



PERPICH

TEACHING IN AND
THROUGH THE ARTS

Student Handbook 2011-2012

**Perpich Center for Arts Education
The Arts High School**

August 12, 2011

Hello Perpich High School Family:

I would like to extend a warm and enthusiastic welcome to over 300 students and families who will be a part of the Perpich community during the 2011-2012 school year. Our students will have many opportunities to obtain an excellent education academically and through the arts, as well as participate in numerous extra-curricular activities at school. Our Residential Hall will offer a safe and positive environment to the students who are living on campus. We are excited about adding some programs and activities for our Residential Hall students this year.

My administrative team is honored and excited to be a part of the Perpich Arts High School community. We look forward to working with you to continue your education that is centered on art education. Please take a moment to review the items below that will ensure your success at Perpich.

Class Schedule

Your child's class schedule and new student orientation agenda were mailed to you last week. Some schedules may need some minor adjustments, so please contact our school counselor starting the week of August 22nd if you have any questions or need to make any changes.

First Day of School

The first day of school will be Wednesday, September 7, 2011. All students are expected to report to school by 7:45 AM. School is starting one day later due to the state shutdown and renovations of the dorm rooms. I will notify you when the make up school day will take place. Please feel free to contact me if you have any questions.

Learning Climate/ Positive Behavior

We are proud of our excellent learning climate at Perpich. Therefore, students are expected to demonstrate appropriate behavior to maintain a safe and positive learning environment at the Arts High School and in the Residential Hall. It is expected that all students and parents read and sign the Discipline Policy that is located in this handbook. Our expectation is that students show respect, take responsibility, and build positive relationships in "The Perpich Way" during the time they are on campus. I encourage you, as parents, to become involved because we know it will help your child become more successful and have a wonderful experience at our school.

Have a great year and please feel free to contact me at email: duane.dutrieuille@pcae.k12.mn.us or at 763-591-4700.

Sincerely,

Duane Dutrieuille
Director of Student Life and Development

PERPICH CENTER FOR ARTS EDUCATION (PCAE) VISION AND MISSION STATEMENTS

PERPICH CENTER FOR ARTS EDUCATION

Vision

PERPICH CENTER FOR ARTS EDUCATION is a recognized national leader uniquely positioned to fuse artistic passion and academic excellence, producing creative thinkers who contribute valued perspectives in society.

Mission

To provide all Minnesota students the opportunity to develop and integrate their artistic and academic abilities to their highest potential

PERPICH ARTS HIGH SCHOOL

Vision

The Perpich Arts High School is a public school with a residential component that serves 11th and 12th grade students from the state of Minnesota

EQUAL OPPORTUNITY POLICY

It is the policy of the Perpich Center for Arts Education not to discriminate on the basis of gender, race, color, creed, religion, national origin, sexual orientation, marital status, disability, age, or status with regards to public assistance in all areas including recruitment, enrollment, access to course offerings, curriculum content.

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SCHOOL CALENDAR 2011-2012

September 7	New Student Orientation
September 8	First Day of Classes
September 23	1/2 Day of School – Parent Open House
October 6	1/2 Day of School – Parent/Teacher Conferences
October 7	No Classes – Parent/Teacher Conferences
October 10	Classes Resume
October 12	PSAT Test
October 20 – 21	No Classes – Education Minnesota
October 24	Classes Resume
November 4	End of Quarter
November 23 - 25	No Classes –Thanksgiving Holiday
November 28	Classes Resume
December 17 – January 2	Winter Break
January 3	Classes Resume
January 16	No Classes - Holiday
January 17	Classes Resume
January 26	End of Term
January 27	No Classes – Grading Day/Transition Day
January 30	Classes Resume
February 20 - 21	No Classes – Holiday, February 21 Staff Development
February 22	Classes Resume
March 9	1/2 Day of School – Parent/Teacher Conferences
March 12	No Classes – Staff Development
March 13	Classes Resume
March 30	End of Quarter
April 2 – April 9	Spring Break
April 10	Classes Resume
April 17 - 18	MCA/GRAD Math Test
April 27	1/2 Day of Classes – Staff Development
April 30	Classes Resume
May 8	AP Art History Test
May 9	AP Calculus Test
May 10	AP Literature and Composition Test
May 14	AP Music Test
May 28	No Classes - Holiday
May 29	Classes Resume
June 7	½ Day of School - End of Term
June 8	Graduation

DAILY SCHEDULE 2011-2012

Monday-Thursday - Classes are 7:50 am - 4:15 pm

Friday - Classes are 7:50 am – 3:30 pm

Blocks 1&2, 3&4, 5&6 - 85 minute full credit classes (1 credit).

Blocks 1, 2, 3, 4,5 - 45 minute half credit classes (.5 credits).

Resource – It is our expectation that students are to use any unscheduled time (designated as resource on the student schedule) to meet with teachers, receive tutorial help, studio work, homework or study. Teachers may assign this time as needed.

Blocks 7&8, 9&10 - Art Areas

Times may vary by art areas. Please keep in mind that our school day ends at 4:15PM Monday-Thursday and 3:30PM on Fridays.

Block	Monday	Tuesday	Wednesday	Thursday	Friday
1	7:50 – 8:35	7:50 – 8:35	7:50 – 8:35	7:50 – 8:35	7:50 – 8:35
1&2	8:00 – 9:25	8:00 – 9:25	8:00 – 9:25	8:00 – 9:25	8:00 – 9:25
2	8:40 – 9:25	8:40 – 9:25	8:40 – 9:25	8:40 – 9:25	8:40 – 9:25
3	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15	9:30 – 10:15
3&4	9:35 – 11:00	9:35 – 11:00	9:35 – 11:00	9:35 – 11:00	9:35 – 11:00
4	10:20 – 11:05	10:20 – 11:05	10:20 – 11:05	10:20 – 11:05	10:20 – 11:05
5	11:10 – 11:55	11:10 – 11:55	11:10 – 11:55	11:10 – 11:55	11:10 – 11:55
5&6	11:10 – 12:35	11:10 – 12:35	11:10 – 12:35	11:10 – 12:35	11:10 – 12:35
Lunch A	12:05 – 12:35	12:05 – 12:35	12:05 – 12:35	12:05 – 12:35	12:05 – 12:35
Lunch B	12:25 – 12:55	12:25 – 12:55	12:25 – 12:55	12:25 – 12:55	12:25 – 12:55
Resource	12:35 – 12:55	12:35 – 12:55	12:35 – 12:55	12:35 – 12:55	12:35 – 12:55
4	1:00 – 2:35	1:00 – 2:35	1:00 – 2:35	1:00 – 2:35	1:00 – 2:10
5	2:40 – 4:15	2:40 – 4:15	2:40 – 4:15	2:40 – 4:15	2:20 – 3:30

Attention Parent/Guardian: If your student will be absent or late please remember to call the attendance line at 763/591-4720.

ADDRESSES & TELEPHONE NUMBERS

SCHOOL ADDRESS

Perpich Center for Arts Education
Perpich Arts High School
6125 Olson Memorial Highway
Golden Valley, MN 55422

Web site: www.pcae.k12.mn.us

Individual staff email addresses may be accessed through the web site.

CAMPUS NUMBERS

Receptionist, School Building	763-591-4700
Attendance Line	763-591-4720
800 Number (School Building)	800-657-3515
FAX Number (School Building)	763-591-4646
FAX Number (Student Services)	763-591-4747
TTY/TDD	711 (MN Relay Service)

RESIDENCE HALL ADDRESS

Delta Residence Hall
6135 Olson Memorial Highway
Golden Valley, MN 55422

Residence Hall Office	763-591-4810
Residence Hall Front Desk	763-591-4829
800 Number (Residence Hall)	800-657-3518
FAX Number (Residence Hall)	763-591-4764

ADMINISTRATION / STUDENT SERVICES

Julio Vargas	Enrollment Management Director	763-591-4710
Campus Safety Staff		763-591-4757
Student Records		763-591-2001

PERPICH CENTER FOR ARTS EDUCATION LIBRARY

Librarian	763-591-4741
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RESIDENCE HALL/STUDENT LIFE

Duane Dutrieuille	Student Life & Development Director	763-591-4873
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2011-12 Student Fee Schedule

Parent/guardian: an invoice listing the amount due will be sent in early August. Payment options include: *cash, check, or credit card*. Payment plan options and financial assistance packets* are available by contacting the finance office at 763-591-4751, 800-657-3515, or finance@pcae.k12.mn.us. **Additional fees for residential students will be listed in the Resident's Handbook.**

	Fee
Activity & Technology	\$400.00
Parking Permit (Optional)	\$200.00

*Reduced fees are not granted until a complete financial assistance packet is submitted to Perpich Arts High School for review and approval.

Activity and Technology: A fee used for campus activities that may include but are not limited to, art related supplies, field trips, graduation, and technology materials (i.e. ink, toner and paper).

Parking Permit: Cars in the lot are required to be registered with campus security by purchasing a parking permit. The parking permit must be visible in the car while parked on campus. Parking permit forms are available in the orientation packet and at Perpich Arts High School front desk.

Cafeteria: Cafeteria meals are separate and must be paid in advance. The prices of the meals served in the cafeteria are listed below.

	Meal Price
Breakfast	\$2.50
Lunch	\$3.50
Dinner	\$3.50
Adult Meals	\$4.00

*Reduced meal prices are not granted until a complete National School Lunch and Breakfast Program (NSLBP) packet is submitted and approved per the Federal Government Standards.

Refunds: If applicable, refunds are processed only after all financial obligations to the Agency have been met and the student has officially withdrawn from school.

- Activity & Technology Fee: Non-refundable
- Parking Permit: Pro-rated, no refund after January 31
- Cafeteria: Unused balance

Emergency Procedures

WEATHER ALERT

The Perpich Arts High School rarely closes. However, in the event of bad weather, students and parents/guardians should listen between 5:30 AM-7:00 AM to radio station WCCO 830 AM or watch television stations WCCO channel 4, KSTP channel 5, FOX channel 9, and KARE channel 11 for school delays and school closings. The Perpich Arts High School is listed as "Perpich Arts High School" on these stations. Even if we do not have an official late start or school closing, parents/guardians have the option to keep their students at home when they determine that the weather conditions would prevent the student's safe arrival. We expect parents/guardians who choose to keep their students home or delay their arrival at school will notify the Attendance Line by calling 763-591-4720, as soon as possible, so that we will know that they are safe at home. In the event of an early release or closing notifications will be made as listed above.

EMERGENCY NOTIFICATION SERVICE

The safety of the students, faculty and staff at the Perpich Arts High School is among our top priorities. For that reason, we have chosen to adopt the Alert Now Emergency Notification Service. If an emergency or incident has occurs on campus, a message will be sent by phone to our students' parents/guardians' home and work numbers (provided to us on the Parent/Guardian Information form), as submitted by parents/guardians. In order for this system to work at the optimal level, we MUST have the most current home and work phone numbers. If these numbers change, please contact our Records Coordinator immediately by fax at 763-591-4747, e-mail jody.gentz@pcae.k12.mn.us or, by phone at 763-591-2001 or 800-657-3515.

EVACUATION PROCEDURES

EVACUATE (Fire)

The alert will be the continuous sound of the tone.

- ✓ Follow teacher's directions
- ✓ Follow last person out
- ✓ Turn out light and close door
- ✓ Report to designated area
- ✓ Staff will take attendance and report missing students to administrator
- ✓ Remain in assigned area until advised by administration

EVACUATE (Other)

By verbal announcement over PA system

- ✓ Conduct visual sweep of immediate area (i.e. classroom or office)
- ✓ If immediate area is clear a piece of colored paper will be taped to the door
- ✓ Staff gives directions to evacuate area. Take all personal items with you
- ✓ Follow last person out
- ✓ Turn out lights and close door
- ✓ Report to designated evacuation area
- ✓ Staff will take attendance and report missing students to administrator
- ✓ Remain in assigned area until advised by administration

TORNADO

- ✓ Specific directions for Severe Weather/Fire emergencies are shown on "emergency procedure" cards posted in each room

HOLD (Emergency)

The alert will be an announcement: "Immediately implement 'HOLD' procedure"

- ✓ Close classroom doors
- ✓ Staff holds students in room. Do not release anyone. Ignore bells. No restroom breaks
- ✓ Students return to class documented with their exact return time
- ✓ Class attendance taken
- ✓ Continue class or work as usual
- ✓ E-mail will be used to update staff
- ✓ Follow directions from proper authority
- ✓ Do not call unless you have vital information to share
- ✓ Listen for "all clear" or "secure" or "evacuation" signal

SECURE

The alert will be an announcement: "Immediately implement 'SECURE' procedure"

- ✓ Lock doors and hold students. Do not release or admit anyone. Ignore bells. No restroom breaks
- ✓ Leave lights on and keep exterior window shades and blinds open
- ✓ Attendance taken. Maintain silence. Do not use telephone, radio, TV, computer, etc.
- ✓ DO NOT CALL OFFICE. Unassigned staff secures area and stays in place until notified
- ✓ Move if directed by proper authority, (administration and law enforcement). Take class, attendance list, and pen.
- ✓ Be prepared to stay for an extended time.

SHELTER

The alert will be an announcement: "Immediately implement 'SHELTER' procedure"

- ✓ Go inside, close doors, close and lock all windows. Close blinds and shades
- ✓ ADMIT NO ONE. RELEASE NO ONE. Ignore bells. No restroom breaks
- ✓ Turn off air handlers, uni-vents, and exhaust fans
- ✓ Tape windows if air is leaking in
- ✓ Block air flow into room (i.e. place wet towels across bottom of outside doors and cover vents that cannot be closed)
- ✓ Turn off pilot lights and leave electricity on
- ✓ Take attendance. Use classroom phone or e-mail to contact office if needed

CAMPUS VISIT INFORMATION

VISITORS

All visitors must register with the receptionist and wear a visitor badge. Identification may be required prior to the issuance of the badge. Visits determined to be disruptive to staff and students will be denied and rescheduled when convenient to all parties. Violations of this policy can result in misdemeanor charges under Minnesota Statutes 609.606 (Criminal Code), Trespasses and Other Acts.

Parents are welcome to visit classes at the Perpich Arts High School and are asked to contact the Perpich Arts High School Director prior to the visit.

Perpich Arts High School students are **NOT** permitted to have visitors during the school day. The school day is 7:50 am-4:15 pm Monday through Thursday and 8:00 am - 3:30 pm on Friday. Visitors who drop in will not be permitted to stay and will be asked to leave campus immediately.

Students must receive special permission from the appropriate faculty and Campus Safety Team for non-students to work with them in the school building during the evening. Visitors with prior permission must sign in with the campus safety team and wear a visitor badge.

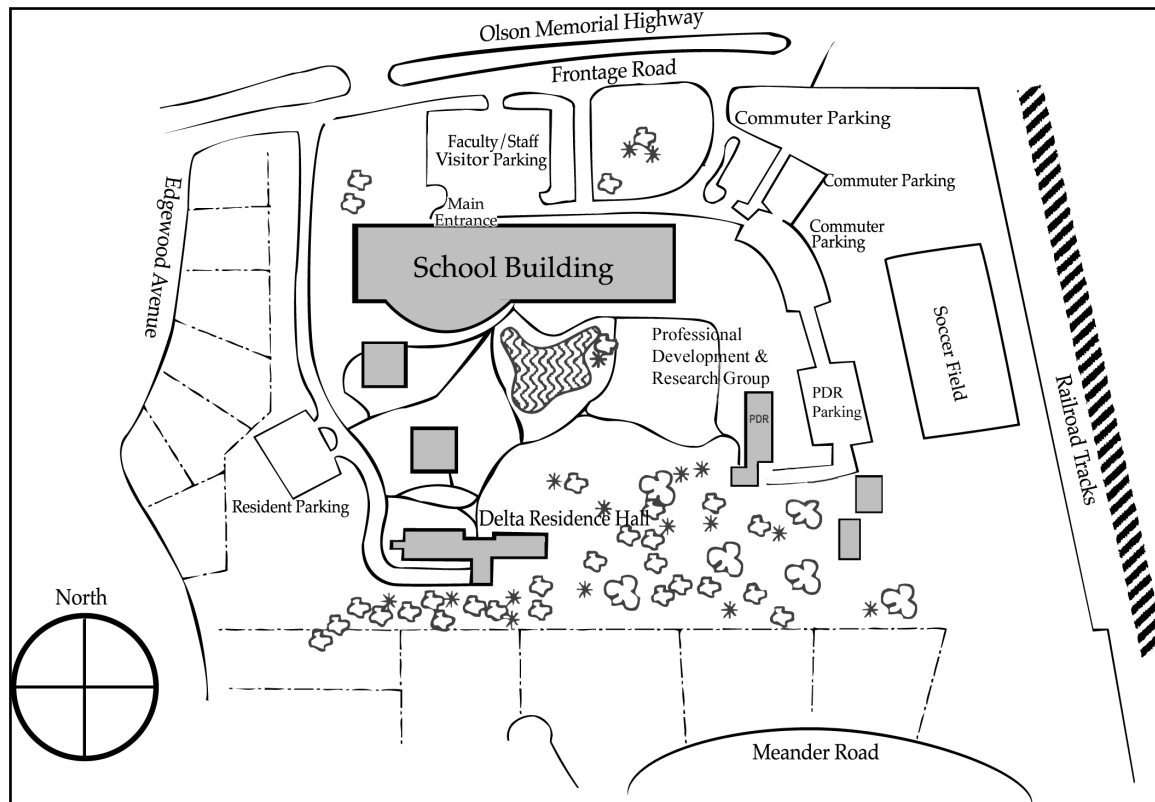
CAMPUS VISIT/SHADOWING

The only students that may visit during the day are potential Perpich Arts High School students who have received PRIOR approval from the Visiting Coordinator or Enrollment Management Director at 763-591-4706 or 763-591-4710.

INFORMATIONAL SESSIONS/TOURS

Information Sessions and/or Tours are held at the Perpich Arts High School to provide information to prospective students and their parents/guardians about the school's programs and facilities. Please visit our website for dates and times. Individual tours can be scheduled by contacting the Enrollment Management Director.

CAMPUS MAP



NEIGHBORS AND THEIR PROPERTY

The Perpich Arts High School is situated in the center of a neighborhood. We ask all campus community members to be good neighbors and respect the rights and needs of the community. Because good relations with our neighbors are essential to the school and its future, students will be required to make restitution when applicable and formally apologize for misbehavior directed at neighbors. Students must abide by the following: no trespassing, loitering, littering, smoking, or pranking on or near neighbors' property or other property bordering our campus including the frontage road and bridge over the railroad tracks. Students who are seen committing any of the above infractions are subject to disciplinary action including suspension.

Students and staff are asked to report any suspicious activity in the neighborhood to the Golden Valley police and Perpich Center Adults. Neighbors are likewise advised to contact the police when disruptive loitering, littering or trespassing occurs on or near their property.

RAILROAD TRACKS

The railroad tracks and adjacent property are private property belonging to the railroad company. **NO TRESPASSING!** Individuals who are on this property are trespassing and can be arrested and/or fined by the railroad police. Students must stay off all railroad property bordering the campus on the east. The railroad tracks are used regularly and are potentially dangerous. Trains can be difficult to hear, especially when there is traffic noise coming from the highway.

SOCCER FIELDS

The soccer fields are located on the east side of campus. The fields are a cooperative project between the Perpich Center for Arts Education and the City of Golden Valley. City soccer teams use the fields after 6:00 pm on weekdays during soccer season and at other specified times on the weekends. Perpich Arts High School students are welcome to use the fields when they are not in use by soccer teams.

PONDS, WILDLIFE AND TREES

Please respect the wildlife animals on our campus. Failure to do so will result in disciplinary action, including but not limited to, campus community service. ALL ponds on our campus are limited to the wildlife animals of our area. No human or domesticated animals are allowed in or on the ponds at any time due to safety and health concerns. In order to protect the trees on our campus, students are not allowed to climb the trees.

ANIMALS

Students are not allowed to have animals, except licensed service animals in the buildings or on campus. If an animal is brought to campus the student and animal will be required to leave immediately. Questions about this policy should be directed to the Perpich Arts High School Director or designee.

RECYCLING

All students and staff are urged to recycle everything possible in an effort to make the earth a safer, healthier place to live. The Perpich Arts High School recycles paper, glass, plastic and metal products. All recyclable items should be placed in designated recycling bins located at convenient locations throughout the campus. All other items are considered trash and should be thrown in the appropriate bins.

COMMUNITY RESOURCES – OFF CAMPUS

BANKS

BNC National Bank
650 N Douglas Drive
Golden Valley, MN 55422
763-593-4600

Central Bank
945 Winnetka Ave N
Golden Valley, MN
763-545-9005

US Bank
5725 Duluth St
Golden Valley, MN
763-593-5405

Wells Fargo Bank
8200 Golden Valley Road
Golden Valley, MN
612-316-2401

GROCERY STORES

Byerly's
5725 Duluth St
Golden Valley, MN 55422
763-544-8846

Rainbow
5370 West 16th St
Minnapolis, MN
952-546-1665

Super Valu
2326 Louisiana S
St. Louis Park, MN
952-545-1894

Cub Foods
5301 36th Ave N
Crystal, MN
763-287-9797

PUBLIC LIBRARY

Golden Valley Library
830 Winnetka Ave N
Golden Valley, MN 55427
952-847-5475

POST OFFICE

U.S. Post Office
7701 Golden Valley Road
Golden Valley, MN 55427
763-544-4447

TRANSPORTATION

Airport Taxi
763-544-0000

Gold Star Taxi
952-833-3333

International Airport Taxi
763-535-1000

Minneapolis West Taxi
612-275-0000

MTC Bus (Metro Transit)
612-373-3333

Greyhound Bus Lines
800-231-2222
651-222-0507

Jefferson Bus Lines
612-332-3224

SERVICE STATIONS

Boulevard Automotive & Towing
904 Pennsylvania Ave S
Golden Valley, MN 55426
866-989-6327

Feist Towing
1875 Lilac Dr N
Golden Valley, MN
763-544-5512

Holiday Station Store
7925 Wayzata Blvd
Golden Valley, MN
763-546-7383

Medicine Lake Citgo
9405 Medicine Lake Rd
Golden Valley, MN
763-545-9001

Midland Auto Service
2550 Winnetka Ave N
Golden Valley, MN
763-545-5754

SuperAmerica
1910 Douglas Dr
Golden Valley, MN 55422
763-542-9133

AAA

Hwy 100 & Excelsior Blvd
5400 Auto Club Way
St. Louis Park, MN 55416
952-927-2600

Parents/guardians of resident students are encouraged to purchase emergency road service (AAA, etc.) for students commuting to and from home.

PARENT INFORMATION

DISCIPLINARY COMMITTEE

A Disciplinary Committee is established to handle a variety of situations including but not limited to any violation of the Student Handbook, Residential Contract/Handbook, and Academic issues. This committee will meet once a week to discuss any and all circumstances involving students and violations of school policies. The committee will be made up of pre-selected administration, faculty, and staff, the committee will provide recommendations for disciplinary consequences to the Director of Student Life and Development. The committee will follow "School Due Process", and student's may appeal recommendations.

CHANGE OF ADDRESS, TELEPHONE NUMBERS, CUSTODY OR MOVING OUT OF MINNESOTA

Parents/Guardians and Students MUST notify the Records Coordinator in writing when addresses, telephone numbers, custody stipulations change or if primary parent plans to move out of state. In the event the Custodial Parent moves out of the State of Minnesota during the student's tenure at the school, the student may complete the remainder of the school year in progress under the following conditions: before moving, the Parent must provide the Records Coordinator the name of the person designated to serve as the primary local contact to address financial, personal or academic issues related to the student and, the Parent and student must sign a Release of Information form giving the Center permission to share appropriate private data with the local contact. See Residence Hall Contract for additional conditions applicable for resident students.

DIRECTORY INFORMATION

Directory information as defined by the federal Family Educational Rights and Privacy Act (FERPA) is public information. Directory information at the Perpich Arts High School may include: a student's and his/her parent's names, addresses, telephone numbers, parent e-mail addresses and a student's date and place of birth, major field of study, participation in official school activities, dates of enrollment, degrees received, the most recent previous school attended, photograph and the student's school living status (resident or commuter).

Parents/Guardians may request any or all of the directory information relating to their student not be disclosed. They may do this by addressing their request in writing to the Records Coordinator before the beginning of each school year. The request to withhold directory information will be effective for one school year.

CARPOOLS AND TRANSPORTATION

The Perpich Arts High School encourages carpools but cannot be responsible for forming them. Prior to the beginning of the school year, commuter students and parents/guardians receive the names and telephone numbers of other Perpich Arts High School students in the metropolitan area. Students may purchase Metro Transit bus passes at a sliding scale rate from the attendance clerk.

TRANSPORTATION PROBLEMS

Vehicle or traffic problems will be counted as excused absences/tardiness in the first block only, up to three occurrences each term. This applies to all members of a carpool. Students who are late to school or who miss a day of school because of vehicle problems must inform the Attendance Clerk as soon as possible or the absence/tardy will be counted as unexcused. In addition, a written excuse from the parent/guardian is required.

WHAT HAPPENS WHEN A PERPICH ARTS HIGH SCHOOL STUDENT TURNS 18

Participation in the Perpich Arts High School and Residence Hall programs is a privilege. We require that all students, regardless of age, follow all policies and procedures. The Perpich Arts High School requires that a parent or legal guardian serve as a contact for permission, emergencies, and routine correspondence, regardless of the age of the student, the student's emancipation from or relationship with his or her parents, or the student's financial independence from his or her parents.

WHAT HAPPENS WHEN A PERPICH ARTS HIGH SCHOOL STUDENT LIVES INDEPENDENTLY OFF CAMPUS

Students that live independently off campus are required to provide parental contact information. Students are required to follow the Attendance Policy. A note from a parent/guardian and/or a health professional may be required for chronic absences.

Perpich Arts High School students are expected to use good judgment if other Perpich Arts High School students visit their residence. If illegal, inappropriate or unsafe activities (i.e., drug or alcohol use, harassment, sexual misconduct, etc.) allegedly occurs at their residence AND are reported to Perpich Arts High School staff, it is understood Perpich Arts High School staff will take the following actions:

- A conference with the student and involved students will be held to review allegations.
- Parents of all involved students will be notified.
- Police will be notified of illegal activities as appropriate.
- Management or owner of residence will be notified.
- School consequences apply to both hosting student and the perpetrator.

PRE-ARRANGED ABSENCE

When school absences are anticipated, students must do the following:

- Bring or fax (763-591-4646) a note from the parent/guardian to the Attendance Clerk before the absence explaining the reason for absence and the dates/times the student will be absent.
- Complete a Pre-Arranged Absence Form available from the Attendance Clerk prior to the absence. This form requires the signature of all the student's teachers whose classes will be missed. Until this form is completed and returned to the Attendance Clerk before the absence, the absence may be counted as unexcused.
- Check in and out with the Attendance Clerk if the absences occur during the school day.

SCHOOLVIEW

The Perpich Arts High School provides parent/guardian and student access to the individual student's attendance, schedule, grades and homework assignments by using SchoolView to promote educational excellence and enhance communications. Prior to the beginning of the school year, students and parents/guardians will receive a copy of the SchoolView Acceptable Use Policy and must sign the agreement to act in a responsible, ethical and legal manner. When the signed agreement is received, each student and parent/guardian will receive the web address and an individual access key in order to set up their own user name and password.

COMMUNICATION WITH STUDENTS

E-MAIL ACCOUNTS

All students will be assigned a personal email account. The format is john.doe@students.pcae.k12.mn.us. Email greatly reduces the amount of paper exchanged and is the most cost-effective communication tool used between Perpich Arts High School students, faculty and staff. The assigned Perpich Arts High School email accounts may also be used for frequent communication with family and friends. It is the students' responsibility to check their accounts frequently for important school information. Perpich Arts High School accepts no responsibility for possible financial obligations incurred from students' email exchanges with businesses.

MESSAGE BOXES

Each student is assigned an unlocked message box in the school building for telephone messages and notices from school faculty and staff. Resident students have a locked mailbox in the Residence Hall. Students should check their mailboxes in both locations daily.

BULLETIN BOARDS /ELECTRONIC MESSAGE BOARDS

Electronic message boards are on the main floor atrium and the lower level atrium in the school building and are used to communicate important announcements to all students. Students are responsible for reading the information on the electronic message board.

Students who wish to put up postings in the school must have materials approved and initialed by the Perpich Arts High School Director or designee prior to posting. Postings must be removed by the individual or group after the meeting or event is completed. For security and safety purposes, posters may not be placed on the front entrance doors. Postings not following procedure will be removed.

DISTRIBUTION OF MATERIALS

The Perpich Arts High School is committed to the free exchange of ideas. However, certain materials are not appropriate in the educational setting of a public school and may not be distributed on campus. Prohibited materials include those that are libelous, obscene or vulgar, materials that are disruptive to the educational setting, and advertisements for products or services illegal for minors.

The Perpich Arts High School will determine the time, manner and place in which appropriate materials may be made available to the student body. All postings must be pre-approved and signed by the Perpich Arts High School Director or designee. Materials not pre-approved will be removed.

GRADUATION REQUIREMENTS

MINNESOTA GRADUATION STANDARDS

In compliance with the State of Minnesota Graduation Standards, Perpich students must earn 22 credits in 9th through 12th grades to graduate with an Perpich Arts High School diploma:

Arts	=	4
English	=	4
Mathematics	=	3 (including Algebra 1, Geometry and Algebra 2 or Advanced Algebra)
Science	=	3 (including 1 in Biology)
Social Studies	=	3.5 (encompassing U.S. History, Geography, World History, Economics, and Government/Citizenship)
Health	=	.5 (or have met the local district requirement of student's home school)
Physical Education	=	.5 (or have met the local district requirement of student's home school)
Miscellaneous	=	3.5
Total Credits		22

In compliance with the State of Minnesota Graduation Standards students will also need to have passed the Graduation-Required Assessment for Diploma (GRAD) tests in writing (9th grade), reading (10th grade) and mathematics (11th grade).

PERPICH ARTS HIGH SCHOOL CREDIT REQUIREMENTS FOR GRADUATION

Juniors

Enrolled students must earn 12 total credits in grades 11 and 12. These credits must include 2 English credits, 4 art credits and 6 additional credits to meet our graduation requirements to be in compliance with the State of Minnesota Graduation Standards.

New Seniors

Students enrolled in grade 12 only must earn 6 total credits. These credits include 1 English credit, 2 art credits and 3 additional credits to meet our graduation requirements to be in compliance with the State of Minnesota Graduation Standards.

Returning Seniors

Enrolled students must earn 12 total credits in grades 11 and 12. In grade 12, they must earn two arts credits and the additional credits needed to meet the Minnesota Graduation Standards. For example, if they have earned 3 credits in English, then they need to earn one more English credit. If they have earned 2 credits in Social Studies, then they need to earn 1.5 credits in Social Studies, etc. Students who have completed all Minnesota Graduation Standards are still expected to carry a full credit load of classes at Perpich.

****Returning seniors must have earned a minimum of 5 Perpich credits (2 in Arts and 3 in Academics/Electives) in 11th grade in order to return to the Perpich Arts High School for a second year to study.***

HONORS DIPLOMA

Students must be responsible for contacting the guidance counselor regarding the possibility of graduating with honors from the Perpich Arts High School. Students must be aware that the 14 earned credits and 3.33 GPA are requirements for being recognized as an honor student. Students and parents should contact the guidance counselor early in the school year if they are concerned about honor diploma status.

Diplomas with honors designation are awarded to students who attend the Perpich Arts High School and meet the following criteria:

Returning Seniors

1. 14 credits earned in grades 11 and 12 **and**
2. Cumulative GPA (calculated from grade 9 through 1st semester grade 12) of **3.6/4.0** point scale (A-) or higher.

New Seniors

1. 7 credits earned in grade 12 **and**
2. Cumulative GPA (calculated from grade 9 through 1st semester grade 12) of **3.6/4.0** point scale (A-) or higher.

PARTICIPATION IN GRADUATION CEREMONIES

First year seniors who are more than one credit short and two year students who are more than two credits short of the Perpich Arts High School's graduation requirements (including missing credits from 9th and 10th grades) will not be allowed to participate in graduation ceremonies including the rehearsal, class picture and the graduation celebration meal.

Prior to graduation, the Guidance Counselor will inform the students and the parents/guardians of those students who are deficient in graduation requirements.

Students may also be barred from graduation ceremonies for violation of school or Residence Hall policies. During the last week of school, offenses of the Campus Behavior Policy, Disregard of Authority or Chemical Use Policy violations may result in barring from graduation festivities and ceremonies in addition to suspension and other appropriate disciplinary actions.

GRADING

ACADEMIC HONESTY

Students who engage in academic misbehavior violate community values (honesty, trust and integrity). Examples of academic misbehavior include cheating on tests and assignments, plagiarizing the work of others including the failure to make proper attribution to others, or contributing to someone else's cheating or plagiarism. Consequences for violation of this policy may include loss of credit for the assignment, test, or paper, administrative conference with parents, student and teacher, or loss of credit in the class.

GRADING POLICY

All grades are final and not subject to revision four weeks after grades have been mailed to the students/parents/guardians. A student may contest a grade within the four weeks after grades have been mailed to students/parents/guardians by making a written request to the Perpich Arts High School Director who will review the request and render a prompt decision. If the student remains unsatisfied, he/she may appeal the decision in writing to the Executive Director who will also review the appeal and render a prompt decision. The decision of the Executive Director is final and cannot be appealed to the Board of Directors.

COURSE COMPLETION

Teachers may give an incomplete at the end of a term when exceptional circumstances prevent a student from completing class work within the normal time frame. Teachers will determine which students are eligible for this extension. This extension is intended only for students who have been working consistently throughout the term, not for those who have ignored their class responsibilities. Teachers will determine what work must be completed and by when in order for the incomplete to be changed to a grade. Students will be given 15 calendar days to complete necessary work. Quarter 4 incompletes must be complete 10 days after the last day of school.

GRADE POINT AVERAGE (GPA)

A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D = 0, NC = 0

All classes attempted are included in the calculation of the GPA. If a student wants to drop or withdraw from a class, the student must meet with the teacher and Guidance Counselor before the published deadline has passed. After the deadline students are given a grade or no credit; therefore, courses for which no credit is earned do negatively impact the overall GPA.

CALCULATION OF THE CUMULATIVE GPA

The number equivalent given to each grade (i.e., A = 4.0, B- = 2.67) is multiplied by the number of credits earned in that class to give honor points for each class. The total number of honor points for each school year are added together and divided by the number of credits earned. Honor points divided by credits earned = GPA. Example: 55.52 honor points divided by 16 credits earned = 3.47 GPA. These points add up over time, which makes it harder to increase the GPA as a student goes from 9th grade to 12th grade.

AWARDING OF ARTS CREDITS

Students must earn four arts credits (two each year) in order to graduate from the Perpich Arts High School.

During the junior year, two arts credits are awarded at the conclusion of the year if outcomes are met at or above a satisfactory level. No credits or partial credit may be awarded if work fails to meet satisfactory standards. Students who do not earn the full two credits will not be readmitted for a second year.

During the senior year, one credit is awarded each term. Students must earn a full credit each term in order to graduate. Students may receive only partial credit if outcomes are not met at a satisfactory level. Students receiving less than full credit may contract with their art teachers to make up the missing credits. The contract will include classes or experiences completed through other programs at the students' own expense. The teachers and the Perpich Arts High School Director or designee must approve the contract. A maximum of .5 art credit may be earned through an outside program and applied toward graduation from the Perpich Arts High School.

STUDENT SUPPORT SERVICES

FULL-TIME STUDENT ENROLLMENT POLICY

The Perpich Arts High School does not enroll part-time students. Full-time students at the Perpich Arts High School must earn enough credits to meet graduation requirements, and be registered in their arts area and at least 1.5 additional credits per term. A resident student who carries less than 1.5 academic credits in addition to their art area class may be removed from the Residence Hall until the next term when 1.5 academic credits are taken. Enrolled students must earn 12 total credits in grades 11 and 12. Students enrolled in grade 12 only must earn 6 total credits.

RE-ADMISSION POLICY

In order for 11th grade students to return to the Perpich Arts High School for a second year of study they must:

- Earn at least 5 of the 12 credits required for graduation during grade 11, **and**
- Earn these 5 credits at the Perpich Arts High School in the following areas: 3 credits in academic/arts elective classes and 2 credits in their art program.

CHANGING ARTS AREA

Information regarding switching to an alternate arts area for the senior year will be posted on the electronic bulletin boards in the spring. Acceptance into a new art area is based upon available space, successful completion of the current art area, earning 5 credits in the junior year at the Perpich Arts High School and having no disciplinary issues. If the requested art area change is not approved, the student will remain in the original art area for their senior year.

WITHDRAWAL PROCEDURE

To voluntarily withdraw, the student should meet with the Guidance Counselor to discuss withdrawal plans and procedures. At that time, the parent/guardian will be contacted. All school materials must be returned and financial obligations met at the time the student withdraws from school. The responsible student and/or their parent must pay for books, materials and equipment that are lost or not returned. Collection of unpaid fees or fines for unreturned items will be referred to the Minnesota Department of Revenue. Resident students must also complete the Residence Hall move out procedure form before the appropriate refunds are processed.

DROP/ADD POLICY

A student's schedule is only changed when a different academic level course is needed or a credit review indicates a needed change. If either situation occurs, the student must meet first with the teacher and then with the Guidance Counselor before the published deadline has passed. The request to drop or add a class is reviewed on a case-by-case basis. The student must immediately return all course materials to the teacher of the course that is dropped. Unreturned materials must be paid for by the student/parent.

ACADEMIC SUPPORT PLAN

The academic support plan is a tool for supervising and supporting students. This tool is designed to alert students who are in serious academic jeopardy and to support these students in their efforts to improve. Students are in serious academic jeopardy when, at a marking period, they are failing their arts areas and/or two or more academic subjects. Students may be notified at any marking period. Students will remain on an academic support plan for the duration of the school year or until the support team determines they are no longer in serious academic jeopardy.

The Perpich Arts High School Director or designee will initiate and monitor academic issues and will be the contact to the student, parent and teachers.

Placement on an academic support plan includes the following:

- Notification: The parent/guardian is notified about the academic support plan by either the Perpich Arts High School Director or designee.
- Support Team Meeting: a support team including the student, parents/guardians, instructors, and Student Services staff is formed. When appropriate, the student's Residence Hall advisor will also be notified. This team will analyze the reasons that satisfactory progress is not being made and describe a program of support.

- Support Plan: depending on the analysis outcome, the support plan may include academic and behavioral monitoring, meeting with the school guidance counselor, special education/learning differences evaluation, weekly updates sent to the student's parent/guardian, extra help sessions with the arts and/or academic teachers, restriction from participating in field trips, classroom activities and school events, etc.
- Removal from the Residence Hall if applicable and deemed necessary.

POST-SECONDARY ENROLLMENT OPTIONS (PSEO)

The Perpich Arts High School participates in the PSEO program, but as a school of choice, it is important for our students to experience the full Perpich Arts High School curriculum and not use PSEO as a substitute for our academic or arts offerings. We see PSEO as a way to supplement, not replace, our programs. If students want to enroll full-time PSEO, we recommend that they stay at their home schools.

Students who participate in PSEO must provide their own transportation to the post-secondary institution and must schedule those classes so that they are on time to classes at Perpich.

Perpich students who are eligible by mileage to live in the Perpich Residence Hall but choose to participate in PSEO full-time cannot live in the Perpich Residence Hall.

Perpich students who are eligible by mileage to live in the Perpich Residence Hall and choose to participate in PSEO on a part-time basis must be enrolled at the Perpich Arts High School in at least 1 full academic credit each semester (term) in addition to their arts area.

Students interested in more information about PSEO should speak with Guidance Counselor or Career Resource/Visiting Coordinator

EARNING CREDITS OUTSIDE OF THE PERPICH ARTS HIGH SCHOOL

The Perpich Arts High School is a school of choice and requires acceptance through a competitive admissions process, therefore, two-year students can earn no more than two of the 12 credits required for graduation from the Perpich Arts High School through an area learning center or other non-post secondary program. First year senior students can earn no more than one of the 6 credits required for graduation from the Perpich Arts High School through an area learning center or other non-post secondary program.

Students who are eligible and wish to participate in Post Secondary Options must meet with the Guidance Counselor for more information. Credits and grades earned through outside programs will be entered on the Perpich Arts High School transcript. The student's GPA will reflect grades earned both at the program and at the Perpich Arts High School.

College or university credits will be transferred to the nearest Perpich Arts High School equivalent and listed with the credit and grade on the student's transcript.

College Credit = High School Credit

5	1.25
4	1.00
3	0.75
2	0.50
1	0.25

Students planning to take courses through an outside program to apply toward Perpich Arts High School graduation should use the following procedures:

- Students must receive approval of the courses they plan to take for high school credit from the Guidance Counselor
- Students who successfully complete course work at outside programs are responsible for seeing that all official transcripts of grades are forwarded to the Perpich Arts High School. No high school credit will be given until the Guidance Counselor has reviewed an official transcript from the program

INDEPENDENT STUDY

Students interested in earning a credit through independent study must start the process with the Guidance Counselor to determine the appropriateness of the request. Courses that are offered at the Perpich Arts High School cannot be taken as an independent study course. Students will arrange independent study courses with faculty members only after the independent study course is approved; the necessary documentation is prepared and signed by the instructor, parent and student. No exceptions will be made to this process.

POST-SECONDARY (COLLEGE) RELATED INFORMATION

Military contacts - The "Military Recruiter Access to Student Data" form is mailed to students' families prior to the beginning of the first year students attend Perpich Arts High School.

College admissions representatives are scheduled to meet with students during lunchtime whenever possible, or at the time most convenient to fit the representative's schedule. If a student wishes to visit with a representative during class time, the student must receive a pass from Student Services prior to the visit. A schedule of college admissions representatives' visits is posted on school bulletin boards including the electronic bulletin boards.

The College and Career Resource Center is located in Student Services and contains a wide variety of materials about four-year colleges, community colleges, technical colleges, financial aid, scholarships and careers. There are several computer areas in the high school and Residence Hall with internet access available for student use to practice for the ACT and SAT tests and to gather information about specific colleges, scholarships and financial aid and career searches.

HEALTH AND WELLNESS

In accordance with the requirements of the federal government, the Perpich Center for Arts Education has written and instituted an approved health and wellness policy committed to providing a school environment that promotes and protects students' health, well being and ability to learn by supporting healthy eating and physical activity.

Automated External Defibrillators (AED's) are available in several locations of the Perpich Arts High School and Perpich Center should there be a medical emergency requiring the implementation of an AED.

IMMUNIZATIONS AND MEDICAL INFORMATION

A Student Medical History form must be provided to the Perpich Arts High School before a resident student attends classes or moves in the Residence Hall or commuter students attend classes. Minnesota Statutes Section 121A.15 requires children enrolled in Minnesota schools to be immunized against certain diseases, allowing for specified exceptions. Enrollment will be delayed should the required documentation not be provided in accordance with this law:
<http://www.health.state.mn.us/divs/idepc/immunize/arekidseng.pdf>.

HEALTH OFFICE

A Medication Administration Log is kept for each medication retained in and administered from the Health Office. Students and parents will be notified when replenishment of medications is needed. Student visits to the Student Services Office are confidential and documented with discretion to protect the privacy of students.

ILLNESS DURING THE SCHOOL DAY

All Students

Parent/Guardians and students should thoroughly read the school's Attendance Policy for complete details about attendance policy and procedures. When a student becomes ill at school, he/she must get a pass from his/her teacher and report directly to Front Desk Receptionist. Students who are ill but who leave class or school without obtaining a pass from the teacher and/or without reporting to Student Services will not be excused.

Resident Students

Whenever possible, the prearranged absence procedure will be followed. To be excused for health related reasons, resident students must inform the Residence Hall Staff Office personnel and receive permission before their first class begins. Parent/guardians cannot excuse resident students from class due to illness if the student has stayed in the Residence Hall the night before the absence occurs. Verification of the reason for the absence is also required. Failure to follow procedures will result in unexcused absences. Students excused from class are expected to remain in the Residence Hall for the evening if they are not going home.

Commuter Students Who Live With Parent/Guardian

Parents/guardians should call the attendance line (763-591-4720) before the student's first class when their student is ill. Voicemail is available at this number. The Attendance Clerk may return calls for clarification as needed. A note from the parent/guardian must be turned in to the Attendance Clerk on the day the student returns to school. Illness without a phone call or note from a parent/guardian will be counted as unexcused.

Commuter Students Who Live On Their Own

If students who live on their own and are too sick to attend school, the student must call the attendance line at 763-591-4720 before the school day begins in order to be excused. Students living on their own must remember that attending school every day and on time is their top priority. A parental contact and note from a health professional will also be required for chronic absences.

MEDICAL LEAVE

Students who require long term medical care for eight school days or more may request to be put on medical leave. Medical verification from a health professional is required. Students cannot be removed from a class as a result of a medical leave. The Perpich Arts High School will provide homework and other support to help these students complete their classes. Prior to the student returning to campus, the student and parent/guardian must contact the School Social Worker at the Perpich Arts High School. The School Social Worker or designee will convene a reentry meeting with the student, parent, and appropriate faculty and staff. A statement from a health professional may be required prior to the reentry meeting. Parents assume full financial responsibility related to health care appointments and follow up with health care professionals.

MEDICATION POLICY

Medications may not be brought to campus for self-administration or staff administration without required Student Medical History form and applicable Medication Authorization forms on file. The decision for self-administration of any medication, prescription or over-the-counter while on the Perpich Arts High School campus, is made at the Nurse's discretion. Misuse of any medication, or any failure to comply with the Medication Policy is a violation of the Chemical Use Policy. Strict adherence to the Medication Policy and procedures is required.

MEDICATION PROCEDURES

Prescription Medications

1. A Physician's Order/Authorization form signed by a parent and attending health professional must be received by the Nurse before students may carry and/or self-administer prescription medications on campus or before staff will administer prescription medications to students.
2. Prescription medications must be brought to the Student Services Office in the original pharmacy container. If a prescription is to be taken both during the school week while on campus and on the weekends at home, please direct pharmacist to supply the medication in two separately correctly labeled containers (keep one container at home and one in the Student Services Office).
3. Prescription medications, such as narcotics/analgesics, stimulants, anti-psychotics, miscellaneous medications for central nervous system drugs, antidepressants, and antitussives (with codeine), will be stored in the Student Services Office at all times and dispersed to students as prescribed. Students may get these medications from the Student Services Office when needed.
4. Prescription medications, such as antibiotics, antihistamines, birth control pills, nasal/asthma inhalers, creams/lotions, eye/ear drops, etc. may be permitted for self-carry and administration at the Nurse's discretion.
5. Asthmatic students are required to keep inhalers with them at all times while on campus. Students with certain allergies that may require use of an Epipen are required to keep an Epipen with them at all times also; 911 will likely be called if a student has an allergy or asthma attack and does not have the respective Epipen or inhaler readily available. Students are encouraged to keep an extra inhaler or asthma medications and Epipen in the Student Service's Office for back up.

6. The parent/guardian or student must contact the Nurse when the student's prescription medication type or dosage changes or is discontinued. Prescription medications left on campus at the end of the school year will be disposed of appropriately.
7. Sharing prescription medications with other students is strictly prohibited and is a violation of the Chemical Use Policy.

Over-The-Counter (OTC) Medications

1. An Over-the-Counter Medication Authorization form signed by a parent must be received by the Nurse before students can carry and/or self-administer OTC medications on campus and before staff can administer OTC medications to students.
2. Medications allowed to be brought to campus are listed on the OTC Medication Authorization form. All OTC medications must be brought to campus and kept only in the labeled container in which they were purchased and must be taken only in the dosage recommended on the container. OTC medications left on campus at the end of the school year will be disposed of appropriately.
3. Sharing OTC medications with other students is strictly prohibited and is a violation of the Chemical Use Policy.

CAMPUS AND COMMUNITY LIFE

LOCKERS AND COMBINATION LOCKS

Students may request a locker and lock to store belongings. Only locks issued by Student Services are permitted on school lockers; all others will be cut and removed at the student's expense. At the end of the school year items left in lockers are disposed of or donated to charity.

Lockers are the property of the Perpich Arts High School and should be treated accordingly. Students are liable for any damages that occur to the locker, and will be charged accordingly. Under state law, school authorities may inspect the interior of lockers at any time, without notice, without student consent, and without a search warrant. Students' personal possessions may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. After the search of a student's personal possessions and as soon as practical, the school authorities will provide notice of the search to the student unless disclosure would impede an ongoing investigation by police or school authorities.

I.D. CARD

In order to operate a large school, it is essential that staff members know the identity of students they encounter in the school

1. An identification card will be issued to every student
2. Lost I.D. cards will be replaced by purchasing a new one. The cost is \$5.00. Go to the Attendance Clerk for a new card.
3. Students must carry their I.D. card during school hours. Refusal to identify oneself after repeated requests can be grounds for immediate suspension from Perpich Arts High School
4. You must have your I.D. card for:
 - a. Checking out materials from the resource centers and the media centers
 - b. Leaving a study area to go to a different location
 - c. Admission to dances
 - d. Using your lunch account
 - e. Personal identification when necessary for staff or faculty who request it

LOST AND FOUND

Student Services has a "lost and found" box. Students should put names on their possessions and use lockers and locks to avoid loss of possessions. Unclaimed items are donated to charity.

DRESS CODE

Perpich Art High School believes that student dress helps to set the tone of the school and has an influence on school environment and behavior. Generally, student dress must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of safety and decency at school. Therefore, the following dress code will be enforced during school hours and at school sponsored events such as dances.

1. Clothing with inappropriate, offensive, or vulgar slogans is not allowed. These include references to sexual activity, alcohol, gangs, tobacco and other drugs
2. Shoes must be worn in school at all times
3. Student will not wear sunglasses inside campus buildings
4. Bare midriffs, strapless shirts, and tube tops are not allowed
5. Shorts, skirts and dresses not reaching mid-thigh will not be allowed. Shorter lengths may be considered only when worn with opaque leggings
6. Clothing worn in a way that undergarments are visible is not allowed
7. Oversized and/or bulky coats are not allowed to be worn during the school day 7:50 AM - 4:15PM

SKATEBOARDS/ROLLER SKATES/BLADES/SCOOTERS/SHOES WITH WHEELS

Skateboards, roller-skates, rollerblades, scooters, shoes with wheels and other similar items cannot be used in the campus buildings. They must be carried while inside and stored in a locker or Residence Hall room. The Perpich Arts High School cannot be responsible for students' safety when using these items.

- Students who do not follow these guidelines will have the equipment confiscate
- Students should wear proper protective equipment (i.e. helmet, elbow and kneepads, etc.)
- Students are not allowed to use these items on ramps or jump off anything larger than a curb
- Grinding and rails and other activities are destructive to property and are not permitted
- Students are not allowed to use these items in areas with pedestrian and vehicle traffic

BICYCLES

All bicycles should be locked on the outdoor bike racks. Bicycles are not allowed in school buildings. Bicycle helmets are strongly recommended. The Perpich Arts High School is not responsible for stolen or damaged bicycles.

ACTIVITIES (EXTRA CURRICULAR)

Any student group that sponsors an event at the Perpich Arts High School to raise funds, organizes an event to which guests are invited, or requires special use of school facilities or equipment must have a faculty or staff member to work with the Perpich Arts High School Director or designee to make arrangements for space use and student safety.

The Perpich Arts High School Director or designee must approve all activities held in the school building at least two weeks in advance. The Perpich Arts High School Director or designee will determine the number of chaperones needed for each event and their duties. The sponsoring organization (Student Government, Gala Committee, etc.) is responsible for the cost of hiring additional security or police if they are determined to be necessary.

STUDENT GROUPS

Student groups are established as need or interest is expressed. There are a variety of clubs that form each year. Students interested in starting a club may pick up an application form from the Perpich Arts High School Director.

TOUR GUIDES

Informational sessions and tours are held at the Perpich Arts High School to provide information to prospective students and their parents/guardians about the school's programs and facilities. Current students interested in being tour guides and/or making presentations at other events are asked to speak to the Admissions Coordinator.

CAFETERIA

CAFETERIA HOURS

The school cafeteria serves breakfast and lunch Monday-Friday and dinner Monday-Thursday.

Breakfast	7:15 am - 7:50 am
Lunch	12:05 am - 12:55 pm
Dinner	5:15 pm - 6:30 pm

Resident and Commuter students may purchase breakfast, lunch and dinner at the school. More detailed information about the school's meal program is mailed to students/parents/guardians prior to the beginning of the school year. Questions and comments should be added to Student Services.

The Perpich Arts High School sponsors a free and reduced lunch program in accordance with the National School Lunch and Breakfast Program guidelines. Student applications for participation in this program are mailed to all students' families prior to the beginning of the school year. This program reimburses the school for providing free and reduced breakfasts and lunches to students who qualify according to federal income guidelines. To be counted for reimbursement, a meal must meet criteria for portion size and meal components. Students are not permitted to share or borrow ID cards or ID numbers.

State of Minnesota health code requires that shoes must be worn in the cafeteria at all times. Flatware, silverware, glasses, cups and trays, etc. may NOT be taken out of the cafeteria. Food purchased in the cafeteria may be eaten outdoors or in the Residence Hall ONLY if disposable containers and disposable utensils are used and if everything is disposed of in appropriate trash receptacles.

Food that is brought into the school building must be eaten in the cafeteria or at the tables by the vending machine to the east of the cafeteria. A water and juice machine is located in the lower level student lounge and water fountains are on all floors of the school building. Just as is the case for professional art galleries, studios, and theaters, food may not be eaten in other areas of the building including classrooms.

LIBRARY

GENERAL INFORMATION

The Perpich Center for Arts Education Library, located on the lower east level of the main building, is staffed by one full-time senior librarian and one full-time library technician who provides reference and resource assistance and library related instruction to students. The Library collection contains over 17,500 print and non-print items including diverse, academically supportive, and artistically centered resources that provide students with information and inspiration to support them for all of their academic and arts area needs. A complete orientation to the Library is provided for all new incoming students at the beginning of the school year. In addition, teachers regularly schedule the library for classes doing research or other classroom activities for which library resources or librarian instruction is needed.

The Library is open Monday – Wednesday from 7:30 am – 6 pm, Thursday - Friday from 7:30 am – 4 pm. Summer hours are: 7:30 am – 4 pm daily. Parents are encouraged to visit the Library anytime and may check out library materials if they wish. HOURS are subject to change. Please check web site for up to date information.

Computers in the Library provide students with access to:

- The Library collection via the online catalog
- Electronic news and information databases to complete research assignments
- Public and academic libraries across Minnesota

Wireless access is available for students with laptop computers. Students may also request materials from other libraries via inter-library loan for materials when they need them to complete school assignments. Two small rooms with comfortable seating in the library have video, CD, DVD, and audiotape players as a relaxing space away from the general library to view a movie, listen to music, or read a book. Students should check their campus mailboxes at least once per week for information from the Library, including overdue library materials notices.

Student use of the Internet in the Library is governed by the Perpich Center's Technology and Internet Acceptable Use Policy

LIBRARY HOURS

Monday–Wednesday 7:30 am – 6:00 pm
Thursday - Friday 7:30 am – 4:00 pm
Summer Hours 7:30 am – 4:00 pm

Parents are encouraged to visit the Library during library hours and may check out library materials if they wish.

MATERIALS CHECK OUT AND RETURNS

Books are checked out for 21 days and all other material such as DVD's, CD's, and videotapes may be checked out for 7 days. Book check out is not limited (except reference books – two day check out only) but only 5 total media formatted materials may be checked out at one time. All materials may be renewed once if not needed by another library user. A second renewal may be made with permission from library staff. Students may reserve materials if they are checked out by someone else and students will be contacted by email or telephone if an item is needed by another library user while they are using it.

Library Use Form and Late Return of Library Materials

New and returning students and parents/guardians of these students must sign a form mailed or given to them before the start of the school year stating they understand the library policy related to payment for library materials that are damaged or not returned to the library in a timely manner. Overdue notices (2) for late materials are put in student mailboxes by library staff. Students are expected to respond to these notices by returning or renewing items promptly. If students do not return or renew items, students will be blocked from further check out and a bill will be sent for the replacement charges to parents for the overdue items.

Bills for Lost or Damaged Library Materials

A bill for replacement of overdue library materials will be sent from the Perpich Center for Arts Education accounting office to the parent(s) or guardian(s) with the type(s) of item(s) noted on the statement along with the cost to replace each individual item. Titles are not stated on the bill in accordance with data privacy laws.

DATA PRIVACY

In accordance with Minnesota State Statute 13.40 regarding the Data Practice Act the Perpich Library follows this policy:

Subdivision 1(b) Data collected, maintained, used or disseminated by a library or historical records repository operated by any state agency, political subdivision, or statewide system shall be administered in accordance with the provisions of this chapter.

Subdivision 2. Private data; library borrowers

Except as provided in paragraph (b), the following data maintained by a library are private data on individuals and may not be disclosed for other than library purposes except pursuant to a court order:

(1) Data that link a library patron's name with a specific subject about which the patron has requested information or materials; or

(2) Data in applications for borrower cards, other than the name of the borrower.

A library may release reserved materials to a family member or other person who resides with a library patron and who is picking up the material on behalf of the patron. A patron may request that reserved materials be released only to the patron.

REEVALUATION AND RECONSIDERATION POLICY

This following is a summary of the reevaluation policy in place at the Perpich Center for Arts Education; this policy permits anyone to challenge the appropriateness of learning materials. Anyone with a complaint can voice his or her concern. The complaint should first be made to the person immediately responsible for the program. For example, if the complaint is in regard to classroom curriculum or student generated work, the teacher should be contacted or if the complaint is about library materials, the Senior Librarian should be contacted first. If not resolved at that level, the complaint may then be presented to the Perpich Arts High School Director or another member of the Reevaluation Committee which includes two students, two parents, two faculty, two staff, one person from the Professional Development & Research Group, the Senior Librarian and the Perpich Arts High School Director. A formal complaint form must be completed and presented to the committee to receive notice of the final internal decision.

GALLERY AND PERFORMANCE POLICIES BY ART AREA

Student generated classroom and studio work: Consistent with its mission as an educational institution for young artists, the Perpich Arts High School provides considerable freedom to its students in the exploration of artistic expression. This freedom is particularly evident within the classroom or studio as students give shape to emerging ideas and images under the guidance of their teachers. Questions dealing with the purpose of the work and the audience to be served are weighed carefully by the artist, other members of the class, and the instructor. Instructors will make every effort to honor the effort and intention of the young artist. Ultimately, after considerable discussion, the determination regarding which work is to be viewed publicly shall rest with the instructor, based upon written departmental standards. In the event a particular work raises questions that are difficult to resolve, the instructor will consult with the Perpich Arts High School Director in order to achieve a satisfactory resolution. Each art area has their own specific guidelines for controversial issues such as politics, drugs, alcohol, violence, nudity, etc. that are followed for gallery shows and performances. These policies are consistent with overall school policies and are included together in the "Gallery and Performance Policies by Art Area" (107.13). Instructors discuss their particular policy with students in their art area at the beginning of the school year. This policy is available from the Perpich Arts High School director or the Senior Librarian upon request.

INSTRUCTIONAL MATERIALS AND SELECTION POLICY

This policy is used as the guide and directive for the selection of library and classroom related curriculum materials. A committee consisting of the Perpich Arts High School director, the Senior Librarian, two Perpich Arts High School instructors, one member each from the Professional Development and Research and from Perpich Center Administration, two students (one junior and one senior), and two parents (one junior parent and one senior parent) meet one to two times per year to approve the selection of recommended library materials.

POLICIES AND PROCEDURES

CAMPUS BEHAVIOR POLICY

See specific sections for commuters and residents.

PHILOSOPHY

The Perpich Art High School is a place of education where each student has the right to learn and grow in a supportive environment among people who are caring and cooperative. Perpich is committed to working with our students and staff to create a system of accountability that sets clear limits and supports a respectful, school-wide learning community.

The code has been guided by the following philosophy:

- All members of the learning community (students, staff, parents, and community) are essential to creating and maintaining a positive learning environment
- The school environment must be physically, socially, and emotionally safe for everyone.
- The code of conduct is a framework to facilitate teaching and learning by establishing clear expectations and appropriate consequences
- Desired behaviors should be communicated, taught, and modeled continually throughout the school year at all levels
- Systematic communication and reflection, based on data and observations, on an individual and collective basis are vital to the successful implementation of the code of conduct
- Conflicts will be handled with respect for the rights of all involved. The code of conduct that follows assists both students and teachers/staff in creating a safe community, which fosters personal growth both behaviorally and academically

Consistent with these philosophies, Perpich may utilize restorative practices as a response to behavior, which impacts the community. Restorative practices are designed to resolve behavioral concerns within the community. They are further designed to allow interested victims to meet offenders in a safe and structured setting. Offenders are held directly accountable for their behavior and encouraged to return and positively contribute to the community.

Parents/guardians are valued members of our learning community and are critical resources in helping students learn to resolve code of conduct violations and behave in a manner that creates a safe learning environment for all. We will encourage and support parents/guardians in playing an active role in the decision process.

OFFENSES AND CONSEQUENCES

Administration reserves the rights to assign consequences to students that engage in conduct which materially or substantially disrupts the rights of others or which endangers the student and/or other students on campus, including in the Residence Hall. The lists of offenses and consequences outlined throughout the Student Handbook and “code of conduct” chart are not intended to be all-inclusive. Administration reserves the right to assign consequences, which seem warranted under the circumstances and add or alter violations and/or their consequences throughout the school year. Students will be notified of additions and/or alterations to policies that may not be outlined in this Student Handbook.

The standards of behavior and consequences for violation of rules outlined in this policy govern student behavior wherever and whenever the school has a duty to care for the student; this includes, but is not limited to, when the student is on campus, on a field trip, at an off-campus performance. In cases where violation of Residence Hall rules or behavior off campus results in substantial disruption to the school, appropriate disciplinary action in school will be taken.

As appropriate, and depending on the nature and degree of the offense and the number of prior offenses, any one or any combination of consequences may be assigned by Administration.

END OF THE YEAR DISCIPLINE

Beginning on May 1 of each school year, violations of the Code of Conduct Policy that result in suspension **will also** result in being barred from campus sponsored events for the remainder of the school year, including graduation festivities and ceremonies in addition to suspension and other appropriate disciplinary actions.

Violations of the Code of Conduct policies by resident students as of May 1 of each school year **will** result in suspension of the Residence Hall Contract for the remainder of the school year. Consequences, including suspension of the Residence Hall Contract, may also be carried over into the next school year.

PERPICH ARTS HIGH SCHOOL ATTENDANCE POLICY

Attendance Number: 763-591-4720

Purpose of Policy

The Perpich School Board believes that, as a school of choice with acceptance through a competitive process, school attendance should be a top priority every day by every student. The purpose of this policy is to encourage regular school attendance. This policy also recognizes that class attendance is a joint responsibility shared by the student, parent or guardian, teacher and administrators.

Statement of Policy

In accordance with the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. Section 120A.22, students are required to attend all assigned classes each day school is in session, unless the student has already been excused by the Perpich School Board from attendance because the student has completed all standards required to graduate from high school, has withdrawn, or has a valid reason for the absence.

Responsibilities

Student

It is the student's right to attend school. It is also the student's responsibility to attend school. Students are expected to attend every scheduled class and field trip on time. The right to attend school can be exercised at schools other than the Perpich Arts High School for students that cannot adhere to the Perpich Arts High School Attendance policy. It is the student's responsibility to connect directly with the teacher regarding missing assignments when absences occur.

Parent or Guardian

It is the responsibility of the student's parent or guardian to ensure the student is attending school and on time every day, to notify the school in the event of an absence, and to work cooperatively with the school to resolve any attendance problems that may arise. Parents and/or guardians are obligated to compel school attendance pursuant to Minn. Stat. Section 120A.22.

Teacher

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class or field trip. It is also the teacher's responsibility to be familiar with all procedures governing the attendance policy and to apply these procedures uniformly. It is also the teacher's responsibility to communicate concerns about attendance issues to the student, student's parents and the Perpich Arts High School administration and to provide missed assignments upon request to students who have been absent.

Administrators

It is the administrator's responsibility to require students to attend all assigned classes and field trips. It is also the administrator's responsibility to be familiar with all procedures governing the attendance policy and to apply these procedures uniformly. It is the administrator's responsibility to inform student's parents or guardians of the student's attendance status and to work cooperatively with them, the student, and teachers to solve attendance problems.

Dissemination of Policy

The Attendance Policy is listed in the Student Handbook on the Perpich website at <http://www.pcae.k12.mn.us/>. The policy and procedures will also be reviewed with students the first week of school. Copies of the Attendance Policy are available to students and parent or guardians upon request.

Required Reporting

The Perpich Arts High School administration will first intervene and work closely with students and parent or guardians to support regular school attendance before implementing reports to appropriate services and procedures per Minn. Stat. Section 260A.

A. Continuing Truant ~ Minn. Stat. Section 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. Section 120A.22 and is absent from school as defined in Minn. Stat. Section 120A.05 without valid excuse within a single school year for **three** or more class periods on three days (for students in high school).

B. Habitual Truant ~ Minn. Stat. Section 260C.007 defines a habitual truant high school student as a student 16 or 17 years of age who is absent from school without lawful excuse for one or more class periods on **seven** days and who has not lawfully withdrawn from school.

Definitions

TARDIES

Students late for class must get an Admit Slip from the Attendance Clerk before going to class. All tardies are considered unexcused unless the student was at an off campus appointment with parent permission (call to Attendance Clerk required same day) or a school administrator informs the Attendance Clerk of special circumstances. Five tardies, excused or unexcused, will convert to one unexcused absence. Students commuting to campus will be granted up to 3 traffic passes each semester that will not count as tardies.

Students not present at the start of class are counted absent. The absence will be changed to tardy if the student brings the Admit Slip to the teacher within the first 20 minutes of class. Students later than 20 minutes to class will remain counted as absent.

Absences

Class periods at the Perpich Arts High School are almost twice as long as classes in traditional settings, and students miss twice as much instructional time when absent. Grades are based heavily on class participation in many classes and typically cannot be duplicated for student to earn full credit. Each teacher will notify his/her students and parent or guardian of their assignment make-up policy.

Students that live independently off campus are required to follow the Attendance Policy and call the attendance line when needed. Documentation from a parent or guardian and/or from a health care professional may be required for chronic absences.

A. Exempt

An exempt absence indicates an acceptable absence from class with school administration permission (and parent or guardian permission if student is off campus). The following absences are considered exempt and are not counted in the (12) maximum cumulative absences:

1. Scheduled religious instruction, pre-arranged absence not to exceed 3 hours in any week
2. Religious holiday or observation
3. Crisis intervention/prevention with School Social Worker or other school administrators
4. Active duty in any military branch of the United States
5. Weather emergencies as determined by the Perpich Arts High School Director or designee
6. Removal of student due to suspension
7. * Official school field trip
8. * Participation in school-sponsored activities or Perpich Arts High School recruitment purposes
9. * College visits with Guidance Counselor approval, up to 5 days per school year

*Note: require pre-arranged absence slip with approval from teachers and may not be approved and/or considered exempt if student has 8 or more absences (excused or unexcused) or if student is not passing respective class

B. EXCUSED

An excused absence requires a note or call from parent or guardian (or School Nurse for residents on campus) within 24 hours of the absence. Students may not exceed 12 absences per class per school year. Examples of absences considered excused:

1. Illness. Verification from health care professional may be required
2. Medical or dental appointments. Verification from a health professional may be required
3. Funerals of student's immediate family or of a close friend or relative
4. Court ordered appearances (documentation required)
5. Pre-arranged family vacations or non-school related rehearsals/performances
6. Drivers Examination
7. Physical emergency conditions in home such as fire or flood

C. Unexcused

An unexcused absence indicates that the student is absent from class, with or without parent or guardian consent, for a reason not listed under Exempt or Excused in the absence definitions. **Students absent unexcused from school for 10 consecutive days will be officially withdrawn from the Perpich Arts High School.** Unexcused absences are absences for which proper procedures were not followed such as failure to check in at Health Office (residents), to check out with Attendance Clerk, provide verification from parent or guardian within 24 hours of absence, or submit prearranged absence slips. Make up work may be required and credit will be given at the discretion of the teacher, based on classroom policy. Other examples of absences considered unexcused:

1. Oversleeping
2. Forged note or phone call from parent or guardian
3. Truancy
4. Work
5. Baby-sitting
6. Unapproved or unverified appointments, vacations, or non-school rehearsals/performances
7. Absences resulting in accumulated tardies (5 tardies convert to one unexcused absence)
8. Any other absence not listed under excused or exempt

WHAT HAPPENS WHEN A STUDENT IS ABSENT EXCUSED?

Excused absences are recorded and the Student Support Liaison closely monitors attendance. Students are expected to talk with teachers directly when a one-day absence is anticipated (appointments, etc.) and to coordinate a Pre-Arranged Absence form for longer absences (college visits, vacations).

A total of 12 (excused or unexcused) for any class is considered excessive and may result in a Loss of Credit recommendation. Students who have excessive excused absences will be referred to the Student Support Liaison. A meeting with student, parent or guardian and teachers will be scheduled. Circumstances associated with these absences, such as medical leave, IEP or 504 plans, family crisis, etc., will be taken into consideration.

WHAT HAPPENS WHEN A STUDENT IS ABSENT UNEXCUSED?

After (1) Unexcused Absence ~ Student and parent or guardian are notified by Attendance Clerk.

After (2) Unexcused Absences ~ An Attendance Agreement is developed between the student and teacher. The Agreement will include deadlines to make up work if applicable and outline the next steps should absences continue. Copies of this agreement are also provided to the Attendance Clerk and parent or guardian.

After (3) Unexcused Absences ~ The Student Support Liaison schedules a meeting within three days with the teachers, student and parent or guardian to proceed with Loss of Credit process. The student may appeal the Loss of Credit with teachers at this meeting. The student must remain in the class pending the outcome of the meeting. Loss of Credit will commence if the student does not attend the meeting or if teachers do not grant the appeal at the meeting.

LOSS OF CREDIT

Students can lose credit in Academic and Arts area classes when a student has (a) a total of 3 unexcused absences, or (b) a total of 12 combined absences of excused or unexcused. Students will receive a NC (no credit) on transcripts when credit is lost due to attendance issues.

APPEAL PROCESS

The Student Support Liaison will confer with the teachers and the Student Support Team to determine if the appeal to remain in class will be denied or granted. The student and parent or guardian will be notified of the decision within 24 hours of the meeting. Criteria considered before making the decision include:

- Reasons for the absences
- Student's academic standing in the class
- Options of student making up missed work (i.e., class participation can not be duplicated)
- Commitment demonstrated by classroom behaviors
- Student's communication with the teacher regarding the absences

If the appeal is granted, a Student Support Plan will be written and the student must adhere to all conditions of the plan. The plan serves as a probationary tool and will indicate that future absences do result in loss of credit with no further opportunity for appeal. Conditions included in the plan may include deadlines for make up work, mandatory remedial time, referral to Social Worker or Guidance Counselor, etc.

If the appeal is not granted, the student will be referred to the Guidance Counselor to review other possible options to earn needed credits. Withdrawal proceedings will be discussed if alternative credit options are not possible and this leaves the student short credits to graduate (seniors) or to return to Perpich for the senior year (juniors).

CAMPUS MEDIA CONTENT POLICY

Students should be aware that many topics are highly sensitive to other students and parents, especially in a school setting where students should always feel safe and comfortable. These topics include: gender, race, ethnicity, sex, drugs, violence, religion, language and politics. The position of the school in regard to printed or audio/visual materials that deal with these or other potentially sensitive topics are to promote healthy socialization with understanding, safety and a sense of community. Some materials are not appropriate on campus, even when the materials may have artistic merit.

In conjunction with the "Code of Conduct" policy, the following is expected on the Perpich Arts High School campus: Audio/visual materials (computer generated, tapes, DVDs, video games) or printed materials that depict sexual acts, full nudity in sexual context, pro-drug messages, repetitive profanity, inflammatory religious, sexual or racial content, or extreme violence and gore (body mutilation/blood) are not permitted on campus. Parents will be notified of any possession of such materials and consequences may result in confiscation of materials and school suspension; sharing such materials with other students may also result in school suspension or expulsion.

Administration must approve any audio/visual materials that students intend to view with other students on campus before the material is shown or shared with others.

Printed materials (including photos/posters) that display nudity in sexual context, sexual acts, or extreme violence and gore are prohibited from public display in the school. Staff will refer questionable materials posted anywhere on campus to the Perpich Arts High School Director or designee for determination of appropriateness. Materials that promote unsafe or inappropriate practices including internet dating, escort services, personals soliciting for relationships, or materials that promote drugs or ways to alter drug tests will be confiscated.

CHEMICAL USE POLICY

PHILOSOPHY

Chemical use is detrimental to individuals and their development, the learning process, and to a school community. The Residence Hall and Perpich Arts High School administration will not assume responsibility or liability for students who make decisions to use drugs or alcohol. Possession of drugs or drug paraphernalia, and selling or supplying drugs (including prescription drugs) to others are a violation of criminal statute. Therefore, since chemical use is a serious legal and health issue, the possession, use, and/or supplying of alcohol, other drugs and/or drug paraphernalia on campus or when returning to campus is prohibited under any circumstances. Assistance is provided to students who are interested in getting help before use becomes a disciplinary issue.

ZERO TOLERANCE

The Perpich Arts High School has adopted a zero tolerance approach to drug and alcohol use and/or possession or supply. Zero tolerance defined by Perpich Administration means disciplinary action **WILL** be taken for any possession, use, or supplying of any drugs or drug paraphernalia on the Perpich Center for Arts Education campus.

DEFINITIONS

Alcohol And/Or Other Drugs

Any controlled or illicit mind/mood altering substance or uncontrolled substances misused; this includes but is not limited to alcohol of any kind, marijuana, speed, ecstasy, inhalants, LSD/acid, cocaine/crack, opiates, methamphetamines, PCP, K2, mushrooms, Datura, weight loss pills, Ephedra or, derivatives of these listed and, various herbal pills or remedies not checked in with the Nurse.

Misuse of Medication

Per the Center's Medication Policy, the following may also be defined as a violation of the Chemical Use Policy: exceeding recommended dosages of prescription or OTC medications; use of other people's OTC medications or prescription drugs; or providing prescription or OTC medications to others.

Paraphernalia

Tools associated with the preparation, storage, transfer or use of drugs and/or alcohol or materials designed to alter UA's. This includes but is not limited to beverage containers, papers, bongos, pipes, syringes, bags, clips, burners, screens, rolling papers.

Use

Ingesting, smoking, inhaling, injecting or otherwise taking into the body any of the substances considered to be alcohol and/or other drugs on campus or, at off-campus school/Residence Hall-related events and activities or, at anytime while under the school or Residence Hall care. "Use" includes returning to campus after having used alcohol or other drugs or, intending to return to campus after having used (for example, if not signed out for the day from school or overnight from the Residence Hall). Any trace of alcohol or other drugs detected in a urinalysis would indicate returning to campus after using and constitute a violation of this policy.

Possession

Holding alcohol, drugs and/or paraphernalia on one's person (i.e. pockets), belongings (i.e. vehicles, books, purse, book bag), or in Perpich Arts High School property (i.e. Residence Hall rooms, lockers). This includes storing producing or cultivating a drug.

Supplying

Any involvement in the exchange, sale, and/or transfer of drugs, alcohol and/or paraphernalia

SEARCHES

See "Searches" (Page 61) - in the School Policies section of this handbook for school policy regarding searches of property and person.

PROVISIONS FOR RESIDENT STUDENTS

The Residence Hall staff cannot assume responsibility for students who make decisions that jeopardize the safety of himself or herself or the community. One violation of the Chemical Use Policy will result in cancellation of the student's Residence Hall Contract. Resident students with a history of drug use or who have been in treatment will be required to agree to a No Use Contract before moving into the Residence Hall. The purpose of the No Use Contract is to support students in their commitment to stay drug free while living away from home. This contract will include meetings with staff or other resource people, counseling, or referral to student support groups depending on student's specific issues and concerns.

VIOLATIONS AND CONSEQUENCES

Drug Testing

When more than one staff member determines a student may be in possession of or, is under the influence of drugs or alcohol, the student will be asked to take a chemical test at a pre-determined local clinic to disprove that determination and/or a search will be conducted. Students must contact parent/guardian before the test is administered, and student or parents must cover clinic expenses. When a student admits or is determined by staff to be under the influence, the student's parent/guardian are contacted and required to take their student off campus right away. If the parent/guardian is unable or unwilling to remove their student from campus, 911 will be called to transport the student to the hospital for medical evaluation or to police custody.

If any **residential staff** determines a student may be in possession of or under the influence of drugs or alcohol, the student will be asked to take a chemical test, administered by that staff member. The residential student will be charged \$25 for drug tests that prove positive for drug use. If a student does not admit to use and refuses to take a urinalysis to disprove use, the student will be considered to be in violation of the Chemical Use policy and is charged \$25 for a drug test. Diluting urine, providing others' urine or, any attempt to falsify the results of the urinalysis is considered a violation of the Chemical Use Policy and the same consequences given for a positive drug test are implemented.

Students (residents and commuters) who receive a positive result from a drug or alcohol screen (i.e., DWI) performed by the police or a licensed facility while off campus at any time may be required to enter into a No Use Contract with criteria based on individual circumstances.

Recommended consequences for violations of the Chemical Use Policy are detailed on "Code of Conduct" chart. Dependent on the nature and degree of the offense and the number of prior offenses, any one or combination of the list of consequences found in the "Other Actions" section may also be assigned by the Perpich Arts High School Administration. The "code of conduct" chart is not intended to be all-inclusive. Consequences may carry into the next school year.

If the Perpich Arts High School determines the quantity and nature of the alcohol, or other drugs and/or paraphernalia being used, possessed and/or supplied at any time presents a substantial danger to the Perpich Arts High School community, school expulsion procedures and/or cancellation of the Residence Hall Contract may be implemented.

HARASSMENT & HAZING POLICY

(POLICY AGAINST DISCRIMINATION & OFFENSIVE BEHAVIOR / BULLYING)

SUMMARY STATEMENT

Everyone at the Perpich Center for Arts Education has the right to feel safe from discrimination, violence, and offensive or degrading remarks or behavior related to their group affiliation, including but not limited to: race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, disability, sexual orientation or age. The Center upholds a policy specifically prohibiting such behavior, and it will respond promptly and fairly to all allegations.

All students, staff, and faculty at Perpich Art High School are responsible for respecting this policy. Discrimination and offensive behavior/bullying may include any words or actions that are related to one of the protected categories listed above that make others feel uncomfortable, degraded, fearful or discriminated against. Some examples include: name calling, unwelcome touch of person or clothing, posting or circulation of written material, sexual jokes.

If any words or actions make an individual feel uncomfortable, degraded, fearful or discriminated against, the individual should tell a school adult, her/his supervisor, the Executive Director or designee.

To end the discrimination or offensive behavior, an individual can confront the situation with or without assistance, or she/he can make a report to the Executive Director or designee. Any trusted school adult can assist in making such a report. The privacy of all involved will be respected as much as possible.

The Center will investigate all reports of discrimination or offensive behavior and take action to resolve the situation. In addition to educational efforts, disciplinary measures may be appropriate. Depending on the nature and degree of the violation and the number of prior violations, any one or combination of consequences will be assigned. Consequences range from informal meetings to suspension, expulsion or exclusion from the school and suspension and/or termination of the Residence Hall Contract, and police notification at the discretion of the Perpich Arts High School Director.

The Center will take action if anyone tries to retaliate against another for reporting discrimination or offensive behavior or for participating in any way in the investigation of a report. In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 190 East 5th Street, St. Paul, MN 55101 (telephone: 651-296-5663; TTY at 651-296-1283).

DEFINITIONS

Discrimination

Unwelcome behavior of any form when based on race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age. This behavior has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.

Offensive Behavior

Behavior of any form for any reason that has the purpose or effect of substantially or unreasonably interfering with an individual's performance, adversely affecting an individual's work or educational opportunities, or creating an intimidating, hostile or offensive working or educational environment.

Harassment

A pattern of offensive behaviors that continues even after the recipient of the behaviors has indicated they want the behaviors to stop.

Sexual Harassment

Such behavior is one form of illegal discrimination and offensive behavior. It consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's performance or creating an intimidating, hostile or offensive working or educational environment.

Violence

Some acts of violence can be considered discriminatory and offensive behavior. Such acts would be physical aggression, assault, force or threat thereof upon another because of, or in a manner reasonably related to, race, color, creed, religion, national origin, gender, marital status, financial or public assistance status, disability, sexual orientation or age

Bullying

Intentional or non-intentional acts of intimidation

Sexual Misconduct

Involves the touching of another's intimate parts, or forcing a person to touch another's intimate parts. Intimate parts, as defined by Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. State law mandates the reporting of physical abuse, sexual abuse (including sexual violence) and neglect against minors by persons responsible for a child's care, pursuant to Minnesota Statutes 626.556.

Center Adult

All Perpich Center for Arts Education employees, independent contractors and their employees, volunteers and adult visitors

Student

Any individual enrolled as a student at the Perpich Center for Arts Education and any visitor who is a minor.

FURTHER CLARIFYING DISCRIMINATION AND OFFENSIVE BEHAVIOR/HARASSMENT

Behaviors that violate this policy are by their nature difficult to define with precision. Individuals react differently to certain behaviors, and they may disagree about whether the same specific behaviors are violations of this policy. It is important to remember that others may feel discriminated against or offended even if you do not feel that way or if you had no intention to offend. Therefore, it is possible for an individual to unintentionally violate this policy. The key to a working and educational environment free from discrimination and offensive behavior is respect for others' differences.

To help individuals understand what is inappropriate behavior that may violate this policy, a partial list of behaviors that may take place on or off campus, either in person, electronically, by phone or in writing is presented below:

- Sexual gestures (ex. gestures indicating masturbation or intercourse, grabbing one's groin area when another walks by)
- 'Rating' of students, faculty, staff or visitors (ex. the arbitrary or systematic assigning of a value to the appearance, character or behavior of another person)

- Displaying or circulating centerfolds or sexually explicit materials
- “Slam books” which include sexual commentary and/or remarks about any individual’s sexual reputation
- Teasing others about body development (including overdevelopment/underdevelopment)
- Whistling or cat calls
- Sexually descriptive or suggestive graffiti on desks, blackboards or bathroom walls
- Grabbing or pinching others (touch does not necessarily have to be sexual to violate this policy)
- Displays of affection between students (ex. “making out” in the hallway)
- Sexist remarks or dirty jokes
- “Cornering” an individual in an intimidating manner
- Making suggestive comments about someone’s attire
- Spreading sexual rumors about another
- Pressuring another for a date
- Insulting noises
- Racial slurs or stereotypical jokes
- Unwelcome references to racially stereotyped features
- Slurs or facetious remarks about assumed religious or cultural practice
- Name calling
- Profanity, or pornography on internet/computer sources

STOPPING THE BEHAVIOR

Incidents of discrimination and offensive behavior are often best resolved at the lowest and most direct level. Accordingly, an individual may choose to deal personally with the individual she/he believes committed the discrimination or offensive behavior and try to resolve the situation. In these instances, the individual is encouraged to document his/her efforts to resolve the situation in case the problem continues. The individual is also encouraged to report the behavior, with the help of any Center Adult if necessary, to the Executive Director or designee. Once notified a behavior is offensive, the offender should refrain from repeating the same or similar behavior.

Although an individual may choose to resolve a situation without assistance from others, this is not necessary. At any time, the individual may report the discrimination or offensive behavior directly to the Executive Director or designee. The individual may ask any trusted Center Adult or his/her supervisor for help making the report. Individuals are encouraged to report the behavior as soon as possible after the behavior occurs. In all cases, the Executive Director or designee may wish for the report to be put in writing. Information related to any report is shared only with those who have a “need to know” and as required by the circumstances.

Each year, the Executive Director designates a Behavior Committee including representatives from administration, Student Services and faculty. At any time during the processing of a report, the Executive Director may seek the involvement of this committee. The purpose of the committee is to review the conclusions of an investigation and help determine the most appropriate response. Both the complainant and the accused may address the committee during the investigation.

REPORT PROCEDURES

Student to Student

As soon as the behavior occurs, the student may report the discrimination or offensive behavior directly to the Director of Student Life and Development or designee or the student may also ask any trusted Center Adult (ex. teacher, Residence Hall staff, counselor, administrator, member of the Behavior Committee) for help bringing the report to the Executive Director or designee.

Center Adult to Student

Students who experience discrimination or offensive behavior from a Center Adult should report the behavior directly to the Executive Director or designee or the student may also go to any trusted school adult (ex. teacher, Residence Hall staff, counselor, administrator, member of the Behavior Committee). Staff who have knowledge of the occurrence of such behavior are obligated to report, as explained below.

Mandatory Reporting

All Faculty and Staff are Mandated Reporters. Knowledge of discrimination or offensive behavior by an employee, contractor or volunteer toward a student must be reported to the Director of Student Life and Development or designee for review and action. Such behavior may constitute a criminal violation. Incidents involving sexual or physical abuse must be reported directly by the reporting employee to the local police department pursuant to M.S. 626.556, subdivision. 3. After reporting the incident to one of the authorities listed above, the Executive Director or designee must also be notified of the violation.

Student to Center Adult

As soon as the behavior occurs, the adult should report the behavior to their immediate supervisor or any trusted adult (ex. teacher, Residence Hall staff, counselor, administrator, member of the Behavior Committee) who will help bring the report to the Executive Director or designee. The report may also be made directly to the Executive Director. It is expected that the reporting adult, her/his supervisor and/or the Executive Director or designee document all such incident(s) of the behavior in the event the problem recurs.

Center Adult to Center Adult

As soon as the behavior occurs, the adult may discuss the behavior directly with the individual responsible for the behavior and try to resolve the problem. If the problem is resolved, the adult may report the incident for informational purposes to his/her supervisor, or the Executive Director. If uncomfortable with discussing the behavior directly with the perpetrator, or if direct communication is unsuccessful in resolving the situation, the school adult should contact his/her immediate supervisor, the Executive Director or, the Human Rights Department.

INVESTIGATION OF REPORT AND RESOLUTION

When appropriate, the Executive Director will designate an individual(s) to help resolve the situation or to investigate the report. This investigation may include interviews with, or statements from, all involved parties, including witnesses, supervisors, and Center officials, as well as a review of all relevant documentation or records relating to the complaint.

The Executive Director may request the involvement of the Behavior Committee to review the conclusions of the investigation and/or determine the appropriate course of action.

As soon as possible, or within five working days after the report is made, the Executive Director or a designated individual will give a verbal or written response to the individual who made the report. The response will include appropriate information regarding the status of the report and efforts to resolve the situation.

ALTERNATIVE REPORTING PROCEDURES

In addition to the reporting procedures outlined in this policy, individuals may directly report discrimination and offensive behavior to the Minnesota Department of Human Rights, 190 East 5th Street, St. Paul, MN 55101 (telephone: 651-296-5663; TTY/TDD at 711).

RETALIATION

This policy prohibits retaliation against any person who has reported discrimination or offensive behavior or participated in any way in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, imposition of unwarranted discipline, reprisal or harassment. Any Center Adult or student who feels he/she has been the target of retaliation should contact a trusted school adult or the Executive Director.

CONSEQUENCES FOR VIOLATIONS OF THIS POLICY

The list of consequences presented here is not intended to be all-inclusive; Perpich has a **ZERO** tolerance stance against harassment and hazing. It is presented as a guideline for Center Adults and students. Depending on the nature, frequency, intensity, location, context, and duration of the reported behavior, any or all of the following consequences may be assigned: meetings mediated by staff, assignments designed to increase awareness and sensitivity to the issue in question, referral for mental health assessment at family expense, administrative conferences, suspension, expulsion or, exclusion from school and/or including Residence Hall Contract suspension and cancellation.

Hazing is not acceptable at the Perpich Arts High School. This policy applies to student behavior that occurs on and off school property both during and after school hours.

DEFINITION

Hazing is defined as the following:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on or in the body
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student

- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects a student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student
- Any activity that intimidates or threatens a student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of a student or discourages a student from remaining in school
- Any activity that causes or requires a student to perform a task that involves violation of local, state or federal law or, of Perpich Arts High School policies or regulations
- Any activity that puts a student at risk health-wise (forced contact, coerced kissing, etc.) that may occur on campus or in proximity to campus

REPORTING PROCEDURES

Anyone with knowledge of an incident of hazing should report the incident directly to the Perpich Arts High School Director or designee. Students may ask any trusted Center Adult (i.e. teacher, Residence Hall staff, Social Worker, and administrator) for help bringing the report to the Perpich Arts High School Director or designee.

INVESTIGATION

The Perpich Arts High School Director or designee will investigate all reports of hazing. Any person who reported hazing or assisted with the investigation will be protected from retaliation. If the results of the investigation determine violation of the anti-hazing policy, discipline of the individuals involved may include: mediation when appropriate and facilitated by staff, assignments designed to increase awareness and sensitivity, referral for mental health assessment at family expense administrative conferences, suspension, expulsion or exclusion from school and/or including Residence Hall Contract suspension and cancellation.

PROHIBITED OBJECTS POLICY

When working on school projects, students sometimes may bring to campus objects that are prohibited by school policy. Prohibited objects include, but are not limited to, alcoholic beverage containers, drug paraphernalia, cigarettes, weapons and look alike weapons (ex. toy weapons). Regardless of a student's intent, failure to receive prior authorization and failure to follow procedures for possessing prohibited objects on campus will result in consequences that may include suspension or expulsion.

Because of the safety issues involved, weapons are of a special concern. Equipment that is used in the visual arts department such as Exacto knives, staple guns, etc. are considered weapons outside the visual arts classroom. This type of equipment must be stored in the visual arts classroom and is not permitted on key chains, in lockers, backpacks, etc. Weapons include firearms and look-alikes, knives and look-alikes, and any objects or substances that could reasonably be considered weapons given the circumstances. Weapons and look-alike weapons and ammunition are not permitted on school property. Regardless of intent, possessing, storing or keeping a weapon or look-alike weapon on school property is a violation of law and of school policy. See the school's Behavior Policy for consequences that include suspension or expulsion and a report to the police.

Before bringing any prohibited object to school, authorization must be received and the procedures below must be followed:

Authorization: BEFORE bringing the object to campus, a student must receive authorization to use the prohibited object from the teacher overseeing the project, Perpich Arts High School Director or designee, and Campus Safety Team.

Notification: The teacher and the campus safety team will determine the appropriate use and storage of the object. The student will be notified of the arrangements and only then, may bring the object to campus

Storage: The object will be stored by the teacher or by the Campus Safety Team and checked in and out each time it is used.

Additional Notice: dependent on the nature, location and timing of the project, the entire school may be notified through public postings.

TECHNOLOGY & INTERNET ACCEPTABLE USE POLICY

PHILOSOPHY

The purpose of offering individuals at the Perpich Arts High School access to computer technology and the Internet is to promote excellence in research and education consistent with the school's mission and policies. Computer technology skills are now fundamental to the preparation of citizens and future employees. Students will develop these skills as they interact with the unique resources available through computer technology. With access to some computer technology like the Internet comes a danger of encountering materials and participating in activities inappropriate for students at our school.

We believe however, that with education, acceptable use by students and with parent/guardian involvement, the benefits of responsible use exceeds potential risks. Access to computer technology is a privilege provided by the school, and it carries with it the responsibility to use resources appropriately. Failure to adhere to school policy regarding acceptable use of computer technology and the Internet will result in restrictions or loss of school sponsored access to computer technology and other appropriate disciplinary action.

COMPUTER USE

Macintosh computers are available for student use. Students are encouraged to purchase CDs, DVDs, and/or USB memory cards for personal back ups of their important computer work and for year-end back ups of their data. Several computers on campus have the capability of writing ("burning") CDs and DVDs for this purpose. Inexpensive, recordable media are available at most computer and office supply stores. If you are unsure of how to use computers/technology or have questions, please see a member of Information Technology Services.

Students are expected to abide by the following rules when using Perpich Arts High School computers:

- No negligent behavior or misuse of school computers; no rough play is allowed in the computer labs
- No beverages or food are allowed in the computer labs
- Respect the work of others
- Do not add or delete programs from the computers
- Log out when you leave your computer station

ACCEPTABLE USE

Individuals are expected to use their access to computer technologies to further their educational and personal goals consistent with the Perpich Arts High School mission and school policies. The guidelines of responsible, considerate, and ethical behavior expected of students at the Perpich Arts High School extend to the use of all campus computers, all campus network resources, and networks throughout the world to which the school provides access.

The following are some examples of acceptable use of school sponsored computer technology:

- Complete class work and personal projects
- Locate information needed to complete class required research or personal research
- Participate in distance learning projects
- Downloading of appropriate information from the Internet to personal network folders provided by the school

UNACCEPTABLE USE

The following examples of unacceptable use and possible consequences listed are not intended to be all-inclusive. They are presented as guidelines for administrators, teachers, students, and parents.

CONSEQUENCES FOR UNACCEPTABLE USE

Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school sponsored computer technologies, including Internet access, will result in one or more of the following consequences: warnings, restrictions on use, suspension of use, fines for damages and repairs, and discipline under any appropriate school policies up to and including suspension, expulsion and exclusion from school and including suspension or cancellation of the Residence Hall Contract.

NOTICE TO USERS AND PARENT(S)/GUARDIANS

The Perpich Arts High School does not control the information on the Internet. While the Perpich Arts High School has taken measures to restrict access to inappropriate materials, it cannot always prevent individuals from finding such materials. Some sites on the Internet may contain materials that are illegal, defamatory, inaccurate or potentially offensive to some people. Information literacy skills integrated into the school's curriculum, teach responsible and effective use of the Internet. In the interest of preventing Internet access to materials that, taken as a whole, lack serious artistic and educational value, filtering software is in use on all computers with access to the Internet. This software blocks or filters access to Internet content that may reasonably be considered harmful to minors and/or illegal as defined by state and federal law. Students are expected to refrain from accessing internet sites that promote unsafe or inappropriate practices including internet dating, escort services, or personal advertisements soliciting for relationships.

The school does not guarantee the privacy of individuals using its computer technology resources. Staff has the responsibility and retains the right to monitor and review the content of individual files or accounts in order to support the safe and appropriate use of resources consistent with school mission and policies. In addition, data may become accessible to unauthorized individuals because of software or hardware failures or other means.

The Perpich Arts High School makes no warranties of any kind for the computer technology access it provides, and it is not responsible for the accuracy, nature, or quality of information gathered through that access. The school is not responsible for any damages users suffer, including but not limited to, loss of data resulting from delays or interruptions in the service, equipment failure, or financial obligations that may result from misuse.

MULTI-MEDIA EQUIPMENT CENTER

The Multimedia Equipment Center (MMEC) is responsible for supporting the agency and academic divisions with Media/AV needs. Students, faculty and staff wishing to use the MMEC's equipment/facilities must present a valid ID. This card acknowledges your responsibility for any damage, loss (theft included), or replacement of equipment you borrow. Anyone abusing access privileges (overdue fines, misuse of equipment, etc.) may have their access suspended or denied. Refer to Multi-Media Equipment Policy.

EQUIPMENT CARE

Students are responsible for any equipment they check out. Technical equipment must be handled with care. If you lack the operational knowledge to use an item, please ask for help. You may be denied access if your knowledge seems inadequate. When checking-out or returning equipment, it is the student's responsibility to make sure the transaction is accurate and complete before leaving the Equipment Room.

CHECK-OUT PROCEDURES

When checking-out items from the MMEC be prepared to accurately describe the equipment you wish to borrow. Please plan for time to test equipment and receive equipment operation instruction. Items are automatically checked out for two days unless other restrictions apply. A one-day extension may be permitted during the week. Equipment checked out on Friday is due by 2:00 pm on Monday. There is no extension on a weekend checkout. Separate notices listed at the MMEC about check out/in times may apply for some equipment.

Equipment is non-transferable. If you choose to pass equipment to another classmate, you must both complete the transaction at the MMEC in person.

FINES

All patrons (students, staff and faculty) are subject to fines for tardiness, or abuse of, equipment or policies. This policy is strictly enforced and insures equipment will be available for those who have items reserved. If fines are due, access privileges will be denied. Any unpaid fines at the end of the semester will cause charges added to your account. Equipment abandoned or left unattended will result in a \$10.00 fine. Fines on all other equipment are \$5.00 and a 'hold' is put on ALL further access. Students who have signed out equipment that is subsequently lost or stolen will pay the replacement cost of the item.

TOBACCO FREE CAMPUS POLICY

PHILOSOPHY

The Perpich Center for Arts Education is a state agency mandated as tobacco free. The use of tobacco is illegal for individuals under eighteen years of age. Smoking is not allowed anywhere on our campus. The bus shelter is within the boundaries of our campus and therefore, smoking/tobacco use is not allowed in it by students. In order to maintain a respectful relationship with the neighbors of the Perpich Center for Arts education, students may not smoke near or on neighbors' property or on the bridge over the railroad tracks.

DEFINITIONS

On-Campus

Includes all property owned by the Perpich Center for Arts Education, the bus shelter, the frontage road, median, and the highway bordering our property on the north.

Tobacco Products

Tobacco leaves in any form (ex. cigarettes, pipe tobacco, chew, dip) and any tobacco substitutes (ex. clove cigarettes, herbal cigarettes).

Use of Tobacco Products

Smoking, chewing or dipping tobacco products on campus or at school/Residence Hall-related events

Suspension, Expulsion, Exclusion

Definitions are found in "Due Process" section of the Student Handbook.

SEARCHES

See "Searches" (page 61) - in the Student Handbook for school policy regarding searches of property and person and vehicles.

VIOLATIONS AND CONSEQUENCES

If the Perpich Arts High School determines the manner of tobacco product use presents a substantial danger to the Perpich Arts High School Community, it reserves the right to take immediate and appropriate disciplinary action up to and including suspension, exclusion and expulsion from school and including suspension or cancellation of the Residence Hall Contract.

Staff will confiscate tobacco products they see or find in students' possession in any school building and on school property. Possible consequences for violation of this policy follow below in the Code of Conduct. Dependent on the nature, location and degree of the offense and the number of prior offenses, any one or combination of consequences found in the "Other Actions" section may be assigned. The consequences listed below are not intended to be all-inclusive; they are presented as guidelines for staff and students.

VEHICLE POLICY

REGISTRATION

Students may register and keep one vehicle on campus as space permits if it is registered. Registration includes: completion of Car on Campus Permission form and purchase of a \$200 parking permit (permits will not be issued until all other campus fee obligations have been paid). If Perpich students carpool with other Perpich students, up to 4 students may share one \$200 parking permit. Only one of the 4 vehicles is allowed on campus each day. Students are responsible for completing all paperwork associated with parking permits and the parking permit must be displayed appropriately when cars are parked in our lots. If a student drives more than one vehicle to campus, each vehicle must be registered and display a permit.

Unregistered vehicles will be towed or booted at owner's expense until a permit is purchased.

VEHICLE USE

Resident and commuter students may use their vehicles during non-class time without special permission. Students who transport other students do so at their own liability. Students and parents/guardians assume all liability in the case of accidents and injury.

VIOLATIONS

Students are expected to use their vehicles safely and responsibly at all times while on campus. Security staff may give fines for failure to register vehicles, display permits or, repeatedly parking in the wrong parking area. Police notification, loss of car privileges and/or school suspensions will be imposed for:

- Violation of the Chemical Use Policy
- Driving in a reckless manner on campus that threatens the safety of self or others
- Driving on the campus lawn
- Use of vehicle for inappropriate or illegal activities by owner or other students
- Vehicle is consistently used by other students without parental consent

Students are advised that their vehicles are subject to searches at any time as a condition of parking on campus. Car privileges are automatically restricted or revoked when students violate the Chemical Use Policy.

VEHICLE PROBLEMS

The school does not provide services related to vehicle problems such as dead battery, keys locked in vehicle, flat tires, etc. Families are encouraged to have backup transportation plans for those times when students have vehicle problems while at school. In addition, families should consider purchasing emergency road service.

VEHICLE PARKING

The campus map shows the parking lots and their designations on campus. Residents are required to park in the Residence Hall lot only; commuters are required to park in the commuter lots only. Failure to use the appropriate parking lot may result in a warning ticket, boot or tow, and/or revocation of permit. Unauthorized parking in handicapped designated spaces or fire lanes will be ticketed and fined without warning by the Golden Valley Police.

CODE OF CONDUCT CHART

NOTE: OFFENSES THAT WARRANT DISCIPLINARY ACTION INCLUDING SCHOOL/RESIDENCE HALL EXPULSION, EXCLUSION OR SUSPENSION

Unless otherwise noted, school and/or Residence Hall suspensions range from 1-15 days at the discretion of Administration, depending on nature of a violation, circumstances, attitude and discipline history of student. Parental contact and administrative conferences are automatic for incidents that may merit suspension. Consistent and/or intentional violations of a rule or combination of rules or failure to complete assigned consequences may result in a student being barred from performances/arts openings, suspension or expulsion.

POLICE WILL BE NOTIFIED OF VIOLATION OF LOCAL, STATE OR FEDERAL LAWS.

CAMPUS BEHAVIOR		
Violation	Description or Example	Recommended Actions
Academic Dishonesty	Cheating on tests and assignments, plagiarizing the work of others including the failure to make proper attribution to others, or contributing to someone else's cheating or plagiarism	Loss of credit for assignment, test, paper Administrative conference with parents, student, teacher Loss of credit in the class
Alcohol and Other Drugs	Use, possession or supplying of any drugs or alcohol	School Suspension or Expulsion See Chemical Use Policy
Arson	The malicious or fraudulent burning of property on campus	School Expulsion Police Referral
Assault	Aggravated Assault: Assaulting another person with a dangerous weapon or an assault, which inflicts great bodily harm of another student or staff on or off campus This includes negligent or malicious use of Mace on another person Physical Assault: Committing an act (including pranks) with intent to cause fear of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm of another	School Expulsion See Harassment Policy Police notification
Attendance	See Attendance Policy	Loss of credit Attendance Contract Collaborative problem solving conference Detention Law Enforcement Involvement Loss of Privileges (i.e field trips, parking, events) Suspension

Violation	Description or Example	Recommended Actions
Chemical Use	See Chemical Policy	Residence Hall Contract Cancellation (residents) Restricted campus access after school hours (commuters) Closed campus restrictions A 3 to 15 day school suspension Search of person and property Restricted or revoked car privileges Referral to a licensed Chemical Health Counselor Participation in licensed drug education program No Use Contract Random drug testing at family expense Assessment at licensed treatment facility paid by family and follow through of assessor's recommendations Campus restrictions while student is in treatment and/or during and after student's tenure at Perpich Arts High School Police notification Barring from school/Residence Hall sponsored activities, performances and ceremonies including graduation Restitution if costs incurred School Exclusion or expulsion
Dangerous Threats/False Alarms	Verbal, written or threats by any communication method that interfere with normal campus operations or activities. These include, but are not limited to, reporting of dangerous or hazardous situations that do not exist, which merit emergency evacuation or other safety measures (false fire, bomb, or dangerous person alerts).	School Suspension or Expulsion Police or Fire Marshall notification (possible fine) Residence Hall Contract Cancellation
Discrimination and Offensive Behaviors/Bullying	Unwelcome behaviors directed toward another person as defined in policy	School Suspension or Expulsion. See Harassment and Anti-Hazing policies Residence Hall Contract Cancellation
Disregard of Authority	Failure to comply with consequences of policy violations or, respond appropriately to any staff member, including use of profanity, refusal to cooperate with staff's directives, lying, cheating, plagiarism, etc. This may also include being present during commission of an act in violation of school policy (ie, watching vandalism, thefts, being with smoker in bathroom) This also includes exhibiting pieces or changing performance and/or body language at an Art High School public performance, event or show that was not previously approved by faculty/staff during review, auditions or rehearsal	School and/or Residence Hall suspension Referral for counseling Removal from specific class 1-3 days when appropriate Loss of credit, restricted from performing/showing work at next event

Violation	Description or Example	Recommended Actions
Disruptive Behaviors	Offensive, disruptive, noisy or inappropriate actions or language or, items that disrupt the safe learning and living environment in campus buildings. This may include vulgar language anywhere, cell phones ringing in class, or any unsolicited disruptions (Teachers may determine what is disruptive in their classroom and refer to Administration when appropriate.) (Read Handbook section pertaining to skateboards, rollerblades, etc.)	Suspension when necessary Confiscations Removal from class 1-3 days if necessary; Behavior contracts with teachers upon return to class
False Notes, Passes or Phone Calls	Falsifying note from parents or instigating fake phone call permissions to excuse tardies, absences, or to be out of the Residence Hall overnight (residents) or falsifying information on school passes	See Attendance Policy Absences/tardies are unexcused Administrative conference Loss of weekend privileges
Field Trip /Study Abroad Trip/ Class Trip Misconduct	Failure to return on an assigned bus from school/Residence Hall sponsored off campus field trip or event without prior authorization to make other arrangements Violation of any Campus Behavior Policies while on class trips to other states or countries	School Suspension Restitution Student sent home at parents expense; no compensation or reimbursement
Fighting	Physical altercations/combat in which any parties involved contribute to the situation by verbal or physical action	School Suspension or Expulsion Police Notification See Harassment and Anti-Hazing policies
Harassment/Hazing	Unconditionally prohibited	School Suspension or Expulsion See Anti- Hazing Policy
Inappropriate Dress	Student apparel must be appropriate for a public high school. Staff will be the final arbitrators of what constitutes appropriateness. Appropriate dress, as determined by staff, is required on campus and at school functions and events off campus. Inappropriate dress includes clothes or jewelry that display obscenities or offensive statements, advertise drugs/alcohol or sex, or clothing that disrupts the teaching, learning or living area of others. Students will not to wear sunglasses in campus buildings. Full or partial nudity on campus is not permitted. Resident students are required to wear clothes or robes when outside of their Residence Hall room.	Change of clothing Subsequent incidents would result in additional consequences as needed, up to suspension
Medications	See Medication Policy	See Medication Policy

Violation	Description or Example	Recommended Actions
Prohibited Objects	Regardless of intent, any item that could be offensive or mistaken for a real weapon at first glance such as water pistols, toy guns, pocketknives, or laser pointers are prohibited from campus. Use of items in unsupervised settings outside the classroom, such as Exacto knives, staple guns, props resembling prohibited items is equally unacceptable. Props must be approved by the Perpich Arts High School Director prior to being brought to campus and must be stored by the Campus Safety Team when not in use as a prop. Mace and other protective repellents carried during the school day could be considered weapons. Such items must be stored in students' locker or in Student Services during the school day and carried responsibly after the school day.	School suspension or expulsion Residence Hall Suspension and/or Weekends or Residence Hall Expulsion
Public Expressions of Affection	Because each individual has different standards for what are appropriate displays of affection in public, staff will be the final arbitrators of what constitutes appropriateness. Lying in embrace with another, prolonged kissing, and intimate lap sitting are examples of inappropriate expressions. Showering together is also strictly prohibited in the Residence Hall. Students involved in romantic relationships must follow all Integration and visitor rules in the Residence Hall Policy.	Administrative conference with students and parents Subsequent incidents would result in additional consequences as needed, up to suspension
Sexual Activity	Sexual activity with others is prohibited anywhere within the campus boundaries.	Administrative conference Suspension
Smoking	Possession or use of any tobacco product or look-alike product.	Parent Notification School Suspension or Expulsion See Tobacco policy
Tattooing / Body Piercing	These are practices that should be done in clean, sterile environments by professionals to avoid infection. Tattooing and piercing (including ears) may not be performed on self or others on campus. Tattooing or piercing equipment or supplies may not be brought to or used on campus.	Parent Notification Suspension
Theft	School Property or Equipment: taking of campus keys, property or equipment (audiovisual, textbooks, library books) without authorization. Personal Property of Students, Staff or Campus Neighbors: the taking of personal property or equipment without authorization and without intent to return (includes food, ID cards, phone cards, etc.)	School Suspension Restitution Police referral as appropriate Residence Hall Contract Cancellation

Violation	Description or Example	Recommended Actions
Tobacco Violation	<p>CATEGORY A Use of tobacco products on campus (including in a vehicle on campus) or use of tobacco products during a school/residential sponsored event off campus</p> <p>CATEGORY B Use of tobacco products that present a heightened threat to the safety of others including use in or around any student, staff, and or faculty</p>	<p>CATEGORY A FIRST VIOLATION Participation in education program on campus One day school suspension</p> <p>SECOND VIOLATION Two day school suspension and additional consequences assigned from Other Possible Actions Subsequent violations: Progressive additional school suspensions (up to 15) and additional consequences assigned from Other Possible Actions</p> <p>CATEGORY B FIRST VIOLATION Participation in education program on campus Two day school suspension and additional consequences assigned from Other Possible Actions Residents: Up to 15 day suspension of Residence Hall Contract (if violation occurs in or around Residence Hall building) & weekend suspension for remainder of school year</p> <p>SECOND VIOLATION 3-5 day school suspension and additional consequences assigned from Other Possible Actions Residents: Cancellation of Residence Hall contract (if violation occurs in or around Residence Hall building) Subsequent violations: Progressive additional school suspensions (up to 15) and additional consequences assigned from Other Possible Actions</p> <p>FOR BOTH CATEGORIES Parent Notification Police and/or Fire Marshal notification Community service Weekend suspension Campus/Residence Hall restriction Barring from school/Residence Hall activities and ceremonies Car privilege restricted or revoked Searches</p>

Violation	Description or Example	Recommended Actions
Trespassing	<p>Campus property: entering without permission any buildings, rooms, construction sites, or other areas that are deemed locked, closed or, off limits to students. This includes coming to campus while on school suspension</p> <p>Personal property: entering without permission student or staff lockers, rooms, mailboxes, vehicles, etc.</p> <p>Electronic: use of others' passwords/log-ins. Refer to Technology & Internet Acceptable Use Policy</p>	<p>Administrative conferences</p> <p>Police referral if appropriate</p> <p>Additional actions as appropriate</p>
Unauthorized Phone Use	<p>Use of campus phones without authorization, including using phone lines for Internet connection</p> <p>Unauthorized use of long distance codes or using other students cell phones or calling cards without permission</p>	<p>Restitution if needed</p> <p>Administrative conference</p> <p>Additional actions as appropriate</p>
Vandalism or Damage of Property	<p>Willful or malicious defacing or destruction of campus (i.e., furniture, lockers, computers, books, interior or exterior of buildings, parking lot signs, etc.) that result in damage to its workings, condition or appearance</p> <p>Willful or malicious defacing or destruction of staff, student or visitors personal property (i.e., vehicles, art work, bulletin board postings, personal items, etc.) This includes pranks with water, shaving cream, markers, etc.</p>	<p>School Suspension</p> <p>Restitution</p> <p>Police referral as appropriate</p> <p>Possible Residence Hall Contract Cancellation</p>
Verbal Abuse	<p>Abusive, intimidating, threatening, profane, obscene language, oral or written, toward another. Verbal abuse also includes extortion (to obtain information or property of others through coercion or intimidation)</p>	<p>See Harassment and Anti-Hazing policies</p>
Vehicle Violations	<p>See Vehicle Policy</p>	<p>See Vehicle Policy</p>
Weapons	<p>Ammunition, firearms, bomb materials, knives, brass knuckles (or any object that could reasonably be considered a weapon given the circumstances) held on one's person, vehicle or campus property. Possessing, storing, constructing or keeping a dangerous weapon, as defined by statute, on school property is a felony that may result in fines and/or imprisonment.</p>	<p>School Suspension</p> <p>School Expulsion</p> <p>Police Notification</p> <p>Dept. of Education Notification per State Law</p>

RESIDENTIAL

Violation	Description or Example	Recommended Actions
Health Issues: Irresponsible behavior related to physical or mental health conditions that adversely affect other students or staff. This includes poor hygiene practices	Unwillingness or inability to cooperate with staff in monitoring physical or mental health conditions Suicide threats or attempts	Temporary Residence Hall removal until a written release of good health from a licensed medical professional (or, if requested, from a mental health professional) is provided or permanent Residence Hall removal
School suspension	Student is suspended from school	Residence Hall Removal for duration of school suspension
School attendance	Student loses credit due to absences that result in senior not graduating or junior not being invited back for senior year	Residence Hall Removal
Breach of contract	Failure to comply with Individual Health Plan, breach of Residence Hall Contract, or providing false information on Resident Application	Residence Hall Removal

TECHNOLOGY

Violation	Description or Example	Consequences
Vandalism	Intentionally degrading or disrupting equipment, software or software performance. Unauthorized monitoring, accessing, editing or changing of data belonging to others	Parent Notification Restitution School Suspension or Expulsion
Hacking	Tampering, modification, or additions to network software, hardware or wiring Willful violation of computer system security	Parent Notification Restitution School Suspension or Expulsion
Inappropriate Use	Wasting of finite resources (i.e. generation of excessive network traffic, excess printing) Transmitting or requesting, reviewing, downloading, storing, printing, editing or posting materials that are profane, obscene, or uses language or images that are disruptive to the educational process, including but not limited to actions which could constitute harassment or discrimination Posting personal information about any student or staff, including telephone numbers and addresses as well as information regarding the specific location of any student or staff Using network for financial gain, political or religious promotion, or commercial purposes unrelated to the mission of the school Plagiarism Setting up web pages or private email accounts through external servers. Posting personal ads on external servers Joining inappropriate chat rooms Posing as another person (student, staff, faculty, etc.) in any manner, for any reason	Parent Notification Restitution School Suspension or Expulsion
Violation of State or Federal Law	Violation of software copyrights and usage licensing agreements	Parent Notification School Suspension or Expulsion Restitution Police referral as appropriate
Trespassing	Use of computer files or accounts, access codes, or network identifications other than those assigned to the individual	Parent Notification School Suspension or Expulsion Restitution Police referral as appropriate

PROCEDURES GOVERNING SUSPENSION, EXPULSION & EXCLUSION FROM SCHOOL

The Pupil Fair Dismissal Act

121A.40 Citation

Minnesota Statutes Sections 121A.40 to 121A.56 may be cited as "The Pupil Fair Dismissal Act."

121A.41 Definitions

Subdivision 1. Applicability. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subdivision 2. Dismissal. "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subdivision 3. District. "District" means any school district.

Subdivision 4. Exclusion. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subdivision 5. Expulsion. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subdivision 6. Parent. "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subdivision 7. Pupil. "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

Subdivision 8. School. "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subdivision 9. School board. "School board" means the governing body of any school district.

Subdivision 10. Suspension. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability.

Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.

Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subdivision 11. Alternative educational services. "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02 although in a different setting.

121A.42 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 Exclusion and expulsion of pupils with a disability

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or 10 cumulative school

days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than 10 days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with the disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the expulsion or exclusion.

121A.44 Expulsion for possession of firearm

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 Grounds for dismissal

Subdivision 1. Provision of alternative programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subdivision 2. Grounds for Dismissal. A pupil may be dismissed on any of the following grounds:

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

Subdivision 3. Parent Notification and Meeting. If a pupil's total days of removal from school exceeds 10 cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school, and with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 Suspension procedures

Subdivision 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

Subdivision 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subdivision 3. Written notice of grounds for suspension. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

Subdivision 4. Suspension pending expulsion or exclusion. Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing, provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 Exclusion and expulsion procedures

Subdivision 1. Requiring a hearing, pupil may waive hearing. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subdivision 2. Written notice. Written notice of intent to take action shall:

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

Subdivision 3. Hearing schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subdivision 4. Convenient time and place of hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subdivision 5. Closed or open hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subdivision 6. Impartial hearer. The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or
- (4) the full school board; as determined by the school board.

The hearing shall be conducted in a fair and impartial manner.

Subdivision 7. Creating hearing record. The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subdivision 8. Access to pupil's records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subdivision 9. Pupil's right to compel testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subdivision 10. Pupil's right to present evidence and testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subdivision 11. Pupil not compelled to testify. The pupil cannot be compelled to testify in the dismissal proceedings.

Subdivision 12. Hearer's recommendation limited to evidence at hearing; service within two days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subdivision 13. Basis of school board decision; opportunity for comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subdivision 14. Admission or readmissions plan.

(a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.225, Sub. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under Minnesota Statute Section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative educational services, which must not be used to extend the student's current suspension period. Consistent with Minnesota Statute Section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of the administration of a psychotropic drug or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or education neglect.

121A.48 Good faith exception

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 Appeal

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner. In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) In violation of constitutional provisions;
- (2) In excess of the statutory authority or jurisdiction of the school district;
- (3) Made upon unlawful procedure, except as provided in section 121A.48;
- (4) Affected by other error of law;
- (5) Unsupported by substantial evidence in view of the entire record submitted; or
- (6) Arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 Judicial review

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

121A.51 Reports to service agency

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 Nonapplication of compulsory attendance law

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 Report to the commissioner of education

Subdivision 1. Exclusions and expulsions. The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race and special education status.

Subdivision 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 Notice of right to be reinstated

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

121A.55 Policies to be established

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan. (c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have individualized education plans from school grounds.

121A.56 Application

Subdivision 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363.03, subdivision 5, clause (2).

Subdivision 2. Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

SCHOOL DUE PROCESS

(SEE RESIDENCE HALL DUE PROCESS AS APPLICABLE)

REMOVAL FROM CLASS

"Removal from class" and "removal" mean any actions taken by a teacher or administrator to prohibit a pupil from attending a class or activity period for a period of time not to exceed five days, pursuant to procedures established in the school district discipline policy adopted by the Board of Directors pursuant to MN Stat. section 121A.61.

CAUSE FOR REMOVAL FROM CLASS

A student may be removed from class for the following reasons:

- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct that endangers school employees, the student or other students, or the property of the school.
- Willful violation of any rule of conduct specified in the Perpich Arts High School's behavior policy.

INFORMING STUDENTS AND PARENT/GUARDIAN

Student rights and responsibilities governing student conduct and appropriate procedures outlined in this policy shall be included as part of information presented to each student and parent/guardian at the beginning of each school year.

The procedures for notifying students and parents/guardians of violations of the rules of conduct and of resulting disciplinary action are the responsibility of the Perpich Arts High School's administration and staff.

Classroom teachers and the Perpich Arts High School Director have the authority to remove students from the classroom pursuant to the procedures and rules here set forth. The period of time for which the student may be removed from a class may not exceed five class periods for a violation of a rule of conduct.

REMOVAL OF A STUDENT FROM CLASS

The right to remove a student from class is granted to the teacher responsible for classroom instruction and the Perpich Arts High School Director. With reasonable cause, the teacher and Perpich Arts High School Director may decide to remove a student.

When circumstances permit, a student shall be removed from class upon agreement of the individual responsible for removing the student and the Perpich Arts High School Director, following completion of a conference with the student.

Removal from class may be imposed without a conference if it appears that a student may create an immediate or substantial danger to himself/herself or to persons or property. If a student is removed from class due to concerns of immediate or substantial danger to himself/herself and no conference has been held, the individual responsible for removing the student will notify the school directors immediately of the action taken.

The length of time of the removal from class shall be at the discretion of the Perpich Arts High School Director after consultation with the individual responsible for removing the student but may not exceed five class periods.

A written disciplinary report shall be submitted to the Perpich Arts High School Director by the individual removing the student within 24 hours of the removal of any student from a class.

A student removed from class shall be the responsibility of the Perpich Arts High School Director or his/her lawful designee.

A student removed from class must report directly to the Perpich Arts High School Director.

The student will receive unexcused absences for the class periods from which he/she is removed.

REPORTING PROCEDURES

The individual removing the student shall communicate with the legal parent/guardian in two ways:

- By telephone, preferably on the day of the removal, but within 24 hours, AND
- By completing the Class Removal Form, a copy of which is sent to the home. In the event that a parent/guardian cannot be reached by phone, in three attempts, the Class Removal Form will constitute the communication with the parent/guardian.

DAILY CLASS WORK

Students who are removed from class may not be allowed the privilege of making up daily class activities, including test and final examinations.

RETURN TO CLASS

Before a student returns to class, he/she must attend a conference with the Director of Student Life and Development or his/her designee and the individual responsible for his/her removal; conditions for return to class will be enumerated verbally and/or in writing. Perpich Arts High School support staff may also be asked to attend this conference.

SPECIAL EDUCATION PROVISION

For students who have IEP's where behavior is a concern, any established behavior contracts or behavior plans will be followed. If a disabled student is removed from class, the need for further assessment and the adequacy of the IEP will be considered by the IEP team.

SEARCHES OF PROPERTY AND PERSON

School Property and Personal Property

The school and Residence Hall staff have the right and responsibility to search school property (including, but not limited to, storage areas, desks, Residence Hall rooms, bathrooms, mail and message boxes) and personal property (including, but not limited to, pockets, purses, backpacks, tool boxes, cell phones including both images and messages, and vehicles on campus) when there is reasonable cause to suspect a student of breaking the law or school/Residence Hall policies. These searches may legally occur without notice, without student consent, and without a search warrant. When possible, at least two school staff and the student will be present at any searches of personal property or school property. In some instances in the Residence Hall, possessions of both roommates may be searched in which case we would attempt to have both students present. If a student refuses to cooperate with a search, the student will be suspended for 1-5 days and additional disciplinary actions may be taken.

ACCESS TO STUDENT RECORDS

In accordance with the federal "No Child Left Behind" Act of 2001 (NCLB) and the Family Educational Rights and Privacy Act of 1974 and the Minnesota Government Data Practices Act, students' permanent educational records are located in Student Services. These records contain the current transcript, transcripts from past high schools, correspondence relating to application and admission to the Perpich Arts High School and correspondence relating to credits, colleges, etc.

The permanent student records and other educational records are available to school officials, students and parents as allowed by law.

The Family Educational Rights and Privacy Act (FERPA) affords parents and eligible students (both as defined by FERPA) certain rights with respect to the student's educational records.

1. The right to inspect and review the student's educational records within 45 days of the date the Perpich Arts High School receives a request for access. Parents and eligible students must send requests to the Perpich Arts High School Director and should specify the record(s) they wish to inspect. A written response to the request will be sent and will outline the time and place the records may be inspected.
2. The right to request the amendment of the student's educational records which the parent or eligible student believes is inaccurate. Requests are required in writing to the Perpich Arts High School Director and must specify the record they want changed, the portion of the record they want changed and the reason it is considered inaccurate. If the Perpich Center for Arts Education decides not to amend the record as requested, Perpich Arts High School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the Perpich Center for Arts Education as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Perpich Arts High School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Perpich Arts High School discloses education records without further consent to officials of another school district in which a student seeks or intends to enroll.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the Perpich Center for Arts Education to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
US Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

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

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams.

These include the right to:

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

8. Religious practices, affiliations, or beliefs of the student or parents
9. Income, other than as required by law to determine program eligibility
10. Receive notice and an opportunity to opt a student out of:
 - a. Any other protected information survey, regardless of funding
 - b. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law
 - c. Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or to sell or otherwise distribute the information to others
11. Inspect, upon request and before administration or use:
 - a. Protected information surveys of students
 - b. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
 - c. Instructional material used as part of the educational curriculum

Perpich Arts High School develops and adopts policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Perpich Arts High School directly notifies parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Perpich Arts High School will directly notify parents and eligible students, (through U.S. Mail or email) at least annually at the start of each school year, the specific or approximate dates of the following activities and provides an opportunity to opt a student out of participating in:

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-8520

EDUCATION OF STUDENTS WITH DISABILITIES

The Perpich Center for Arts Education contracts with Innovative Special Education Services (ISES) to identify and evaluate students who, as described by the Individuals with Disabilities Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, need special services or programs in order to receive a required free and appropriate public education.

Under IDEA, the school provides Special Education support to students who meet the state criteria making them eligible for services. The school ensures a free and appropriate public education (FAPE) in the least restrictive environment (LRE) through the direct and related services required to ensure students benefit from instruction.

The school must be informed of existing Individual Education Plans (IEP's) or Section 504 Plans at or before the time of enrollment in order for appropriate services to be prepared. A copy of the most recent IEP and assessment summary, as well as the name of a contact person, who can make additional information available, should be provided from the student's home school.

Individuals should contact the special education teacher for more information regarding the special education program. A "Parent Rights and Procedural Safeguards" brochure may be requested from the special education teacher at 763-591-4768 or at 1-800-657-3515 at any time during the school day if there are concerns about the services planned for a student. A copy of this brochure will be provided to parents/guardians routinely at the first IEP meeting. Parents/Guardians have the right to have an interpreter present if the parents/guardians do not speak or understand English well, are hearing impaired, or use some other modes of communication.

Information regarding eligibility for services under the provisions of Section 504 is available through coordinators of this service and by the School Social Worker who can be reached at 763-591-4778. Section 504 defines a learner who may need special services or programs as a student who:

- Has a physical or mental impairment which substantially limits one or more major life activities, including learning; or
- Has a medical record of an impairment diagnosis; or
- Is regarded as having such impairment [34 CFR 104.3(j)]

EQUAL ACCESS POLICY

Unless the rights of others are violated, the PERPICH CENTER FOR ARTS EDUCATION Board supports the students right of free speech and will provide limited open forum in which students may meet in school facilities during non-instructional time.

In accordance with the Federal Equal Access Act and Administrative Rules and Regulations, students desiring to conduct meetings within the limited open forum for the purpose of engaging in free exchange of religious, political or philosophical speech and thoughts will be afforded fair, equal and nondiscriminatory access to facilities within the school, provided that such meetings conform to the requirements of the Equal Access Act as provided in the procedures below.

The policy protects the rights of students to express opinions, post written materials and distribute literature so long as it does not disrupt the normal operations of the school and follows all procedures listed for this policy.

Nothing in the Equal Access Policy or Procedures shall:

- Authorize or require expenditure of public funds beyond the incidental cost of providing the space for student-initiated meetings
- Compel any school agent or employee to attend a student-initiated meeting if the content of the speech at the meeting is contrary to the beliefs of the agent or employee
- Authorize or approve meetings that are otherwise unlawful
- Limit the authority of the school, its agents or employees, to maintain order and discipline on school premises, to protect the well being of students and faculty, and/or ensure that attendance of students at meetings is voluntary