will be expected to follow these procedures:
 - a. Student will not leave school during the lunch period or any other time without a Leave School Permit.
 - b. Students are encouraged to practice their social skills with other Saint Peter High School students. Students that wish to attend a community event with other Saint Peter High School students should obtain the written permission of the unit coordinator, the case manager, and the educational coordinator on the School Activity Permission form.
 - c. Students who wish to attend a Saint Peter High School event that is open only to Saint Peter High School students should obtain the written permission of the unit coordinator, the case manager, and the education coordinator on the School Activity Permission form.

- d. On the student's last day, he should go to the guidance office to obtain checkout forms. Students should return textbooks to teachers prior to checkout.

Student

Case Manager

Counselor/Unit Coordinator

Therapist

2-20-01