



*Inspiring Excellence in Arts and Academics*

## STUDENT HANDBOOK 2011-2012

### Southwest High School

3414 West 47<sup>th</sup> Street, Minneapolis, MN 55410  
(612) 668-3030 <http://southwest.mpls.k12.mn.us>

#### This book belongs to:

Name \_\_\_\_\_

#### ***Getting to Southwest***

Southwest High School is located on the corner of West 47<sup>th</sup> Street and Chowen Avenue South, 3 blocks northeast of 50<sup>th</sup> Street and France Avenue. Southwest's football, soccer, and track stadium is located one block south of the high school at 48<sup>th</sup> Street and Abbott.

#### ***MTC Bus Routes***

Routes serving Southwest High School are #6K or #6E on Xerxes Avenue #6F, #6B, or #6D on France Avenue. Call Metro Transit for bus fare information and schedules. **We do not sell student bus passes.**

#### ***Parking***

Visitor and student parking at Southwest is available on the streets around Southwest with the following exceptions: all parking lots surrounding Southwest are school permit parking only. Please be aware of city-posted parking restrictions on 47<sup>th</sup> Street, Abbott, Beard, Chowen and Drew Avenues. Beard Avenue and Beard Circle to 46<sup>th</sup> Street are also restricted. Please respect our neighbors.

#### ***Building Entrance***

**Southwest is secured during the school day.** Between 8:30 a.m. and 3:00 p.m., students, staff, and visitors are to enter the building through Door 3 only, located on 47<sup>th</sup> Street between Chowen and Beard Avenues. Those who need wheelchair accessibility should enter through Door #5 off the Chowen Avenue parking lot.

## A Message from Southwest's Administration

Welcome to Southwest High School. All too quickly tomorrow becomes today and then yesterday. The high school experience is a time to create your own future – build your own tomorrows. New friends, new opportunities, and new dreams are all possible starting with the very first day of high school. Southwest is proud of its long tradition of graduating students equipped with an outstanding academic foundation. This year is your year to add to the stories and the legends of being part of Southwest.

Southwest understands the importance of family and community involvement. The school offers a wide variety of activities and athletics. Families are encouraged to actively participate in their children's educational opportunities. Involvement is more than being present at games. Knowing how your children are doing in school through the parent portal and conferences are important. Because you care, your child will care more. A high school education is the beginning of a successful and productive adult life. Tomorrow will be built one day at a time through every class, activity and sport.

The four years go by so quickly. Each day needs to be treasured. Each day presents an opportunity to do your best. Come to school regularly, be prepared and do your best. Great rewards do not come easily. Effort improves ability. Without daily progress, reaching your dream is more difficult. There are numerous people at Southwest who want you to succeed. Ask for help when needed. Share with those who need your assistance. We will work together to make this another exciting and wonderful school year. You make the difference. Welcome to Southwest. Welcome to the beginning of building your dream.

Sincerely,

Bill Smith, Principal  
Bruce Gilman, Principal on Special Assignment  
Sue Mortensen, Assistant Principal  
Dawn Reilley, Assistant Principal

## Southwest High School Mission Statement

Southwest High School develops young people to become principled, open-minded, caring members of society. Recognizing that young people will inherit a society that is global in nature, we develop international mindedness in students and help them to appreciate the common elements of humanity that transcend national, racial, ethnic, religious, and political boundaries.

Southwest high School promotes learning through inquiry, positive risk-taking and critical thinking. Students learn to be reflective and intentional in their thoughts and actions as well as to effectively communicate their knowledge and ideas.

Understanding that a well-rounded education is more than academic, Southwest High School strives to develop the whole person, nurturing growth in the physical, social, emotional and intellectual spheres.



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## **Regular Bell Schedule**

Period 0		7:20 a.m. – 8:15 a.m.
Breakfast		8:05 a.m. – 8:25 a.m.
Period 1		8:30 a.m. – 9:25 a.m.
Period 2		9:30 a.m. – 10:25 a.m.
Period 3		10:30 a.m. – 11:25 a.m.
Period 4	A Lunch	11:30 a.m. – 12:00 p.m.
	Class	12:05 p.m. – 1:00 p.m.
	Class	11:30 a.m. – 12:25 p.m.
	B Lunch	12:30 p.m. – 1:00 p.m.
Period 5		1:05 p.m. – 2:00 p.m.
Period 6		2:05 p.m. – 3:00 p.m.

*Lunch times are determined by the student's 4<sup>th</sup> hour teacher.  
Only Juniors and Seniors are allowed off campus during lunch.*



## **Frequently Called Telephone Numbers**

<b>Main Office</b>	<b>612-668-3030</b>
	<b>Fax 612-668-3080</b>
Athletic Office	612-668-3035
AVID Coordinator	612-668-3055
<b>Automated Attendance Line</b>	<b>612-668-3088</b>
Counseling Office	612-668-3050
Career & College Ctr.	612-668-3065
IB Programme Office	612-668-3059-83060
Middle Years Programme Office	612-668-3082
Lunchroom	612-668-3071
Nurse's Office	612-668-3037
Southwest Mini Clinic	612-668-3040

Staff voice-mail numbers and e-mail addresses may be obtained by going to <http://southwest.mpls.k12.mn.us>

## **TENTATIVE SOUTHWEST 2011-2012 CALENDAR**

*(Note: Dates/Times may change; Always check the Southwest calendar web site for the most up to date information)*

### **AUGUST**

29 First Day of School

### **SEPTEMBER**

2 Picture Day and Link Crew Freshman Dance  
**5 No School – Labor Day**  
13 Open House – 6:30 p.m.  
20 Counselors/Senior Parent College Night – 7:00 p.m.  
24 Soccer Saturday – Men & Women vs. South  
26 Start of Spirit Week  
28 Parent Senior Night – 7:00 p.m.

### **OCTOBER**

1 Homecoming – Football Game/Parade Time TBA  
4-12 Grad Math-12<sup>th</sup> Retest GRAD Reading-11-12 Retest  
7 Picture Retake Day  
10-12 Grad Writing Retest  
11-12 Grad Reading Retest  
12-13 PSAT Testing  
18 Parent Teacher Conferences – 4 – 8:00p.m..  
**19-20 No School – State Convention Day**

### **NOVEMBER**

2-3 Grad Writing Retest 10-12  
3 First Quarter ends  
College Fair 10,11,and 12<sup>th</sup> grade.  
**4 No School for Students**  
4 Sadie Hawkings Dance @ Bunker Hills 7:00-10:30p.m.  
7 2nd Quarter Begins  
8 GRAD/BST Math, Reading, Writing Retest Make-Up  
15 College Search I – 7:00 p.m - Auditorium.  
**23 No School – Student/Staff**  
**24-25 No School – Thanksgiving Holiday**

### **DECEMBER**

12-2 Basilica Concert  
6-14 GRAD Math and Reading Retest 11-12  
**12/26 - 1/06 No School – Winter Recess**

### **JANUARY**

12 Counselors/Parents Financial Aid Night – 7:00 p.m.  
**16 No School – Martin Luther King Day**  
20 End of 1<sup>st</sup> Semester  
**23 No School – Record Keeping Day**  
24 3rd Quarter Begins  
25 Senior Wisdom Retreat – West Gym  
27 Last Day to request schedule changes

## FEBRUARY

- 2 College Search II – 7:00 p.m. - Auditorium
- 4 Winter Formal Dance
- 6-23 ACCESS (ELL) 9-12
- 8 Counselor College Search II – 7:00 p.m.
- 10 Live w/Jazz Sweetheart Swing Dance
- 13 African American Parent Involvement Day
- 13 & 16 Fall Programming Night - 7:00 p.m. Media Center
- 20 **No School – President’s Holiday**

## MARCH

- 1 Parent Teacher Conferences 4 – 7:45 p.m.
- 2 Parent Teacher Conferences 9 – 4:45 p.m.  
**No School for Students**
- 6 PLAN Parent Night – Last Names A - K
- 6-14 GRAD Reading Retest – Grades 11 – 12  
GRAD Math Retest – Grade 12
- 8 PLAN Parent Night – Last Names L - Z
- 15-18 Spotlight on Theatre – “Hairspray”
- 29 3rd Quarter Ends
- 30 **No School for Students**

## APRIL

- 2-6 **Spring Break – No School**
- 9 4<sup>th</sup> Quarter Begins
- 13 Talentfest
- 17-18 GRAD Writing – Grade 9  
MCA-II/GRAD Reading & MCA-M/GRAD Reading - Grade 10  
MCA-II/GRAD & MCA-M/GRAD Math – Grade 11
- 17 GRAD Writing Retest Grade 12

## MAY

- 1-9 GRAD Reading Retest – Grades 11 – 12  
GRAD Math Retest Grade 12
- 7 **No School – Staff Development Day**
- 19 Junior/Senior Prom
- 24 AVID Celebration – 6:30 P.M.
- 24 IB Diploma Candidate Celebration
- 28 **No School – Memorial Day**
- 29 Senior Awards Night – 7:00 p.m.
- 31 Graduation Rehearsal – 9:30 a.m. Auditorium

## JUNE

- 1 Class of 2012 Graduation 8:00 p.m.-Convention Center
- 6 Last Day for Students

## **ACT TEST DATES**

- September 10, 2011
- October 22, 2011
- December 10, 2011
- February 11, 2012
- April 14, 2012
- June 9, 2012

## **REGISTRATION DEADLINE**

- August 12, 2011
- September 16, 2011
- November 4, 2011
- January 13, 2012
- March 9, 2012
- May 4, 2012

## **SAT TEST DATES**

- October 1, 2011
- November 5, 2011
- December 3, 2011
- January 28, 2012
- March 10, 2012
- May 5, 2012
- June 2, 2012

## **REGISTRATION DEADLINE**

- September 9, 2011
- October 7, 2011
- November 8, 2011
- December 30, 2011
- February 10, 2012
- April 6, 2012
- May 8, 2012

## **ACADEMIC OFFERINGS AND PROGRAMS OF STUDY**

Southwest High School supports the educational needs of all students. Our primary focus is preparing all students for college. Most courses and programs at Southwest High School are considered to be college preparatory or college equivalent. Students are expected to learn at high levels and are supported to succeed at academic challenges.

Southwest High School is an IB World School. Starting with the 2009-10 school year, all ninth grade students will belong to the International Baccalaureate Middle Years Programme (MYP). All ninth and tenth grade students will be part of the Middle Years Programme beginning with the 2010-11 school year.

Southwest offers a full range of studies in grades 11 and 12 through the International Baccalaureate Diploma Programme (DP) and the Advanced Placement (AP) program. We expect students to take DP and AP classes as well as test in either or both the DP and AP program.

Fine Arts at Southwest are a fully developed program of study reaching out to all grades and departments. We offer a full range of courses in dance, vocal and instrumental music, art and theater. A variety of performances are produced in the school and throughout the community. Students have opportunities to work within their own productions, with professionals from other institutions and with the excellent professional Southwest staff.

Southwest is the only Minneapolis high school that offers American Sign Language as a World Language. Southwest offers special needs classes for students identified as needing such supports. Students with a native language other than English are supported through services offered in specific classes and throughout the school. All students are expected to establish personal life goals and are educationally supported to reach those goals.

**AVID** (Advancement via Individual Determination) is a college-readiness program designed to increase the number of students who enroll in four-year colleges. Students in AVID meet one or more of the following criteria: 1) First in their family to attend college; 2) Belonging to an ethnic group traditionally underrepresented in college; 3) Low income; and 4) Face special circumstances that may be obstacles to achievement. AVID

students are enrolled in Advanced Placement classes and receive support in the AVID elective class. In the elective class, students receive support through a rigorous curriculum, ongoing tutorials, and usage of AVID methodologies, such as Cornell note-taking and group collaboration.

## **ACADEMIC INFORMATION YOU NEED TO KNOW**



### **CREDITS AND GRADES**

#### **Graduating Class of 2012**

English/Language	4 years
Social Studies	4 years
Science	3 years
Mathematics	3 years
Health	1 year
Physical Education	1 year
Fine Arts	1 year
Elective	13.5
<b>Total Credits</b>	<b>64.5 credits</b>

#### **Graduating Classes of 2012 – 2015**

Passing scores on MCA reading, math and writing tests in addition to the above credit requirements are necessary.

**A Credit/No Credit** grade is an option in designated classes at the teacher's discretion. **Students must request this option during the first two weeks of the quarter.** Students choosing this option must complete a Credit/No Credit slip and obtain signed permission from the teacher, parent and counselor. Only one class per quarter may be taken Credit/No Credit. Credit/No Credit is not a recommended option for academic classes necessary for college acceptance. Students are expected to follow the Southwest Attendance Policy and do all assignments and tests. Failure to do so will result in an "F" in the course.

**Post-Secondary Options** are for 11th and 12th grade students. Students who meet the requirements are eligible to take regular college classes at no cost at participating four-year colleges, technical colleges and universities. Students who are interested in this option should contact their Southwest counselor.

**Credit by Assessment** is an option for students who have mastered course work outside of the classroom. This policy establishes the conditions necessary for a student to meet the academic standards of a course through an assessment process. Minnesota Statutes section

120B.021 authorize school districts to establish and maintain a system for awarding course credit to students who demonstrate and successfully meet the academic standards of a course required by law for high school graduation in Minnesota.

Minneapolis Public School students may earn course credit by successfully demonstrating that they have met the academic standards of a course by following the procedures established by the Superintendent.

Students who wish to consider this option should contact their counselor at least 1 semester before they plan to take the assessment.

**Schedule change requests:** The **last day to request a schedule change** for 1st quarter is September 7, 2011. Last day to request a schedule change for 2<sup>nd</sup> semester is January 27, 2012. Changes are not made on the basis of teacher preference or period of the day.

**Course Requests for 2012-2013** take place in March when students select their classes for the following school year. Students receive a course request worksheet, which they complete with their current teachers. Next, students take the course request worksheet home for parent review and parent signature. Students will work with their counselors to confirm their course requests for the next school year.

**Student Aide Credit** – Only seniors are permitted to be student aides. Student aides receive a Credit/No Credit grade rather than a letter grade. No more than three (3) student aide credits may be counted toward the credits needed for graduation.

**National Honor Society** – Students who maintain a 3.0 or higher GPA through the first semester of junior year may apply for admission into the National Honor Society. The goal of the National Honor Society is the development of character through academics, service and leadership. The National Honor Society meets monthly.



**Student recognition** acknowledges the importance of rigor and the value of hard work and self-discipline. Award ceremonies are held at the end of the year to honor academic, athletic, social and service achievements.

**Transcripts** are retained at Southwest for five years following graduation. Students who need transcripts should call the Counseling Office at 612-668-3050. There is a transcript fee.

## **STUDENT SERVICES**

**The Career and College Center** is located in Room 104 (directly across from the Counseling Office) in the West building. Hours are 8:00 a.m. – 4:00 p.m.

The center has materials pertaining to college application, financial aid, college choice, test taking, scholarships, career exploration and armed services.

**The Counselors** are available to students and parents to address issues regarding courses of study and post high school plans. Please call 612-668-3050 to schedule an appointment. Offices are located next to the Main Office in the West building.

Mary Morseth	Jean Sherwood	George Mountin	Steve Gilbertson
A – E	F – K	L - Q	R - Z
668-3053	668-3052	668-3051	668-3054

## **HEALTH SERVICES OFFERED TO STUDENTS**



### **HEALTH SERVICES OFFERED TO STUDENTS**

**Health Office - Room 117 (668-3037)**

**The School Nurse** is available to assist students and staff during the school day, M-F.

**Students with special health concerns** that may require classroom accommodations are asked to contact health office. Please call the school nurse at 668-3037.

**Illness during school:** Students who become ill or injured during school hours should report to the health office for evaluation. **Calls or texting parents outside the health office is not acceptable. Parent/guardian/ or emergency contact will be called if early dismissal is warranted.**

**Absence due to illness:** Healthy students are better learners. Up to eight cumulative days of absence or three (3) consecutive days will be excused as student illness per academic year. A health care provider's verification is required for absences that exceed eight cumulative or three consecutive days due to illness unless the parent/guardian does not have a health care provider or is unable to pay their co-pay, they should be referred to the school nurse for assistance.

**Early release for medical appointment:** Whenever possible, please schedule appointments during non-school hours. All excuses for medical appointments are handled through the attendance office. A note written by a parent/guardian should be given to the attendance staff. To release a student without a note, the school health office will need to validate appointment with parent or clinics.

**Annual Health Information:** This form is a very important source of information to us about the health of your student(s). If your student has a physical examination during the summer, (recommended for students entering tenth grade) please send a copy to health office staff for the student health record.

**Medication:** Health Services recommends that medications be given at home whenever possible. Students needing to take prescription or over-the-counter medications (Tylenol, Ibuprofen, etc.) during the school day must have a consent form signed by their parent/guardian. A new form for each school year will be on file in the health office and all medication (except inhalers and epipens carried by students) will be kept in a locked cabinet in the health office.

**Immunizations/shots:** Each student must show proof of current status or have copies on file in the health office prior to the start of school. Students who have medical reasons for not being immunized must have the physician sign a form available from the health office. Those students with a conscientious objection must have a notarized form on file. **There will be no exceptions to this state law.**

**Emergency Referrals:** Must include names, addresses, work and home telephone numbers, clinic and hospital of choice. Only parent/guardian or emergency contacts on record have the authority to release a student.

**The School Psychologist** is available to students, parents and staff who have concerns about mental and emotional health issues such as depression, eating disorders, anxiety, abuse, suicide awareness and prevention.

**Social Workers** are available to help students with personal and school-related problems. The social workers are actively involved with truancy, with economic assistance issues, and with issues involving student crisis.

**The Mini Clinic is located in the East building.** It is a primary care clinic run by the Minneapolis Department of Health. It is open during school hours and sees walk-in visits and appointments. The clinic provides medical services, mental health services and nutrition services. Medical services include sick visits, sport physicals and reproductive health concerns. **Care is confidential and there is no charge.** Call 668-3040 for more information.

## **ATTENDANCE MATTERS**

At Southwest we expect students to **attend school every day**. Current research shows that there is a direct correlation between student attendance and student achievement and that if students are to be successful they **must attend** school at least **95%** of the time. This is why the school district strongly suggests for parents to plan days away from school during the times school is not in session.



## **REPORTING ABSENCES**

When a student's absence is unavoidable, the parent/guardian should telephone the automated attendance line (668-3088) between 7:00 a.m. and 12:00 noon on the day the student is absent. If a telephone call is not possible, the student must present a note at the front desk when she/he returns to school. The note must include:

- 1) Reason for the absence
  - 2) Exact dates and times of the absence
  - 3) Student's ID number
  - 4) Parent/guardian's signature and daytime phone
- For any illness of more than three (3) consecutive days, the student **must submit a doctor's note** to the school nurse.
  - For doctor/dentist appointments to be excused, the student **must bring back to the attendance office documentation** from their appointment to confirm they were there.
  - Students/parents have **3 days to clear up any unexcused absences**.

## **PRE-APPROVED ABSENCES**

If a student **plans** in advance to be absent more than two days, the student is required to pick up a pre-approved absence form from the Main Office. The student is responsible for getting all current teachers' signatures and the signature of the assistant principal **prior to their absence** in order for the time to be excused. District recommends a total of 5 extra days during the school year.

### **Automated Notification of Absence to Parent/Guardian**

On each day a student has an unexcused absence in one or more classes, the school district's voice messaging system will automatically attempt to telephone the student's home to inform the parent/guardian of the absence. Students should stop in the next day to clear up any absences done in error.

## **Possible Consequences of Absenteeism**

- 1) A grade of F in a class.
- 2) According to state law a student under the age of 16 who is absent from one or more class periods on seven school days is defined as a continuing truant. Parents will be notified, through the truancy process, of their obligation to compel regular attendance of the child. Failure to do so could result in prosecution
- 3) According to state law, **a student who misses 15 consecutive days of school must be withdrawn**. A full day of absence is defined as one in which the student is not in class for **4** or more class periods. Please feel free to call the **Attendance Office at 668-3030** with any questions or concerns regarding attendance.

**Leaving the building during the school day** – Students who know in advance that they need to leave school during the school day must have a note signed by a parent/guardian for them to leave the building. In all other cases, a student may leave the building only if the student is excused by the school nurse, a principal or if the parent/guardian comes into the building to release their student. Students leaving the building are to sign out at Door 3, where parents/guardians may then pick them up. **Students who do not follow these procedures are recorded as unexcused.**

**Open/Closed Campus – Only juniors and seniors may leave the school grounds during lunch**, after showing their school ID at Door 3. Students are asked to respect the property of all who live and work in the neighborhood. Please do not trespass, litter or loiter on others' property. Drive within the speed limit and keep music turned down. Open campus is a privilege, not a right. The administration has the authority to revoke this privilege if a student abuses it.

## **ADDITIONAL SOUTHWEST SCHOOL POLICIES**

The Southwest staff expects students to be mature, considerate of others and accept the fact that school policies exist for the safety and security of all staff and students. Southwest must remain a safe environment where all can learn in harmony. Southwest's policies are few, but they are important. Please abide by them.



**Alcohol/Drugs/Tobacco** – Possession and/or use of alcohol, drugs, tobacco on the premises or at school activities is prohibited. Being under the influence of intoxicating beverages or drugs is prohibited at school or any school activity. Any student found in violation will be suspended according to district policy and referred to the School Resource Officer (SRO) and the building Alcohol Drug Technician (ADT) and/or other school support staff.

**Appropriate Dress** – Southwest students are expected to dress and groom in a manner that is appropriate for school. Clothing is not appropriate for a school setting if it distracts others from learning. This means:

- No sagging or low cut pants. Pants must be secured at the waist and no underwear or undershorts should be visible.
- Length of shorts and skirts must comply with the fingertip policy (stand up straight, hands down by both sides, shorts/skirts must be at the same length or longer where fingertips reach).
- No bare midriffs
- No exposed cleavage
- No bare shoulders
- No sleeveless T-shirts
- No exposed underwear

**Students will be asked to change or go home to change and return to school.**

**Other clothing policies are as follows:**

- State law requires that students wear shoes in the school building.
- Hats, caps, headbands, head scarves, shower caps, "head rags," bandanas, goggles and other headgear are not to be worn in school.
- Coats, jackets and other outdoor clothing are to be kept in lockers.
- Clothing with words or images that promote illegal substances, harassment, profanity, sex, or gang affiliation is not permitted.

We remind students that the following types of dress may place them (and others around them) at risk for a confrontation or violence since they may be interpreted as gang references.

- Hats: violates school "No Headgear" policy.
- Rags, bandanas, hair nets: violates "No Headgear" policy. Rags and bandanas should not be visible (i.e. hanging outside of pockets, wrapped in hair, wrapped around arm or used to tie up a pant leg). This includes traditional "paisley" patterned bandanas.
- Headbands: violates school "No Headgear" policy
- Hair combs or piks: should not be worn in hair or visible in pocket.
- Belts: should not hang down and therefore be visible.
- Pant legs: either "both up or both down".
- Shoelaces: matching colored laces only.
- Shirts/tops: not allowed to be buttoned with single top button only.
- Sunglasses: not to be worn at school
- Ink (fake) tattoos - Some teens draw gang references on their hands and forearms representing gang affiliations or messages.

Students will be asked to remove them.

- Clothing: clothing with clear references to gang affiliation is not permitted.

### **Electronic Devices**

#### **ELECTRIC POLICY CHANGES FOR 2011-12**

- § Students are permitted to use electronic devices **in hallway only during passing times and during their individually assigned lunch period.** Hallway use outside of these times may result in confiscation.
- § Students are permitted to use electronic devices with the explicit permission and supervision of their classroom teacher during class time and in the classroom.
- § Students may not use electronic devices to engage in bullying, harassment, or other illegal or threatening behavior at any time.
- § Students may not use electronic devices during class time, to include exams and testing without the direct, explicit permission and supervision of the teacher.
- § Students found violating the responsible use policy during the school day will be dealt with in the following progressive discipline process:
  - 1<sup>st</sup> Occurrence: Device will be confiscated by the staff member, labeled and given to the appropriate administrator. The device will be returned to the student at the end of the school day. Students will need to show their ID when they retrieve their device. Uncooperative students are to be referred immediately to the appropriate administrator.
  - 2<sup>nd</sup> Occurrence: Device will be confiscated by the staff member, labeled and given to the appropriate administrator. The student will be referred to the administrator where an arrangement can be made for the student's Parent/Guardian to retrieve the device. Uncooperative students are to be referred immediately to the appropriate administrator.
  - 3<sup>rd</sup> Occurrence: Device will be confiscated by the staff member, labeled and given to the appropriate administrator. The electronic device will be returned to the Parent/Guardian at the end of the grading period. The device will be returned at the end of the next grading period if the situation occurs during the last week of a grading period. Uncooperative students are to be referred immediately to the appropriate administrator.
  - Any future occurrences will result in the device being confiscated. The student and Parent/Guardian will meet with the administrative team to discuss overall school expectations and the consequences if the expectations are not adhered to by the student.

## Beverages and Snacks

Vending machines in hallways are located in both the East and West buildings. **With the exception of water, food and beverages are not allowed in classrooms** and must be eaten in the lunchroom or commons area. No beverages or food allowed in auditorium.

**Dances** occur throughout the year and are sponsored by different school organizations. The following dance policies apply:

- Students must purchase dance tickets in advance. Tickets are sold during lunch for several days in advance. **Tickets may not be purchased at the door.**
- If accompanied by a Southwest student, a non-Southwest student may attend the Homecoming Dance, Sadie's, Sweethearts and Prom with the prior approval of the Southwest administration. Only students who are currently enrolled/attending a high school may be a guest.
- Everyone who attends a Southwest dance must show a photo ID at the door.
- Dancing must stay within appropriate boundaries for school behavior. Students whose dancing goes beyond those boundaries will be warned once and then asked to leave the dance. No refunds will be issued. Students will not be able to attend the next 3 dances including Prom.
- If a student leaves the building during the dance, the student may not return to the dance.
- **Prom** – Only 11<sup>th</sup> and 12<sup>th</sup> grade are allowed to attend. **NO EXCEPTIONS.**

## **Financial Obligations**

restitution for property, which textbooks, library equipment/uniforms. the end of the



- Students must make restitution for damaged or lost school property, which includes but is not limited to, textbooks, library books, and sports equipment/uniforms. If an item is not returned by the end of the semester or sports season, students will be placed on the obligation list. Any unresolved obligations will be carried over to the next school year. All obligations must be cleared prior to graduation.

**Gym clothes** are required for physical education classes. Suggested apparel: shirt/sweatshirt and shorts/jogging pants. Tennis shoes are also required. During swim unit, swim suit is required in the pool.

**Identification badges** are required by the Minneapolis Public Schools. **Students are to have their ID cards in their possession at all times.** ID cards, which are bar-coded, facilitate the issuance of textbooks, admission to events, access to bus transportation and to the lunchroom.

At the beginning of the year, all students will be issued an ID badge at no cost. Replacement cost for a lost or mutilated ID is \$5.

**Passes** – A student who has permission to leave the classroom during class time must have a pass. It is the student's responsibility to obtain a pass from the teacher before leaving the room. Permission to leave class is given only at the discretion of the classroom teacher.

**Visitors** – With the exception of parents and guardians, Southwest has a no-visitors policy during the school day. This includes siblings, relatives and friends. The only exception to this policy is for prospective ninth graders who wish to visit one of our programs of study.

## GENERAL INFORMATION

**LUNCHROOM INFORMATION** - **Breakfast** is served daily from 8:05 a.m. - 8:25 a.m. Breakfast is no cost to all students. Students have one half hour for **lunch**, which is served at 11:30 a.m. or 12:30 p.m., depending upon what class the student has 4<sup>th</sup> Period.



**NOTE:** Keeping the lunchroom clean is the responsibility of all students. Remember that others must use the tables after you finish, so please clear off your table by putting all trash in the containers provided. Every student must help so that a few students do not end up cleaning up after everyone else has left the table.

**Free/Reduced Price Lunches:** All families are requested to complete a Free/Reduced Lunch Application available from the Lunchroom Coordinator or in the office. Full paid students need to have a pre-paid account to receive lunch. **No money is taken during lunch serving times.**

**Lockers** are provided for each student. Students may purchase a lock from the school or provide their own locks. In either case, students must give their 1<sup>st</sup> period teacher either their combination or a copy of their key. Lockers are to be used for storing books, lunches, and necessary clothing. **Money and/or other personal valuables should never be left in lockers.** Students should not share lockers.

**School lockers are the property of the Minneapolis Public Schools** and at no time does the school district relinquish its exclusive control of lockers provided for the convenience of students.

The school may open any locker at any time if deemed necessary (see locker search policy in the District Policies section of this handbook).

The school exercises care in protecting loss of books, clothing and other property from lockers. The school accepts no responsibility for any such losses. If a student's locker is broken into, the matter should be reported to the school police liaison officer.

**Lost and Found** is located in the main office. At the end of each semester, any unclaimed clothing items are given to charity.

**Parking** for students is on the city streets. Parking lots are for staff and visitors. Cars may be ticketed and/or towed if they are parked within five feet of a driveway or if they are parked in a permit parking area. Please observe parking regulations at all times. This includes snow emergencies and city-posted parking restrictions. Students are welcome to ride their bikes to and from school. There are bike racks on the North and South sides of the school.



**Transportation** for students is provided by the Minneapolis Board of Education for those high school students who live more than two miles from school. Bus stops outside the Southwest attendance area may also be a two mile walk. Students are expected to behave appropriately on buses at all times. Smoking, boisterous or rude behavior, threatening the safety of others, use of drugs, and use of alcohol or vandalism may result in the loss of bus privileges and/or restitution for damage to the bus.

**Telephone Calls/Messages for Students** are restricted to **emergencies only** during the school day and will be referred to an administrator. Instruction without interruption is our primary goal.

## **ATHLETICS**

Students playing a sport must have the following on file in the athletic office:

- Sports Physical (good for 3 years)
- MSHSL Parent Permission Form
- Emergency Referral Card (each sport season)
- Athletic Fee (each sport season)



All athletes must follow eligibility guidelines and rules set by the district as well as the Minnesota State High School League rules.

### **Winter Sport Sign-Up October 27, 2011**

### **Spring Sport Sign-Up February 23, 2012**

<b><u>Fall Sports</u></b>	<b><u>Winter Sports</u></b>	<b><u>Spring Sports</u></b>
Cross Country (M&W)	Basketball (M & W)	Badminton
Football	Gymnastics	Baseball
Soccer (M & W)	Hockey (M & W)	Golf (M & W)
Swimming (W)	Swimming (M)	Softball
Tennis (W)	X-Country Skiing (M&W)	Tennis (M)
Volleyball	Wrestling	Track
Performance Team	Dance Team	LaCrosse (M&W)
	Alpine Skiing (M & W)	

The following are Club Sports: Ultimate Frisbee (Fall&Spring). To get more information on a sport contact the athletic director or access the following websites: [www.southwest.mpls.k12.mn.us/athletics.html](http://www.southwest.mpls.k12.mn.us/athletics.html) or [www.mshsl.org](http://www.mshsl.org)

### **CO-CURRICULAR ACTIVITIES**

In addition to athletics, Southwest offers a variety of co-curricular activities. These activities vary from year to year, depending on students' interests. The following is a list of these activities: Admission Possible, Amnesty International, Anime, Band, Belly Dancing, Camera Club, Chess Club, Choir, Deaf Club, Fly Fishing, Gay Straight Alliance, Green Team, Intercambios, Math Team, Model UN, National Honor Society, Newspaper, Quiz Bowl, Robotics, Spanish Club, Speech/Debate, String Quartet, Study Buddies, Student Council, Unhinged Theatre, Yearbook and Yoga.

Students and Parents will sign a SWHS Responsible Behavior Contract for Activities and Clubs.

### **Important Yearbook sales ordering information:**

**Yearbook sales start in October and go through February** - All students will receive an ordering form directly from Jostens regarding the price and payment plan. Media Release forms must be on file in order for your picture(s) to be in the yearbook.

### **STUDENT LEADERSHIP OPPORTUNITIES**

**Leadership Council**, which has been in existence since 1991, is a site-based management team focusing on school improvement and enhancing student achievement. The council is comprised of four teachers, four parents, four students, one administrator, one classified staff member and one community member. Various standing committees are designated by the leadership council to study and recommend policy in many areas. Membership on the standing committees is open to any member of the Southwest community. Meeting dates and minutes are available from the office and the Southwest website.

**Student Council** is the representative student government at Southwest. Its primary function is to provide a system for students to voice their views and be heard on all matters concerning the student body. Student Council also helps sponsor school dances and oversees Homecoming activities.

**Link Crew** program at Southwest High School provides a structure which guides freshmen towards both academic and social success. Transitioning to high school can be a major event in the life of a young person. Link Crew fosters a positive culture for freshmen by promoting support and connections with other students.

### **MEDIA CENTER POLICIES**

To facilitate the number of students and teachers using the Media Center and maintain order and discipline, the following policies are necessary:

- Use of the Media Center and computer labs is encouraged. School organizations must make prior arrangements with the Media Center staff and the advisor must be present at the meeting at all times.
- The Media Center is open from 7:30 a.m.-4:30 p.m., Monday-Thursday. 7:30 a.m.-3:30 p.m., Friday. During the school day, passes are required for all students unless they are with their teacher. The pass must state the student's project. Students must sign in at the Circulation Desk and keep their passes with them. A pass is required to leave the Media Center. No return passes will be issued during the last 10 minutes of class time. If a student wants to stay over into another period, he/she must also have a pass from the next hour's teacher.
- Students have access to the internet on school computers; they must have a signed copy of the "Computer Network Guidelines" on file. Southwest is a wireless facility. Students may access the wireless network with their own equipment if they provide evidence of updated virus protection through June 2011. Students will need to bring equipment to Media Staff for identification and verification. All students have school email.
- Computers are for school-related work only, and they will be monitored. Students who use computers inappropriately or who change settings on computers will not be allowed to use the computers.
- Teachers who have reserved the computer labs have priority. Teachers in the labs will be responsible for monitoring the Internet sites their students use.
- **Printing is monitored and limited to 5 (black and white) pages per day. Any printing over that amount will be charged 10 cents per page (black and white).**

Beverages, food, hats, CD Players, iPods, Walkmans, headphones or games of any kind are not permitted in the Media Center per school policy.



### ➤ **IMPORTANT DATES FOR SENIORS**

- September 28** Senior/Parent College Info Night
- October 31<sup>st</sup>** **Senior portraits final due date for yearbook.** Professional photos preferred. A head shot that is appropriate to print. Bill fold or on disc.
- November** **Seniors** will be measured for cap/gown and can order graduation items from Jostens
- January-June 1<sup>st</sup>** **Seniors** sign-up for Senior All-Night Party starting after graduation ceremony
- January 13** Counselors/Junior/**Senior Parent** Financial Aid Meeting
- February 10** Ads for **Seniors** final due date to the yearbook
- April – May** **Seniors** watch mailboxes for final instructions regarding graduation.
- May 29<sup>th</sup>-30th** **Senior Final Test Days**
- May 31st** **9:30 A.M.** -Graduation rehearsal and pick up your cap/gown.
- June 1st** **GRADUATION NIGHT!! 8:00 p.m.** **Convention Center**

Hooray for the Class of 2012!!



**Minneapolis Public Schools Policy 5100**  
**ATTENDANCE POLICY**

**I. PURPOSE**

To establish and define a policy on attendance

**II. GENERAL STATEMENT OF POLICY**

The Minnesota Compulsory Attendance Law (Minn. Stat. {120A.22}) establishes that every child enrolled in kindergarten through age 16 shall receive instruction.

Any student between 16 and 18 years old who seeks to withdraw from school, and the student's parent or guardian must:

- 1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities and
- 2) sign a written election to withdraw from school.

Minneapolis Public Schools recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time every day. Ninety-five percent attendance has been set as the minimum standard.

The Minneapolis Public Schools attendance policy and procedures are guided by the following set of values. In some instances, these values may compete with each other. The MPS attendance policy and procedures attempt to balance these values in the best interest of MPS students and the school community.

- Student academic achievement is the primary goal of MPS. Although learning occurs in a variety of settings, time in class is essential to learning so that students can receive instruction and contribute as members of the community of learners.
- School staff, students, families and the community share responsibility for student attendance. To assure student safety and accountability, families need to know daily if their students are absent from school. School staff has responsibility for communicating with families. Families have the responsibility for making decisions about their children's schooling.
- All students receive equitable opportunity and treatment. Students have individual needs that must be considered.

The goal of the MPS attendance policy and procedures is to promote student attendance and assure that absences are effectively addressed.

MPS will:

establish clear and consistent practices across the district;

- 1) engage students in the learning process with strong curriculum, instruction and relationships with staff;
- 2) meet the needs of individual students by using a range of strategies and interventions;
- 3) communicate attendance expectations to families, inform them of their students' attendance, and involve them in problem solving related to their students;
- 4) involve the community through shared expectations and actions;
- 5) use accurate and timely attendance data for planning, evaluation, and communication; and
- 6) clarify staff roles and responsibilities.

Assuring student attendance requires a joint effort between school staff, students, families and the community. District staff, at the direction of the Superintendent, shall set rules and procedures to promote full attendance of all students, which shall be implemented in a uniform manner across the district.

Rules and procedures shall be communicated to students and families at registration and periodically throughout the school year.

**Legal References:**

Minn. Stat. § 120A.22 (Compulsory Instruction)  
Minn. Stat. § 120A.24 (Reporting)  
Minn. Stat. § 120A.26 (Enforcement and Prosecution)  
Minn. Stat. § 120A.28 (School Boards and Teachers, Duties)  
Minn. Stat. § 120A.30 (Attendance Officers)  
Minn. Stat. § § 121A.40 - 121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 260C.007, Subd. 19 (Habitual Truant defined)  
Minn. Stat. § 260A.02 (Definitions)  
Minn. Stat. §260A.03 (Notice to Parent or Guardian when Child is Continuing Truant)  
Goss v. Lopez, 419 U.S. 565,95 S.Ct., 729 (1975)  
Slocum v. Holton Board of Education, 429 N.W.2d 607 (Mich. App. Ct. 1988)  
Campbell v. Board of Education of New Milford, 475 A.2d 289 (Conn. 1984)  
Hamer v. Board of Education of Township High School District No. 113, 66 Ill. App.3d 7 (1978)  
Gutierrez v. School District R-1, 585 P.2d 935 (Co. Ct. App. 1978)  
Knight v. Board of Education, 348 N.E.2d 299 (1976)  
Dorsey v. Bale, 521 S.W.2d 76 (Ky. 1975)  
20 U.S.C. §1681, et seq. (Title IX of the Education Amendments of 1972)

**Cross References:**

Citywide Discipline Policy 5280  
Co-Curricular Eligibility 5660  
Adopted: 4/25/67

**Policy**

Adopted: 4/25/67  
Revised: 7/25/00

**Special School District No. 1, Minneapolis Public Schools**  
**Procedures on the Disclosure of Student Information and Records**

1. The records which the School District maintains in its files which identify you or discuss your needs as a student or accomplishments as a student are private data under the Minnesota Government Data practices Act (Minn. Stat. § 13.32 and the Family Educational Rights and Privacy Act (20 U.S.C. §1232g 34 C.F.R. part 99)).
2. This means that members of the public and School District employees whose duties do not require that they have access to this information may not see these records unless you or your parents give consent or a law or a court order authorizes access.
3. Certain kinds of information have been categorized by the School District as directory information. Directory information, even though it identifies you, can be released to the public. In Minneapolis, directory information consists of the following:
  - a. Name, height and weight of individual members of athletic teams;
  - b. Name of recipient and name of awarded scholarship;
  - c. Names of our participants in officially recognized school activities;
  - d. The names of students receiving recognition by their teachers, buildings, district administration or the School Board as the result of positive accomplishments for academic achievement, good citizenship, and adherence to the standards of conduct of the Minneapolis Public Schools as well as a description of the accomplishment, grade, achievement and/or award.

4. If you or your parents do not want information about you which falls into one or more of these categories of directory information to be made public, your parents should notify your building principal.

5. If an emergency occurs and knowledge of the information is necessary to protect your health and safety or that of other individuals, the school can release information about you to appropriate parties, like a hospital, police department or emergency squad.

6. In the event that you transfer to or apply for admission in another school, including schools which you might attend after high school, the School District will transfer your records to that school if it receives a request to do so.

7. The School District will release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers unless your parents notify the school principal that he or she should not release that information.

8. The School District will bill your health care provider for health care services required in an Individual Education Plan (IEP) if you have an IEP.

Board Policy 5350

Minn. Stat. § 13.32, subd. 3(d), 5a (2001) Educational data

34 C.F.R. § 99.34

34 C.F.R. § 99.36

#### **Special School District No. 1, Minneapolis Public Schools**

##### **Policy on Search of Students/Lockers/Desk and Motor Vehicles**

School officials may search students for items that may be harmful to themselves or to others and to detect items that are prohibited from being on school grounds or other places under supervision of school personnel, i.e. busses, field trips. Consent of the student is not required prior to the search. Except for lockers and desks, all searches will be based upon reasonable suspicion.

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant.

School desks are school property and remain at all times under the control of the school. Periodic general inspections of desks may be conducted by school authorities for any reason, at any time without notice, without student consent, and without a search warrant.

Board Policy 5680

#### **Special School District No. 1, Minneapolis Public Schools**

##### **Notice of Non-Discrimination**

The Minneapolis Public School District does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, marital status, status with regard to public assistance, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding policies of non-discrimination:

Janet Thomas-Bouyer  
Director of Diversity & Equal Opportunity  
807 Northeast Broadway

The Minneapolis Public School District shall comply with all relevant federal and state laws Regarding non-discrimination. Specific District policies and procedures regarding non-discrimination can be obtained from the Equal Opportunity Officer.

The Section 504 Coordinator for Minneapolis Public Schools is:

Margaret J. Westin  
Assistant District General Counsel  
807 Northeast Broadway  
Minneapolis, MN 55413-2398  
Telephone: (612) 668-0484

Board Policies 4002, 5050 and 5750

Minn. Stat. Chapter 363 (2002) Minnesota Human Rights Act

#### **Special School District No. 1, Minneapolis Public Schools**

##### **Policy on Bullying and Hazing**

#### **I. Purpose:**

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

#### **II. General Statement of Policy:**

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

#### **III. Definitions:**

- A. "Bullying" means exposing, repeatedly and over time a student to negative actions by one or more students.
- B. "Negative Actions" means intentionally inflicting or attempts to inflict injury or discomfort upon another. Negative actions include but are not limited to threatening, taunting, teasing and calling names and hitting, pushing, kicking, pinching, restraining, making faces, dirty gestures, intentionally excluding someone from a group.

- C. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person in order for the student to be initiated into or affiliated with a student organization.

**IV. Reporting Procedures:**

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

**V. School District Action/Intervention:**

- A. Upon receipt of a complaint or report of bullying and hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or other pending completion of an investigation of bullying and hazing.
- C. Upon completion of the investigation, the school district will take appropriate action / intervention. Such actions / interventions may include, but is not limited to, restorative process; conferencing, mediation, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

**VI. Reprisal:**

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

**Special School District #1, Minneapolis Public Schools**

**SEXUAL, RELIGIOUS, RACIAL HARASSMENT AND VIOLENCE**

**I. GENERAL STATEMENT OF POLICY**

- A. Sexual (including sexual orientation and affectional preference), ethnic/racial harassment and harassment based on religious beliefs or practices and disability are forms of discrimination which violate either Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. Section 2000e, et. seq, and/or the Minnesota Human Rights Act, Minnesota Statute Sections 363.01-363.15 (1993). Sexual (including sexual orientation and affectional preference), ethnic/racial, religious or disability violence is a physical act of aggression directed toward a person or groups of persons because of their sex, ethnic/racial background, religion or religious practices, disability, sexual orientation or affectional preference. Violence directed toward a person or persons because of the person's sex, race/ethnicity, religion or religious practices, disability, sexual orientation or sexual preference is also violative of these same statutes and may also represent a criminal law violation.
- B. It is the policy of Minneapolis Special School District No. 1 (the "School District") to maintain a learning and working environment free of harassment based on sex, race/ethnicity, religion or religious practices, disability, sexual orientation or affectional preference and other forms of harassment and violence. The School District prohibits any form of sexual, ethnic, religious, disability, sexual orientation or affectional preference or other improper harassment and violence.
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding race/ethnicity, religion or religious practices, disability, sexual orientation or affectional preference and other forms of harassment as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)
- D. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict violence relating to sexual (including sexual orientation and affectional preference), racial/ethnic, religious, or disability upon any pupil, teacher, administrator or other school personnel.
- E. The School District will investigate all complaints, either formal or informal, verbal or written, of actions or statements which may constitute sexual, ethnic/racial, religious, disability, sexual orientation or affectional preference or other improper harassment or violence and will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who harasses or is violent toward any pupil, teacher, administrator or other school personnel of the School District. The School District also reserves the right to discipline any student or employee for derogatory sexual, ethnic/racial, religious, disability, sexual orientation or affectional preference related statements or conduct which do not constitute illegal harassment or violence on the aforementioned bases but nonetheless are inappropriate.

**II. SEXUAL, ETHNIC/RACIAL, RELIGIOUS, DISABILITY, SEXUAL ORIENTATION AND AFFECTIONAL PREFERENCE HARASSMENT/VIOLENCE DEFINED**

**A. Sexual harassment (including sexual orientation and affectional preference) definition.**

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
  - a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, of obtaining an education or of transacting business with the School District; or
  - b. Submission to or rejection of that conduct or communication by a person is used as a factor in decisions affecting that individual's employment, education or business with the School District; or
  - c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with a person's employment, education or business with the School District, or creating an intimidating, hostile or offensive employment, education or business environment.
2. Sexual harassment includes but is not limited to the following behaviors:
  - a. Unwelcome statements of a sexual nature;
  - b. Unwelcome solicitation or pressure for sexual activity;
  - c. Intentional brushing against, patting or pinching of another's body;
  - d. Requests for sexual favors accompanied by implied or overt threats concerning an individual's employment, education or business with the School District;
  - e. Requests for sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, education or business with the School District; or
  - f. Any sexually motivated unwelcome touching.
3. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

**B. Racial/ethnic harassment definition. Racial/ethnic harassment consists of physical or verbal conduct relating to an individual's race/ethnicity when the conduct:**

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

**C. Religious harassment definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:**

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

**Disability harassment definition. Disability harassment consists of physical or verbal conduct which is related to an individual's disability when the conduct:**

1. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. Otherwise adversely affects an individual's employment or academic opportunities.

Other forms of general harassment definition. General harassment is defined as acts of a derogatory nature directed towards an individual which is usually associated with, but not limited to, an individual's accent or language background, weight, height, status with regard to public assistance, gender, national origin, association with person's who are subjected to harassment based on the categories identified above, subordinate relationships (in class or on the worksite), student to staff relationships, and peer to peer relationships, when the act:

Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

1. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
2. Otherwise adversely affects an individual's employment or academic opportunities.

**F. Sexual violence definition.**

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statute Section 609.341 Subd. 5, includes the primary genital area, groin, inner thigh, buttocks or breast.
2. Sexual violence may include, but is not limited to:
  - a. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or

- d. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- e. In any of these cases listed above, touching of the clothing covering the immediate area of the intimate parts.

Racial/ethnic violence definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race. Religious violence definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

I. Disability violence definition. Violence based on a disabling condition is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, the person's disability.

J. Assault definition. Assault is:

- 1. An act done with intent to cause fear in another of immediate bodily harm or death;
- 2. The intentional infliction of or attempt to inflict bodily harm upon another; or
- 3. The threat to do bodily harm to another with present ability to carry out the threat.
- 4. III. **REPRISAL**

A. The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged sexual, racial/ethnic, religious, or disability harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. B. See also Policy 5201 Bullying and Hazing and 5200A Citywide Discipline Procedures for additional guidance on responding to incidents with pupils.

A. The goal of school discipline is to teach students to behave in ways that contribute to academic achievement and school success and to support a school environment where students and staff are responsible and respectful. Minneapolis Public Schools expects all students to be active learners and responsible members of their learning community.

B. The purpose of this policy is to support school discipline that:

- Maintains safe and orderly learning communities
- Assures consistency across all schools in the district
- Defines and communicates expectations for student behavior
- Defines and communicates expectations for staff responsibility related to student discipline, and
- Assures equity across cultural groups

C. The term staff, as used in this policy, includes teachers, school administrators, and all other employees of MPS.

## II. GENERAL STATEMENT OF POLICY

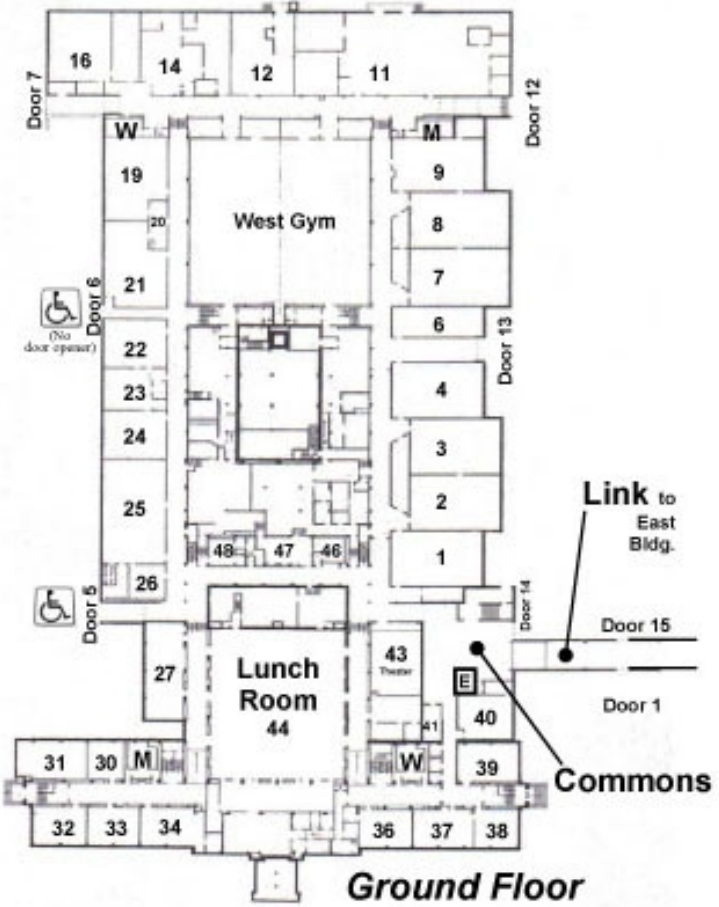
A. Minneapolis Public Schools recognizes that effective school discipline is critical to academic success and requires both high standards of behavior and a culture of acceptance as students are learning to meet them. Effective school discipline maximizes the amount of time students spend learning and minimizes the amount of time students cause disruption or are removed from their classrooms due to misbehavior. Minneapolis Public Schools sets benchmarks to assure accountability in this area.

B. MPS has the responsibility to educate every student and to provide a safe and orderly learning environment for all students and staff. MPS has high standards for all students, and recognizes that a diverse, urban school district needs to use differentiated strategies to assure that all students meet these standards. Previously, African American males and Native American students have had a disproportionate share of suspensions. This policy and the accompanying procedures are intended to help MPS adjust practice to eliminate gap in suspension rates, while improving behavior, school climate and academic achievement for all students.

C. MPS is committed to teaching all students and to assuring that no student's disruptive and/or dangerous behavior interferes with the learning of others. This is best accomplished by preventing misbehavior before it occurs and using effective interventions after it occurs. The MPS citywide discipline policy and procedures articulate the following set of values and unbiased expectations to help meet these responsibilities and to balance the best interests of each MPS student with those of the school community as a whole.

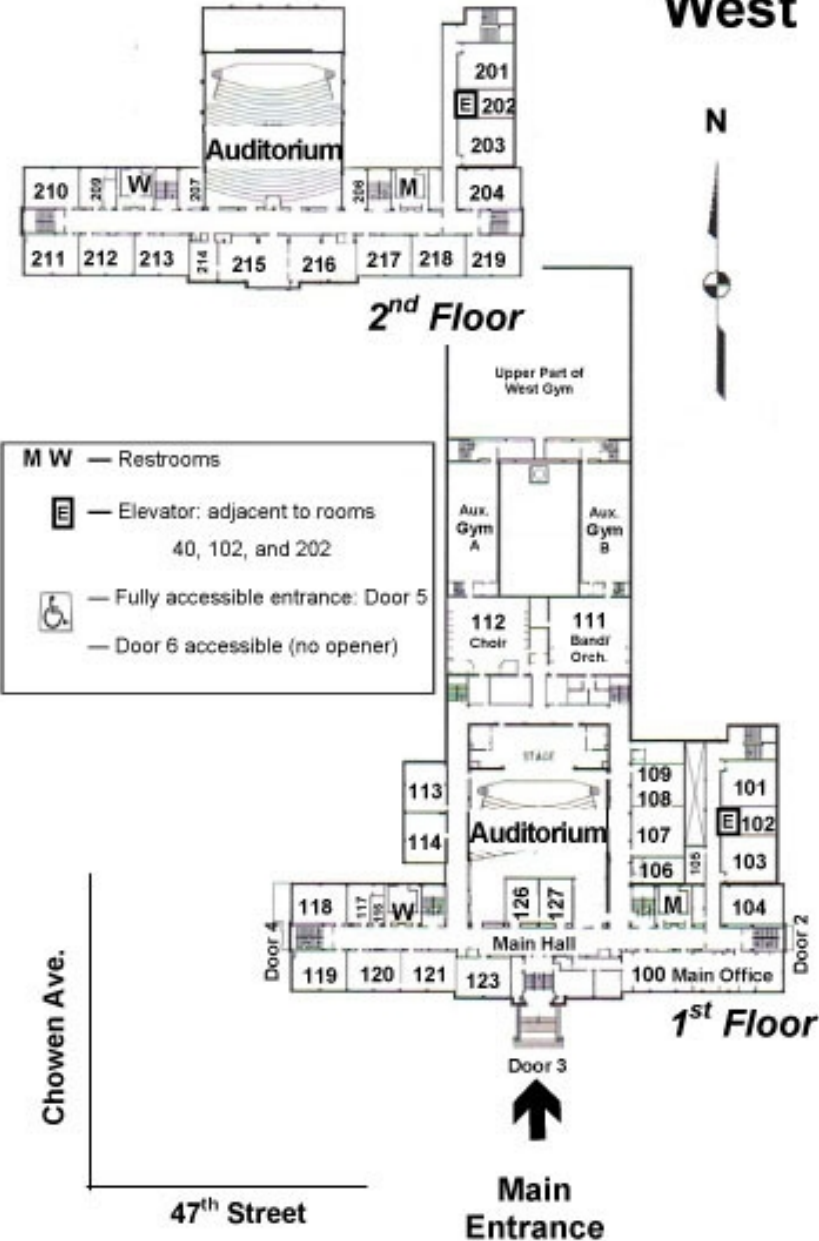
- 1. Effective discipline can only occur in the context of a learning community with caring **relationships**. Relationships of care and mutual respect are necessary for students to accept teaching, modeling and feedback from their teachers. In addition, these relationships provide the motivation for students to care about the impact of their behavior on others.
- 2. **Effective teaching** requires engaging, differentiated curriculum, instruction and assessment designed to address the needs of our diverse learners.
- 3. Each school and classroom has clearly defined rules that are **explicitly taught**. All students are held to **high standards of behavior**. Students have input in the development of rules for their school and classrooms. Students have the opportunity to learn and practice pro-social behaviors. Adults consistently maintain high behavior standards for all students by teaching, modeling and monitoring behavior, and by correcting misbehavior as necessary.
- 5. Effective discipline **balances consistency with regard for the unique circumstances of the individual**. Some students will need specialized support to help them learn self-discipline. This support may take the form of individual interventions delivered in the classroom, school-wide programs or, in some instances, more structured settings.

# Building

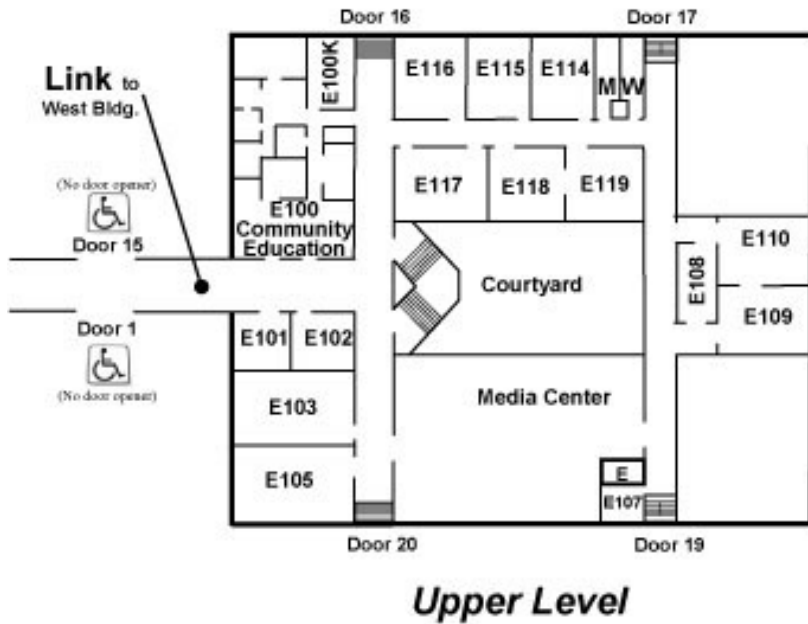


# West

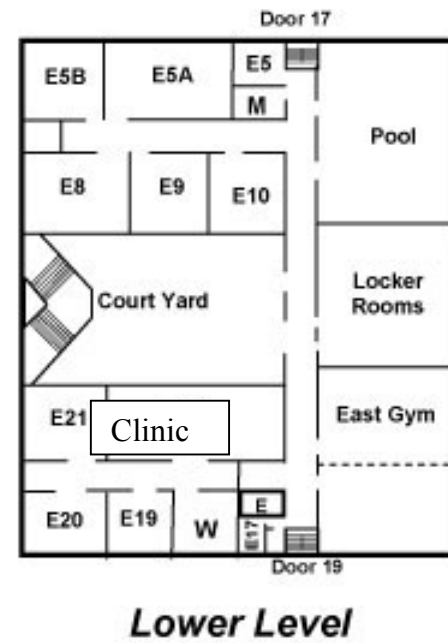
N



# East Building



<b>M W</b>	Restrooms
<b>E</b>	Elevator: Adjacent Door 19
	Accessible entrances: Doors 1 and 15 (no door opener) (Door opener at Door 5 in west building)



47<sup>th</sup> Street

Beard Ave.



