



# **Hopkins West Junior High All School Rules - 2016-2017**

## **Student Rules:**

1. When the bell rings, you are in class.
2. No hats or hoods worn in the building bell to bell (7:47 to 2:35).
3. No electronics shown or used in the classroom from bell to bell (the start of class to the end). Use of electronics during passing time or in cafeteria is acceptable.
4. Only string backpacks or purses no larger than 13" x 15" x 3" allowed in classrooms.
5. No jackets (outerwear) in classrooms, lunchroom, etc. They should be in your lockers for the entire school day from bell to bell (7:47 to 2:35).
6. Follow the dress code.

## **Hallway Guidelines:**

1. No running.
2. No profanity or screaming.
3. Hands to self.

## **Passes:**

1. No passes during 3rd block.
2. No passes in the first 15 or last 15 minutes of blocks 1, 2, and 4.
3. E-hallpass (on i-pads) will be used when students leave classrooms for reasons that they request (i.e. bathroom, nurse, media center, or locker). Students have THREE MINUTES to be back in class. Phy Ed classes will be an exception, their passes will be the blue gym shirts that they are wearing.
4. Blue student passes will still be issued from Student Services, the administration office, Challenge program, AOM, special education, or where a child is requested by a faculty member. These will be separate from the passes mentioned above.

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## **Part 1 – Information**

### **Arrival and Dismissal Hours**

Junior high students' school hours are 7:47 a.m.- 2:35 p.m.

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found on the district's website at [www.hopkinsschools.org](http://www.hopkinsschools.org) and at each school's website.

### **Complaints**

Students, parents/guardians, employees, or other persons may report concerns or complaints to the building principal. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

### **Employee Directory**

Staff members' building phone numbers and school email addresses may be found on the building web page.

### **Employment Background Checks**

The purposes of this policy is to maintain a safe and healthful environment in the School District in order to promote the physical, social, and psychological well-being of its students. To that end, the School District will seek a criminal history background check for applicants who receive an offer of employment with the School District or such other background checks as provided by this policy. The School District may also elect to do background checks of volunteers, independent contractors, and student employees in the School District.

### **Equal Access to School Facilities**

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

### **Food in the Classroom**

Food and beverages must remain in the cafeteria and commons area and are not to be consumed in halls or academic areas except under direct staff supervision. Sale or distribution of food, beverages, or candy is not allowed by USDA or District Policy.

### **Student Nutrition Services**

Nutritious school meals are a vital link to the physical and intellectual fitness of students. Hopkins' Student Nutrition Services program provides students and staff with quality food service in a pleasing environment and at an affordable price. Breakfast and lunch programs are provided on all days that students are in attendance.

### **Breakfast and Lunch Menus**

Menus are planned in advance and can be accessed from the district website at [www.hopkinsschools.org](http://www.hopkinsschools.org)

### **Junior High Meal Prices (2016-2017)**

<i>Student - Full Price Meals</i>	
Breakfast	\$1.75
Lunch	\$3.10
<i>Student - Reduced Price Meal Benefit*</i>	
Breakfast	\$0.00 (No Fee)
Lunch	\$0.00 (No Fee)
<i>Student - Free Meal Benefit*</i>	
Student Breakfast	\$0.00 (No Fee)
Student Lunch	\$0.00 (No Fee)
<i>Adult</i>	
Breakfast	\$2.05
Lunch	\$3.85

#### **\*Free or Reduced Price Meal Benefit**

Students must have an approved SY 16-17 Application for Education Benefits on file to receive free or reduced meal benefits. Meal benefits are available to students whose families meet certain requirements such as: families might have either one or more children who receive MFIP, SNAP or FDPIR benefits, have a foster child or have a household income within certain guidelines. Free or reduced price meal benefit information is private data and is kept confidential. Applications for free and reduced price meals are available at [www.hopkinsschools.org](http://www.hopkinsschools.org). Call Student Nutrition Services if you have questions about your application or meal benefits.

#### **Spending Student Meal Accounts**

Each student has an individual account identifiable with a Personal Identification Number (PIN) (assigned when enrolled and remains the same until graduation). When students come to the cashier, they will enter their PIN and state their name. The cashiers will have a list of PIN numbers in the event the student forgets their number. Students will use their accounts to purchase breakfasts, lunches and ala carte items from all areas.

#### **Paying Student Meal Accounts**

Advance payment is required and is credited to the individual student's account. The most convenient way to pay is by credit card through our website [www.hopkinsschools.org](http://www.hopkinsschools.org). Checks, payable to Hopkins Public Schools, Student Nutrition, can also be sent to the cafeteria with your student; please include the first and last name and PIN number of each student in the memo section. Payments can also be given to a cashier in the lunch line, or mailed directly to the cashier at the school. Sending cash is not recommended.

#### **Student Account Balances**

Students must have a positive balance in their meal account to make any ala carte purchases, either by use of their PIN or a cash transaction. If you have questions about your student's balance, please contact the cashier in your student's school between 10:00 am and 11:00 am or the Student Nutrition Services Department. When the student's account is running low, the cashier will inform the student that it is time to add money to the account. They will be given a reminder note. A phone call to parents will be made when the account is getting low or reaches zero. If the student has no money and a phone call or notice has been sent home, the student will be served a reimbursable meal, but their meal account will go negative. Parents will be responsible for their student's account charges. Any money left in the account at the end of the year will be left in the system for the next school year. A family

moving out of the district with \$5.00 or less remaining in their account should contact the building cashier for a refund of the balance; for refund of balances over \$5.00 call Student Nutrition Services Department.

Student Nutrition Services Department Telephone: 952-988-4060  
between 7:00 am and 4:00 pm.

### **Fees**

The Board is dedicated to the principle that the acquisition of an education in the public school system should not be dependent upon the ability of a student or family to pay school fees.

### **Library and Media Center**

The media center offers a wide variety of electronic and print resources for research and information and technology instruction. It is to be used as a quiet work area only. The library/media center provides "media access" from home at its web site at: <http://www.hopkins.k12.mn.us/pages/mediacenter/index.html>  
Media center hours are posted near its entrance.

### **Nondiscrimination**

Hopkins Public Schools is committed to an inclusive educational program and school climate that affirms the value and supports the full development of individual students. This commitment is expressed through the District's mission and strategic priorities; the Equity Strategy Plan; the Equal Opportunity Policy; the Offensive Behavior Policy; and through compliance with state and federal laws prohibiting discrimination on the basis of sex, race, creed, religion, color, national origin, age, marital status, public assistance status, family care leave status, veteran status, sexual orientation, or disability, including the American With Disabilities Act of 1990.

### **Notice of Violent Behavior by Students**

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

### **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer, parents/guardians should contact the building principal. Parents who visit a classroom will be asked to make prearrangements with the classroom teacher and will also sign in at the welcome center when arriving at school.

### **Pledge of Allegiance**

The School Board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this Policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

### School Activities

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Some are offered at WJH (athletics or community ed programs), or HHS (athletics, debate or theater), however, instruction is the school district's priority. Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities. All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Hopkins School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable. Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Dan Johnson, Hopkins Athletic Director, 952-988-4500. Additionally junior high students must maintain passing grades in all classes to participate in junior high athletics.

### Athletics

The Hopkins junior high athletic program is designed for all students interested in participating in after school sports. Junior high students may also try out for some high school teams. Athletic practices at the junior highs are held after school Monday-Thursday from 2:45-4:45 p.m. A physical must be on file in the Nurse's office to participate. An activity bus is provided to transport students home after practice Monday-Thursday. Athletic information and registration is available on the Hopkins school district website at [www.hopkinssactivities.org](http://www.hopkinssactivities.org). See this site for additional athletic opportunities offered at the high school. *Junior high students who want to try out for a varsity team must complete a try out form before registering at the high school.* Call 952-988-4737 for the athletic hotline with events and locations.

### Sports offered at Hopkins junior high schools include:

#### BOYS

Fall Season	Winter Season I	Winter Season II	Spring Season
Football 7-8 Soccer 7-8 (Co-ed)	Basketball 8 Wrestling	Basketball 7	Tennis 7-8 Track 7-8

#### GIRLS

Fall Season	Winter Season I	Winter Season II	Spring Season
Swimming 7-8 Tennis 7-8 Volleyball 7-8	Basketball 8	Basketball 7	Softball 7-8 Track 7-8

Students are reminded that in order to participate in athletic or after school groups or activities they must be in attendance the day of the event.

### Academic Criteria Policy for Athletic Participation

Students receiving an F grade in any class at any time will go on "academic support". The academic support system will proceed as follows:

\* At each marking period the coach will receive a list of student athletes that are on their team that have an F.

- \* If a student is failing before a formal marking period, teachers may contact coaches at anytime to notify the coach of the failing grade.
- \*The coach will notify the parent(s).
- \*At this time the student will be on “academic support”.
- \*The student in cooperation with the instructor and coach will attend practices, and support services as directed by the instructor and the coach.
- \*The student will route a progress report to his/her teachers. If the student receives an “unsatisfactory” (U) toward progress; the student will not be allowed to participate in competitions and contests. Students will be allowed to practice while on “academic support”. Once the student has received a satisfactory progress report (S), they may resume full team participation.

Academic support available at West Jr. High may include:

- \*WISE/Learning Lab
- \*SOAR
- \*AOM

A student will be considered in “good standing” when at a formal marking period (mid-quarter/quarter) there are no F’s on the grade report. At this time the student will off “academic support”.

### **Emergency School Closing Information**

If it becomes necessary for the superintendent to delay the start of the school day or to close school for the day, you will be notified by phone and email through our ConnectEd messaging system. It will also be broadcast over local radio and television stations and district website.

### **Searches**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the School District’s policies against contraband. It is also the intent of the administration of the Policy to treat students, subject to search provisions outlined in the policy as permitted by law, in a respectful manner.

### **Lockers and Personal Possessions Within a Locker**

According to state law, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. Students’ personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of student’s personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless it would impede an ongoing investigation by police or school officials.

### **Personal Possessions and Student’s Person**

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

### **Care of Books and School Property**

Textbooks are issued free of charge by the school district, and students are expected to care for them properly. Students must pay for lost or damaged books. Each book has a number, and a record is kept by the teacher of each book that is given to a student. Be sure to write your name in ink on the label inside the front cover. The same book issued to a student at the beginning of the school year is to be returned at the end of the school year. Report cards, yearbooks, and Celebration Day may be withheld until fines are paid.

### **School Publications and Materials**

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

### **Distribution of Nonschool-Sponsored Materials on School Premises**

The purpose of this policy is to provide for distribution of materials appropriate to the school setting by non-school person and organizations (defined herein as non-staff and non-students) on School District property in a reasonable time, place, and manner which does not disrupt the educational program nor interfere with the educational objectives of the School District and takes into consideration students' and employees' free speech rights. Permission to distribute materials on school property by non-school persons is a privilege, not a right. When deemed appropriate, students may be asked to carry announcements and informational materials home to be shared with their parents/guardians.

### **Student Records**

Educational records will be maintained in compliance with current state and federal law. These procedures are intended to reflect the requirements of federal and state law and are not intended to create obligations or requirements which exceed federal and state law. In the event these procedures are different from or conflict with federal or state law, the provisions of federal or state law shall govern.

### **Video-and Audio-Taping-School Buses**

All school buses used by the school district are equipped with video cameras. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a videotape of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

### **Video Taping in Places Other Than Buses**

The school district buildings and grounds are monitored by video cameras. Video surveillance may occur in any school district building or on any school district property.

## **PART II-ACADEMICS**

### ***Excerpt from the Hopkins West Junior High Academic Honesty Policy***

Academic Honesty is "a set of values and skills that promotes personal integrity and good practice in teaching, learning, and assessment."<sup>1</sup> The school community of Hopkins West Junior High is committed to creating and nurturing a culture that promotes personal, social, and academic honesty. We work toward this endeavor by demonstrating learner profile<sup>2</sup> characteristics in our daily decisions and actions. At Hopkins West Junior High we strive to be:

- **Principled** - to act with integrity and honesty and take responsibility for our own actions and the consequences that accompany them
- **Inquirers** - to acquire the skills necessary to ask questions, solve problems, conduct research and show independence in learning
- **Knowledgeable** - to explore concepts, ideas and issues that have local and global significance
- **Open-minded** - to seek and evaluate a range of points of view

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<sup>1</sup> International Baccalaureate, Diploma Programme, *Academic Honesty*, 2009, p. 2.

<sup>2</sup> International Baccalaureate, *MYP: From principles into practice*, 2008, p. 8.



- **Thinkers** - to demonstrate initiative in applying thinking skills critically and creatively and make reasoned, ethical decisions
- **Communicators** - to understand and express ideas confidently and creatively and to work effectively in collaboration with others

### **Malpractice - Definitions and Examples:**

Students at Hopkins West Junior High strive to make their work individual and based on original ideas, and when they use ideas from someone else, the students give credit to the source. This behavior demonstrates academic honesty. If a student copies work from others or uses ideas from someone else as their own without credit, they would be engaging in academically dishonest behavior and violating the Academic Honesty Policy. The violations of the Academic Honesty that may occur can be categorized into different types of **malpractice**.

**Malpractice** describes any activity where a student gains an unfair advantage on an assignment or assessment.<sup>3</sup>

Malpractice can occur on in-class assignments, labs, homework assignments, tests, quizzes, projects, or any other process or product in which students are asked to demonstrate their own learning.

#### **Types of malpractice:**

**Plagiarism** means using the ideas and work of someone else and submitting it as your own.

##### ***Examples of plagiarism include:***

- Copying another person's work
- Copying and pasting directly from the Internet
- Rewording someone else's words and not giving that person credit for his or her ideas

**Collusion** means allowing someone else to copy your work to be turned in for credit. This differs from collaboration where students, at the consent of their teacher, work together on a collective final product.

##### ***Examples of collusion include:***

- Letting someone copy your in-class assignment, homework, test, etc.
- Assisting in another person's cheating in any way
- Sharing information about what is on a quiz or test with other students

**Duplication** of work means turning in the same piece of work to be graded in two or more different classes without teacher consent.

##### ***Examples of duplication include:***

- Turning in the same writing assignment to be assessed in two different classes.
- Turning in an old project done by you or someone else to be graded.

##### **Other examples of malpractice include:**

- Talking with another student during a quiz or test
- Using hidden notes on a quiz or test
- Making up or changing actual data for an experiment/assignment
- Having someone do your work for you, including any tutors or your parents

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<sup>3</sup> International Baccalaureate, Diploma Programme, *Academic Honesty*, 2009, p. 3.

- Letting your partner do all of the work on an assignment and then putting your name on the assignment as if you had done an equal share of the work
- Forging another person's signature, including your parent's signature
- Performing any act of dishonesty in regard to your academic achievement

**Students at Hopkins West should assume that all work, including homework, is to be done individually unless the teacher gives permission to work collaboratively on a particular assignment.**

### **Schedule changes**

Student and parent requests for changes to a schedule may be considered if submitted during the first 3 days of the course. Submissions for a change will be evaluated by examining what the student requested during the registration process. Any change granted is based on space being available in the requested class. All changes must be for academic reasons, not instructor preference or student friends.

### **Grades**

Students' grades will be reported eight times a year (midterms 4 times, term grades 4 times). Report cards will be available through Infinite Campus or mailed home if no computer is available. Online grade reports may be reviewed at Infinite Campus at:

<https://campus.hopkinsschools.org/campus/portal/hopkins.jsp>

#### **Grade Point Average:**

A = 4	B = 3	C = 2	D = 1
A- = 3.667	B- = 2.667	C- = 1.667	D- = 0.667
B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0

#### **Honor Roll Division:**

Acad. Distinction = 3.667-4.0
A Honor Roll = 3.33-3.6
B Honor Roll = 2.667-3.

### **Graduation Requirements**

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Hopkins High School. All students will be required to pass the Graduation Required Assessments for Diploma (GRAD), which are part of the Reading and Mathematics MCA exams, and the GRAD Test of Written Composition.

Students will have the first opportunity to test for the GRAD Test of Written Composition in 9<sup>th</sup> grade, GRAD Reading in 10<sup>th</sup> grade and GRAD Math in 11<sup>th</sup> grade. If a student does not satisfy the graduation requirement for an assessment during the first administration, there will be re-test opportunities available.

### **Course Credits Required**

A Hopkins High School graduate successfully completes 54 credits in grades 9-12.

- 8 credits of Language Arts (including 1 credit of Global Lit. and Writing)
- 8 credits of Social Studies
- 6 credits of Mathematics (2 credits each of Algebra I, Geometry and Algebra II)
- 6 credits of Science (including 2 credits of Honors Biology)
- 2 credits of Physical Education
- 2 credits of Fine Arts
- 1.5 credits of Health Science
- 20.5 additional credits (minimum) in any subject area (electives)

### **Promotion and Retention**

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

## **PART III-RULES AND DISCIPLINE**

### **After School Instructions**

1. All students are to go to lockers to prepare to go home at 2:35 bell.
2. Only students in organized, staff supervised activities are allowed to stay after school after 3:00 p.m. (like Knowledge Masters, Learning Lab, WISE, SOAR, sports, community education classes).
3. Activity bus passes are required in order for students to be eligible for a bus ride home. They are issued on a seasonal basis by the activities coach or supervisor. Daily passes are available in the administration office with a note from parent or staff member. Students without a pass will not be allowed to board and may need to call home for a ride.
4. Students waiting to be picked up should go to lockers first, and then wait at the front door (Door A) for their rides.
5. Students sent to ISS during the day, need to ride their regular school bus home and cannot stay after school.
6. Following directions of adults is critical and failure to do so may result in a loss of after school privileges.
7. When a student leaves campus (walks off into neighborhood or is picked up by car) they are not eligible to return that day. This policy is designed to eliminate distractions and keep our school safe and focused on educational activities.

### **Attendance**

The School Board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of the Policy is to encourage regular school attendance so that learning can take place. This Policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent, or guardian, teacher, and administrators. This Policy will assist students in attending classes.

### **Excused Absences**

The following reasons (authorized by families) shall be considered to be an excused absence:

- a. Illness
- b. Serious illness in the student's immediate family
- c. A death in the student's immediate family or of a close friend or relative
- d. Medical or dental treatment
- e. Court appearances by family or personal action
- f. Religious instruction not to exceed three hours in any week
- g. Physical emergency conditions such as fire, flood, storm, etc...

After an excused absence, the student assumes major responsibility for obtaining assignments and completing make up work within the time specified by the teacher. The school expects the student and parent/guardian to make every effort to schedule time which does not conflict with class attendance.

### **Participation in Activities**

When a student is absent from school, they become ineligible to participate in school sponsored activities such as after school clubs, concerts, field trips and sporting events, unless approved by school administration.

### **School Authorized Absences**

The school authorizes students to miss regular classes in order to participate in activities which include:

- a. Official school field trip or other school-sponsored activity
- b. Music sectional lessons
- c. Student recognition/award ceremony
- d. Registered voters for official local, state, and national elections
- e. Special services appointment or school-sponsored support groups
- f. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.

### **Unexcused Absences**

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

- a. Truancy. An absence by a student which was not approved by the parent and/or the District.
- b. Any absence in which the student failed to comply with any reporting requirements of the District attendance procedures such as authorization from the nurse, attendance office, or the administration office.
- c. Family trips for which no prior arrangement have been made.

Student attendance will be monitored, reported, and recorded, and intervention initiated in accordance with absence classifications and Administrative Rules and Regulations attendant to this policy.

### **Cafeteria Behavior Expectations**

Students are expected to show Royal Pride on the West Side at all times, but especially in the cafeteria. Lunchtime is when students get re-fueled by eating and connecting with friends. This needs to be done by being respectful, responsible and your best whenever you are at lunch. Students can show these traits by staying seated, using table voices, leaving the space clean and never throwing objects. Some further expectations are listed below:

1. All students stay at school for breakfast and lunch. (No open lunch)
2. All students stay in the cafeteria during lunch until dismissed.
3. All food stays in the cafeteria, including bottles and cans. No food in the gym, halls, or classrooms.
4. PIN numbers should be used in all serving lines to purchase food.
5. Students are dismissed by table or rows.
6. Failure to follow cafeteria rules may result in consequence including, but not limited to: cleaning tables, sweeping floors, quiet lunch, detention, or OSS at the administrative discretion.

### **OFFENSIVE BEHAVIOR POLICY**

1. Everyone in the Hopkins School District has the right to feel respected and safe
2. This offensive behavior policy is intended to prevent offensive or degrading remarks or conduct about someone's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance.
3. Offensive behavior that is expressly prohibited by this policy includes religious, racial and sexual harassment and violence.
4. An offender may be a student or an adult. Offensive behavior or harassment may include the following when related to race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance:

- a. Name calling, teasing, jokes, rumors or other derogatory remarks;
  - b. Graffiti;
  - c. Notes or cartoons;
  - d. Unwelcome touching of a person or his/her clothing;
  - e. Offensive or graphic posters, pictures, book covers, or clothing;
  - f. Words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad;
5. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal, or the District Human Rights Officer. They will help you understand the actions you may take to get the behavior to stop.
  6. You may choose to get help in resolving the problem informally, or you may make a written report and request a formal investigation of your complaint.
  7. Your right to privacy will be respected as much as possible.
  8. We take all reports of offensive behavior and harassment very seriously and will take appropriate actions based on your report.
  9. The Hopkins School District will also take action if anyone tries to intimidate you or harm you because you have reported offensive behavior.
  10. This is a summary of the Hopkins School District's offensive behavior policy.

The complete policy is available in your school office or from the District Human Rights Officer, 1001 Highway 7, Hopkins, MN 55305, (952)988-4035.

### **Anti-Harassment**

It is the policy of Hopkins School District 270 to maintain a learning and working environment that is safe and secure, and where students and employees are treated with respect and dignity. The District will strive to ensure that no student or employee will be subject to offensive or degrading remarks or conduct. Such behavior includes inappropriate remarks or conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance.

### **Bullying Prohibition**

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The School District cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the School District and the rights and welfare of its students and is within the control of the School District in its normal operation, it is the School District's intent to prevent bullying to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this Policy is to assist the school District in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

### **Bully Prevention Policy**

Hopkins West Junior High takes bullying seriously. Bullying harms the victim and the bully, and it makes our school a less safe and comfortable place to learn for everyone.

At Hopkins West Junior High, we define bullying as:

A mean action: (which includes physical actions, name-calling, rumor-passing, exclusion, sexual harassment, and cyber bullying, among others)

1. That is repeated and goes on over time.
2. Where there is an imbalance of power.
3. The victim's behavior and consequently their education is impacted negatively.

**These are our school rules about bullying:**

- I will not bully others
- I will try to help students who are being bullied.
- I will include students who are left out.
- When I know someone is being bullied, I will tell an adult at home or at school.

**Fighting**

Students who engage in fighting will be suspended from the classroom or from the building for up to ten days. They may also be subject to a Disorderly Conduct Citation from Minnetonka police as per city ordinance/police guidelines. When a student is involved in a second fight, the behavior may result in disciplinary actions such as suspension and/or an expulsion.

**Hall Pass Rules**

Students in the hall during scheduled class time must have their hall pass with them. Misuse of passes may result in denial of passes. Students will then be placed on the no pass list. There are no passes during the first 15 minutes and last 15 minutes of every block.

**Hall Sweeps**

Regular class attendance is crucial to academic success. To support this belief, upon hearing the bell at the end of each passing time, before school starts and between classes, teachers will close their doors. Students remaining in the hallway after the bell rings will be "swept" by staff to the Administration office, marked tardy, and given an unexcused late pass to class. If a student accumulates three tardies in a quarter, they will be assigned a quiet lunch, a lunch period spent outside of the cafeteria and away from peers. When a student is assigned three quiet lunches (nine tardies) in a quarter, a meeting with guardian(s), student, and administrator will be held to determine further interventions.

**HAZING PROHIBITION**

**Purpose**

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

**Definitions**

"Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

“Student organization” means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

## **Reporting Procedures**

**Informal Reporting Procedure:** Anyone may seek advice on matters related to the Hazing Policy without having to file a formal complaint. Students who feel they have been or may be subjected to hazing are encouraged to talk with a principal, teacher, coach or advisor. Staff members who are approached by students will counsel students on options available to them under this policy. Staff members who have concerns about alleged hazing behavior are encouraged to talk with a principal, teacher, coach or advisor. The aim of the informal reporting procedure is not to determine intent or blame, but to ensure that the alleged hazing behavior is stopped and the matter is resolved promptly at the lowest possible level. The outcome of the informal reporting procedure could include clarification of the policy, referral to an appropriate coach/advisor to investigate the alleged behavior, or a recommendation that the student or staff member file a formal complaint.

If the student or staff member decides to handle the situation herself/himself, there is no need for further investigation. However, the student or staff member is to be informed that the formal reporting procedure is always available.

**Formal Reporting Procedure:** Any person who believes he or she has been the victim of hazing or has knowledge or belief of conduct which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the school district human rights officer or to the superintendent.

Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing, shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter’s future employment, grades or work assignments.

### **School District Action**

Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the Superintendent within fifteen (15) days of completion of the investigation.

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of the 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.

The results of the School District's investigation of each formal complaint filed under these procedures will be reported in writing to the Complainant by the

School District in accordance with state and federal law regarding data or records privacy.

### **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 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 hazing, retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

### **CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

1. As the school bus approaches the bus stop or school loading area, students should stand back until the bus comes to a complete stop, then load in an orderly manner—no pushing or shoving is allowed.
2. When boarding the school bus, students must take a seat promptly and stay seated until the bus comes to a complete stop for unloading. Standing on the bus is not allowed while the bus is in motion.
3. Students shall never put their head, elbows, arms, and spit or throw things out of the windows or litter on the bus.
4. Screaming, yelling, the use of profane or obnoxious language, and any kind of active play or unnecessary confusion is not allowed. For the safety of his/her passengers, the driver needs to hear sirens, horns, train whistles, etc. and any diversion of the driver's attention may result in a serious accident.
5. Never tamper with any bus equipment: first aid kit, flares, fuses, and emergency doors. Students must pay for willful damage to bus seats or other equipment.
6. Students will not smoke tobacco; play with matches, fire or other dangerous objects on the bus.
7. Articles that could be injurious or of objectionable nature to the well being of all students are forbidden on the bus.
8. When it is necessary for students to cross the road when boarding or loading the bus, students must cross far enough in front of the bus so they can be seen by the driver. Wait for the bus stop arm to fully extend and the lights to flash. Look both ways before crossing.



9. To provide for the safety and well being of all riders, ***students are required to ride their assigned bus.*** If a student needs to ride a different route, he/she must bring a note from his parents ***and*** have it approved by administration.
10. At the end of the school day, students are expected to board their bus in an orderly and timely fashion. Drivers will honk their horn.

### **Discipline**

The purpose of this policy is to ensure that students are aware of and comply with the School District's expectations for student conduct. Such compliance will enhance the School District's ability to maintain discipline and ensure that there is no interference with the educational process. The School District will take appropriate disciplinary action if students fail to adhere to the Code of Student Conduct established in this policy.

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others'
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable School District policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

### **Display of Affection**

We ask that you refrain from intimate behavior (kissing, embracing, etc.) Teachers and other staff members are instructed to correct students if their behavior is not acceptable.

### **Dress and Appearance**

We take pride in the appearance of our students. Students are expected to wear clothes that are appropriate for school activities. Student dress should not have inappropriate language nor distract or detract from the educational environment. Students are **not** to wear the following clothing during the school day or to school sponsored events (dances, field trips, athletic events, concerts, evening events, etc):

1. Bandannas, hoods, do rags, hats (worn or carried) during school hours from bell to bell.
2. Tube tops, tops with bare backs to string backs, spaghetti straps and tops with only one strap.
3. Shirts, skirts, pants, or shorts which expose the midsection or underwear.

4. Clothing which is otherwise inadequate in its covering or overly suggestive. This includes low cut shirts that expose the top of the chest, pants that ride below the waist, overly short skirts, or shorts, and/or clothing that would expose underwear.
5. Clothing with references to sexual activity, alcohol, marijuana, or other controlled substances or paraphernalia associated with illegal substances.
6. Spikes worn as jewelry, in clothing, or as body piercings.
7. Wearing clothing and other items or grooming in a manner that represents and /or promotes threat/hate groups including gangs or supremacist groups.
8. No outerwear, including sunglasses, gloves, or coats, is allowed to be worn in school.
9. Backpacks
10. No chains attached to clothing or inappropriately worded breast cancer bracelets.
11. No pajamas worn during the school day (unless it is school sponsored).
12. No blankets should be worn or carried throughout the day.

If students are in violation of the code, they will be told to change their attire in order to be allowed back into classes.

### **Electronics Policy**

1. Personal items of value (cell phones, iPods, cameras, electronic games, radios, MP3 players, computers, etc.) should not be brought to school since loss, theft, or damage is possible.
2. Also, such items can be distracting to the educational process and will be confiscated by school personnel if used during class instruction.
  - \*1<sup>st</sup> time - item given back to student at the end of the day.
  - \*2<sup>nd</sup> time – parent pick-up
  - \*Additional times – discretion of Administration to hold item, and/or parent pickup.
 WJH is not responsible for lost or stolen items (including those in lockers.)
3. Student also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc.
4. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
5. Students who use an electronic device during the school day outside of acceptable times and zones and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy.
6. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement.
7. ***Lost or stolen cell phones/electronics will not be investigated by school administrators; however, students may complete a report re: the lost/stolen electronic item.***

### **Student Cameras**

Anyone who uses a photo device or movie device to capture pictures of students or staff without the permission of the school is subject to discipline. This includes taking video of students participating in prohibited behavior like fights, academic malpractice, or vandalism.

### **Internet Acceptable Use**

Hopkins Public Schools provides students and staff with access to the School District's electronic resources, including computers, iPads, networks, Internet, and servers. The purpose of these resources is for classroom activities, communication, and educational research. Users are expected to utilize electronic resources to further their educational and personal goals consistent with the mission and policies of the School District. Students are

provided Internet access that employs technology protection measures that block or filter unsuitable content. Parents may request alternative activities not requiring the use of the Internet by contacting the school principal. Use of the district's electronic resources is a privilege, not a right. Students and staff are provided with notification and an explanation of acceptable use policies and procedures. The official notice regarding acceptable use and district limitations is available at [hopkinschools.org/noticeacceptableuse](http://hopkinschools.org/noticeacceptableuse). The Acceptable Electronic Resources Use policy is available on the web at [hopkinsschools.org/acceptableuse](http://hopkinsschools.org/acceptableuse). There is no expectation of privacy on district owned computers. **Games, chat rooms, discussion forums, and other personal postings are also not permitted during school hours.** Computer vandalism will not be tolerated. Forms of vandalism include altering or tampering with the operating systems, files, structures, hardware or software on school computer systems or any equipment that interfaces with the computer system. Violation of any of these rules will be grounds for disciplinary action.

### **Prohibited Actions and Equipment**

In-line skates, skateboards, bicycles, motorcycles or other motorized vehicles are not to be on buses or ridden on school playgrounds, parking lots, or other school property for recreational purposes. These rules are in effect to prevent serious injuries to students and pedestrians and to protect school property. Cars and motorbikes are not to be driven to school by any junior high students at any time. Bicycles may be ridden to and from school and parked in designated areas. Throwing snowballs is not permitted at school. Stink bombs, smoke bombs and nuisance items which disrupt school may be viewed as a weapons violation.

### **Rules for School Parties/Dances**

Dances are held several times during the year.

- Only West students may attend. No guests from other schools.
- Once you're in the building, you're to remain inside. If you leave, you must stay out.
- Food and drink must stay in the cafeteria.
- Appropriate behavior is required. Students asked to leave will not be allowed at other parties or dances
- No students are allowed at lockers. Coats and belongings will be locked in a classroom.
- Students must be in school all day on the day of the dance in order to attend the dance.

### **Selling Products in School**

Student to student selling of products or food for personal profit from lockers is prohibited.

### **Telephone Messages**

We will not disturb classrooms by pulling students out of classes to talk to family members on the phone. Emergency telephone messages for students will be referred to Administration. Messages from other than a parent/guardian will not be accepted. Please make doctor, dental, and other arrangements prior to school.

**Note:** Messages for students will be delivered at 9:20 am during advisory, around noon during the lunch period, and at the end of the day.

### **Tobacco-Free Schools**

The purpose of this policy is to maintain a learning and working environment that is tobacco free. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the School District or person to smoke or use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a School District owns, leases, rents, contracts for, or controls.

In addition, this prohibition includes all School District property and all off-campus events sponsored by the district. The School District will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials. *This policy also covers computer vandalism which includes altering or tampering with the operating systems, files, structures, hardware, or software on school computer systems or any equipment that interfaces with the computer system.*

### **Weapons Prohibition**

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location, except as provided in this Policy. This includes employees and students who are properly licensed to keep pistols or firearms in a motor vehicle in accordance with Minnesota Statute. The District will act to enforce this Policy and to discipline or take appropriate action against any student, teacher, administrator, a school employee, volunteer, or member of the public who violates this Policy.

### **Definition**

A. "Weapon" is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to:

1. All firearms, whether loaded or unloaded;
2. Other guns of all types including pellet, B-B, stun, and non-functioning guns, toy guns "look-alike" or any object that is a facsimile of a real weapon shall be treated as a "weapon";
3. Knives, blades or automatically opening blades, daggers, swords, razors;
4. Metal knuckles or other objects designed to be worn over the fist or knuckles;
5. Blackjacks, clubs, numchucks, throwing stars;
6. Explosives, fireworks, incendiary devices;
7. Poisons, chemicals, or substances capable of causing bodily harm;
8. Bow and arrows, sling shots;
9. Any other device or instrument such as laser pointers, pencils, scissors, or other objects that are used to intimidate, threaten or inflict harm or injury;
10. Mace.

B. "Possession" means having a weapon on one's person or in an area within one's control in a school location.

C. "School location" includes any school building or grounds, whether leased, rented, owned, or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the District.

## **PART IV-HEALTH AND SAFETY**

### **Accidents**

Any accidents, which occur during the school day and on school property, should be reported to the nurse's office at once. Any injuries that happen while taking part in athletics should be reported immediately to the coach in charge and to the nurse.

### **Crisis Management**

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans. The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Emergency Contact Information**

Parents must update emergency data with the Nurse's Office. Students who become ill or injured at school will not be released without parent/guardian authorization.

### **Health Information/First Aid**

The nurse's office in each building is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in each school. Tampering with any AED is prohibited and may result in discipline.

### **Communicable Diseases**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Health Service**

A licensed school nurse staffs the student health office. Students who become sick at school should report to the school nurse. In the event of an emergency, the school nurse will arrange for students who get sick at school to go home early. A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

### **Immunizations**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in

attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse.

### **Medications at School During the School Day**

At times, it may be necessary for a student to take medication during the school day. If a medication must be administered by school personnel, the following conditions must be met:

1. Written authorization by parent for both prescription and non-prescription medications.
2. Written instructions and authorization from a physician for prescription drugs including dosage and frequency.
3. All medications, prescription and non-prescription, must be in their original containers. Prescription medication containers should include the physician's name and pharmacy.
4. Medication that is not FDA approved will not be administered in school.
5. Students are only allowed to take medication in school when it is administered by the school nurse in the health office.

Exceptions include:

Secondary students with asthma are allowed to carry inhalers.

Secondary students may also possess and use non-prescription pain relief after a written authorization from the parent/guardian is received in the health office.

### **Visitors in District Buildings**

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

Student visitor privileges are reserved for prospective students interested in attending Hopkins' schools. To do otherwise is in one way, shape or form a distraction to the learning environment.

**An electronic version of West's rules and regulations can be viewed online at:**  
[www.hopkinsschools.org/schools/hopkins-west-junior-high](http://www.hopkinsschools.org/schools/hopkins-west-junior-high)

## **HWJH 2016-17 Academic Calendar/Reporting Dates**

<b>Monday, August 29</b>	<b>First day of school</b>
<b>Monday, Sept. 5</b>	<b>No School – Labor Day</b>
<b>Wednesday, Sept. 28</b>	<b>Picture retake day</b>
<b>Thursday, Sept. 29</b>	<b>Late Start – 9:47</b>
<b>Thursday, Oct. 13</b>	<b>Late Start – 9:47</b>
<b>Thursday, Oct. 20</b>	<b>No School – EM Convention</b>
<b>Friday, Oct. 21</b>	<b>No School – EM Convention</b>
<b>Oct. 31 – Nov 2</b>	<b>Black Out Days (No field trips, rehearsals, guests, etc.)</b>
<b>Wednesday, Nov 2</b>	<b>Conferences 3 pm – 7 pm - End of Term 1</b>
<b>Thursday, Nov 3</b>	<b>No School – Conferences 12 pm – 8 pm</b>
<b>Friday, Nov 4</b>	<b>No School – Conferences 8 am – 12 pm</b>
<b>Thursday, Nov. 17</b>	<b>Late Start – 9:47</b>
<b>Wednesday, Nov. 23</b>	<b>No School</b>
<b>Thursday, Nov. 24</b>	<b>No School -Thanksgiving</b>
<b>Friday, Nov. 25</b>	<b>No School</b>
<b>Thursday, Dec. 8</b>	<b>Late Start – 9:47</b>
<b>Friday, Dec. 9</b>	<b>No School – Staff Development</b>
<b>Thursday, Dec. 22</b>	<b>Winter break starts</b>
<b>Wednesday, Jan. 4</b>	<b>Classes resume</b>
<b>Monday, Jan. 16</b>	<b>No School –Martin Luther King</b>
<b>Jan. 18 – Jan. 20</b>	<b>Black Out Days (No field trips, rehearsals, guests, etc.)</b>
<b>Friday, Jan. 20</b>	<b>End of Term 2</b>
<b>Monday, Jan. 23</b>	<b>No School – grading day, makeup day</b>
<b>Thursday, Jan. 26</b>	<b>Late Start - 9:47</b>
<b>Monday, Feb. 20</b>	<b>No School - Presidents' Day</b>
<b>Thursday, Feb. 23</b>	<b>Late Start – 9:47</b>
<b>Thursday, March 9</b>	<b>Late Start – 9:47</b>
<b>March 20 – 22</b>	<b>Black Out Days (No field trips, rehearsals, guests, etc.)</b>
<b>Wednesday, March 22</b>	<b>Conferences 3 pm – 7 pm - End of Term 3</b>
<b>Thursday, March 23</b>	<b>No School – Conferences 12 pm – 8 pm</b>
<b>Friday, March 24</b>	<b>No School – Conferences 8 am – 12 pm</b>
<b>Thursday, April 6</b>	<b>Late Start – 9:47</b>
<b>April 10 - 14</b>	<b>No School – Spring break</b>
<b>Thursday, May 4</b>	<b>Late Start – 9:47</b>
<b>Friday, May 5</b>	<b>No School</b>
<b>Monday, May 29</b>	<b>No School - Memorial Day</b>
<b>May 30 – June 1</b>	<b>Black Out Days (No field trips, rehearsals, guests )</b>
<b>Thursday, June 1</b>	<b>Last day of school</b>
<b>Friday, June 2</b>	<b>Grading Day - Makeup Day</b>