



Student Handbook & Annual Notifications **2025 - 2026**

[Hastings Public Schools](#)

1000 West 11th Street, Hastings, MN 55033
651-480-7000

We CARE. We EMPOWER. We ACHIEVE. STUDENTS are at the heart of ALL we do.

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Introduction

Welcome to Hastings Public Schools

Thank you for choosing Hastings Public Schools! As superintendent of schools, it is an honor to welcome you to our district! Whether you are new to the area, just beginning your school journey, or have a long-standing history with Hastings Public Schools, we are thrilled to have you with us.

This handbook contains information for families and students about our policies, practices and expectations. Our intent is to share as much information as possible; however, we understand you may still have questions. Please don't hesitate to contact your child's school for further assistance.

If any updates are made to the handbook or Hastings School Board policies, families will receive timely notification of those changes.

Items marked with a single asterisk () indicate that notice is required by state statute. Items marked with a double asterisk (**) indicate that notice is required by Hastings School Board policy.*

Throughout the handbook, applicable policies are included based on the topic. Families and students are expected to be aware of and to abide by ALL of the District's policies. While all policies are not included within this handbook, all district policies can be found on the [District's website](#). Please note policies in the 500 section specifically pertain to students.

Most topics in the handbook are relevant to all students; however, some are specific to certain age groups. A box like the one below appears under each topic, with an "X" marking the applicable building level.

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
<i>X</i>	<i>X</i>	<i>X</i>

At the core of our mission and vision is one central belief: Students are the heart of all we do. This belief drives our dedication to creating a nurturing, empowering, and achievement-oriented environment where each and every student is welcomed, valued, supported, and empowered to reach their full potential.

Thank you for being a part of Raider Nation, where together, we will continue to foster a vibrant, dynamic, and supportive educational experience for all.

*Dr. Kristine Wehrkamp Herman
Superintendent*

Strategic Plan

2025-2027 STRATEGIC PLAN
Board Approved: 06/25/25

VISION: What We Intend to Create

Hastings Public Schools is a safe, welcoming, student-centered home for families. We are focused on academics, growth, engagement, and excellence to develop lifelong learners who are college and career-ready.

MISSION
Our Core Purpose
We Care
We Empower
We Achieve
Students are the heart of all we do

Our Core Values: Drivers of Words & Actions

Compassion and Respect	Innovation	Voice and Choice	Partnership	Equity
We treat one another with kindness, dignity, and empathy in all interactions.	We continuously seek improvement and creative solutions to embrace challenges, opportunities, and evolving needs.	We empower individuals to express their experiences as they discover, develop, and pursue their passions.	We collaborate with students, families, businesses, and the community to support learning and strengthen our shared impact.	We provide each and every student and staff member with the resources and supports they need to achieve their personal best.

Core Pillars & Strategic Anchors

ACADEMIC EXCELLENCE	EQUITY AND BELONGING	SAFE, SUPPORTIVE AND ENGAGING ENVIRONMENTS	STAFF EMPOWERMENT AND RETENTION	EFFECTIVE AND RESPONSIVE OPERATIONS
- Deliver rigorous, engaging, and evidence-based instruction that supports and challenges each and every student to thrive and succeed. - Provide targeted support for academic growth for all students. - Build and foster community partnerships for student experiences. - Build and sustain robust secondary pathways.	- Empower each and every student and staff member to experience success. - Ensure each and every student and staff member feels seen, valued and supported. - Establish authentic partnerships with families and community members through clear communication, shared responsibility, and mutual respect. - Provide instruction that respects and reflects diverse student experiences and backgrounds.	- Create a culture of emotional and physical safety where students can learn through high engagement, supported by clear expectations, social-emotional resources, and strong relationships. - Promote responsibility and accountability for all.	- Value, support and invest in a talented and skilled workforce through collaboration, professional development and growth to empower staff to create an environment that cultivates excellence for all. - Foster a culture that honors teacher and staff expertise and leadership. - Provide Competitive Compensation & Benefits Aligned to Area Standards.	- Ensure resources are allocated in alignment with strategic plan priorities. - Maintain strong leadership and transparent student-centered decision making that supports district-wide success. - Establish transparent and timely communication systems that foster meaningful engagement with families and the broader community.

HASTINGS DESTINATION DISTRICT MINNESOTA

Additional details regarding the district's strategic plan are available on the [website](#).

District Administrators

Dr. Kristine Wehrkamp Herman	Superintendent	651-480-7001	kwehrkamp@isd200.org
Andrew Hodges	Director of Teaching and Learning	651-480-7011	ahodges@isd200.org
Jen Seubert	Director of Finance and Operations	651-480-7005	jseubert@isd200.org
Deanna Gronseth	Director of Student Services	651-480-7008	dgronseth@isd200.org
Kari Gorr	Director of Community Education/Communications	651-480-7672	kgorr@isd200.org
Missy Williams	Director of Technology	651-480-7012	mwilliams@isd200.org
Cathy Moen	Director of Human Resources	651-480-7002	cmoen@isd200.org
Scott Stockdale	Director of Facilities and Safety	651-480-7053	sstockdale@isd200.org

Building Principals and Leadership

Tilden Community Center			
Angie McGinnis	Early Childhood Coordinator	651-480-7670	amcginnis@isd200.org
Elementary Schools			
Paul Bakker	Principal, Pinecrest	651-480-7280	pbakker@isd200.org
Kyle Latch	Principal, Kennedy	651-480-7220	klatch@isd200.org
Matt Esterby	Principal, McAuliffe	651-480-7390	mesterby@isd200.org
Middle School			
Ryan Wynn	Principal	651-480-7066	rwynn@isd200.org
Scott Addyman	Assistant Principal	651-480-7067	saddyman@isd200.org

Pam Johnson	Assistant Principal	651-480-7068	pjohnson@isd200.org
High School			
Scott Doran	Principal	651-480-7474	sdoran@isd200.org
Mindy Tavernier	Assistant Principal	651-480-7480	mtavernier@isd200.org
Chris Moore	Assistant Principal	651-480-7483	cmoore@isd200.org
Trent Hanson	Assistant Principal/Athletic/Activities Director	651-480-7596	thanson@isd200.org

Hastings School Board



Philip Biermaier, Director
(651) 295-3064
pbiermaier@isd200.org
Term Ends January 1st, 2029



Matt Bruns, Director
(651) 226-5697
mbruns@isd200.org
Term Ends January 1st, 2029



Jessica Dressely, Vice-Chairperson
(651) 366-7130
jdressely@isd200.org
Term Ends January 1st, 2027



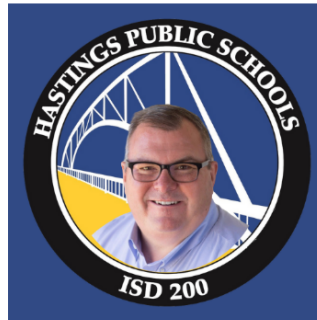
Elaine Mikel-Mulder, Director
(651) 675-7264
emikel-mulder@isd200.org
Term Ends January 1, 2026



Melissa Millner, Clerk
(651) 353-4325
mmillner@isd200.org
Term Ends January 1st, 2029



Carrie Tate, Chairperson
(612) 354-0732
ctate@isd200.org
Term Ends January 1st, 2027



Mark Zuzek, Treasurer
(651) 335-0786
markzuzek@isd200.org
Term Ends January 1st, 2027

Each month the Hastings School Board holds two meetings; a work session and a regular board meeting. Meetings dates are available on the [district website](#).

PART I — INFORMATION

School Calendars

- The district calendars are available on the district [website](#).
- The district event calendar is available on the district [website](#).
- The Assessment Calendar is on the [Teaching and Learning web page](#).
- The School Board meeting schedule is on the [School Board web page](#).
- Hastings High School Important Dates - [LINK](#)
- The Hastings High School Athletics calendar is on the [HHS athletics web page](#).
- The Hastings Middle School Athletics calendar is on the [HMS athletics page](#).

School/Building Hours and Contact Information

Building	Start Time	End Time
District Office 1000 West 11th Street 651-480-7000	8:00 AM *Summer hours may vary	4:00 PM *Summer hours may vary
Community Education/Tilden 310 River Street Phone: 651-480-7670 Fax: 651-480-7680	7:30 AM	4:00 PM
Kennedy Elementary 1175 Tyler Street Phone: 651-480-7221 Fax: 651-438-0048 Attendance: 651-480-7220 Health Office: 651-480-7224	8:50 AM	3:25 PM
McAuliffe Elementary 1601 West 12th Street Phone: 651-480-7390 Fax: 651-480-7392 Attendance: 651-480-7391 Health Office: 651-480-7395	8:50 AM	3:25 PM
Pinecrest Elementary 975 West 12th Street Phone: 651-480-7280 Fax: 651-480-7282 Attendance: 651-480-7281	8:00 AM	2:35 PM

Health Office: 651-480-7286		
Hastings Middle School 1000 West 11th Street Phone: 651-480-7060 Attendance: 651-480-7061 / 651-480-7062 Health Office: 651-480-7072 Building Leadership - LINK MS Counseling - LINK	7:55 AM	2:35 PM
Hastings High School 200 General Sieben Drive Phone: 651-480-7470 Attendance: 651-480-7477 (late or absent) Greeter: 651-480-7485 (passes to leave school) Health Office: 651-480-7486 HS Directory - LINK	7:50 AM	2:31 PM
Hastings ALP 200 General Sieben Drive Phone: 651-480-7690 Fax: 651-480-7472	8:00 AM	2:31 PM

[ALP](#) (see Hastings Area Learning Program)

Announcements (Daily)

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
	X	X

[HMS DAILY ANNOUNCEMENTS](#)

[HHS DAILY ANNOUNCEMENTS](#)

Community Education

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

There are a multitude of programs and opportunities available through our **[Community Education Program](#)**. They can be contacted at 651-480-7670.

Complaints

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #103 Complaints

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

E-Learning Days

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy#602 Organization of School Calendar and School Day

Our school district may use E-Learning days during emergency closings. Building and program-specific E-Learning Day plans are on our [website](#) and will be communicated during an emergency closing.

Eighteen-Year-Old Students

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

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

Emergency School Closing Procedures

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. Parents/guardians and students should monitor the Hastings Public Schools website: www.hastings.k12.mn.us as well as, email, phone, local radio and television (KDWA Radio 1460, WCCO - Channel 4, KSTP Channel 5 and KARE 11 television), to know the status of the district.

Once the district has made the decision to close, delay, or move to E-Learning, an official announcement will be made to staff via the School District's Automated Calling system, text and/or email.

Employee Directory

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Each building maintains their own directory, which is available on each building's web page.

Employment Background Checks

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

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

Enrollment

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Welcome to Hastings Public Schools. Families are encouraged to register online at:

<https://hastingspsmn.sites.thrillshare.com/page/enroll>. If additional assistance is needed or you have questions, please visit the district office, or individual buildings when school is in session.

Equal Educational Opportunity

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #102 Equal Educational Opportunity

The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.

Equal Access to School Facilities

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
	X	X

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a non participatory capacity; the meetings will not

interfere with the orderly conduct of educational activities within the school; and nonschool persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Voluntarily purchased technology device insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within:
 - Elementary students- .75 mile radius from the school
 - Secondary students- 1.75 mile radius of the high school or middle school
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

Fees - Online Payments

For your convenience, online payments may be made for the following:



Please click [here](#) to access our online payment web page.

Food and Nutrition Services

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #534 Unpaid Meal Balances](#)

Due to MN Legislation, breakfast and lunch are provided for free to all students during the school year. Please note that students will be charged for seconds and a la carte items, including milk if they bring their own meal from home.

We believe that healthy meals are essential to helping students learn. Menus for each of our schools are available on our [district website](#). Please note: all students **MUST** take a full meal for the meal to be free. If this requirement is not met, the items will be charged separately at our a la carte prices and not be provided for free.

2025-2026 Meal Prices	
Breakfast Prices Kindergarten Students: FREE Grades 1-4: FREE Grades 5-8: FREE Grades 9-12: FREE Second Meal: \$3.25 Extra Milk or Milk Only: \$0.60 Reduced Pay Meal Price: All grade levels: FREE Adult Meal Price: \$3.25	Lunch Prices Kindergarten Students: FREE Grades 1-4: FREE Grades 5-8: FREE Grades 9-12: FREE Second Meal: \$5.75 Extra Entree: \$3.00 Extra Milk or Milk Only: \$0.60 Reduced Pay Meal Price: All grade levels: FREE Adult Meal Price: \$5.75
* One milk (8oz) is included in the price of all meals. A la carte items are available for purchase. Students MUST have money in their meal accounts in order to purchase any a la carte items. Please note that second meal pricing is set by the U.S. Department of Agriculture. Prices are subject to change.	

Paying for A la Carte:

Our online system, [MyPaymentsPlus](#) allows you to pay for a la carte items, monitor food purchases, set low balance reminders, view menus, view nutrition information, check account balances. Click [here](#) for directions on how to set up your account.

Lunch Payments:

Lunch payments may also be turned into the main office of your child's school. Please include the student's first and last name and telephone number on the envelope or the check's memo line. All checks written to the school are to be made payable to "Independent School District #200".

Parents/guardians are responsible to pay for all negative account balances.

Educational Benefits Form (Free & Reduced Application)

The educational benefits form can help your family with a number of educational fees. A new application must be filled out each school year.

Food/Beverages/Snacks in the Classrooms**Policy #533 District Wellness Policy**

Student wellness will be a consideration for all foods offered, but not sold, to students on the school campus, including those foods provided through:

- Celebrations and Parties. The school district will provide a list of healthy party ideas to parents/guardians and teachers, including non-food celebration ideas; and
- Classroom snacks brought by parents/guardians. The school district will provide to parents/guardians a list of suggested foods and beverages that meet Smart Snacks nutrition standards.
- Fundraising. The school district will make available to parents/guardians and teachers a list of suggested healthy fundraising ideas

Outside Food and Food Delivery Procedure:

To maintain a safe, equitable, and disruption-free learning environment, outside food deliveries and commercial food services (e.g., DoorDash, Uber Eats, Grubhub) are not permitted for students during the school day at any school building.

All food deliveries in violation of this procedure will be declined or held in the office until the end of the school day. The district is not responsible for lost, late, or spoiled food resulting from unapproved deliveries.

High School: Food and beverages are encouraged to be consumed in the commons area.

Students who require accommodations for food or beverages should discuss these with their 504 or IEP case manager or the school nurse.

Fundraising

Elementary	MS	HS
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X	X	X
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Policy #511 Student Fundraising

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

Gender Inclusion

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #536 Gender Inclusion

The students of Hastings Public Schools deserve respectful and inclusive learning environments that value students' gender identity and gender expression. Hastings Public Schools ensures that all students have access to programming and facilities in which they feel comfortable, supported, and safe.

Gifts to Employees

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #421 Gifts to Employees and School Board Members

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value (\$5.00). Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Graduation Ceremony

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Policy #613 Graduation Requirements

The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from Hastings High School. Graduation exercises are under the control and direction of the building principal. Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises. Participation may be denied for reasons which may include student discipline and/or credit deficiency. A non-graduate will be allowed to participate in the ceremonies with his/her class provided that the student is not more than two credits below the requirements for graduation if that student has met the remaining requirements for graduation. Additional modifications to this requirement may be decided by a student's IEP team on an individual basis, and must be approved by the building principal. All students will wear the school provided blue cap and gown. The approved list of additions to the cap and gown include; National Honor Society stole, AVID Stole, Global Languages Honor Society red cords, Youth in Government red, white and blue cord, top 10% gold honor cords, American Indian and/or Tribal regalia,

student school board representatives silver cords and students in recognized leadership blue/gold cords.

Hastings Area Learning Program (ALP)

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Hastings Area Learning Program (ALP) is an alternative opportunity for students to be successful with earning their high school diploma. The ALP offers day programming during the school year. Students have a choice to attend in a daily structured program, independent study or a combination of both. Credits are awarded upon successful completion of each class. Students will earn a Hastings High School diploma when all credit requirements are completed. Contact the Hastings ALP at (651) 480-7690 for more information.

Interview of Students by Outside Agencies

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #519 Interview of Students by Outside Agencies

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

Library and Media Center

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Each building has a library/media center which serves as a central resource for print and non-print materials. Students may use the library/media center as scheduled during the school day. Options may be available as scheduled at the middle and high school both before and after school when a supervisor is present.

Lost and Found

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Each building maintains a lost and found. Clearly labeling personal items helps reduce the volume of unclaimed belongings. Please note that items not claimed within a reasonable time will be donated.

Messages to Students - see Cell Phones and Other Electronic Communication Devices

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
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X	X	X
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Newsletters

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

The district provides a Raider Update on Sunday of each week. District and building newsletters are available on individual building websites.

Nondiscrimination

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #102 Equal Educational Opportunity](#)

[Policy #521 Student Disability Nondiscrimination](#)

[Policy #522 Title IX Sex Nondiscrimination](#)

The policy of the school district is to provide equal educational opportunity for all students. The school district does not discriminate on the basis of one or more of the following: race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities.

Independent School District No. 200 maintains a firm policy prohibiting all forms of discrimination on the basis of a disability. All persons are to be treated with respect and dignity. Discrimination on the basis of a disability will not be tolerated under any circumstances.

Title IX Information

Hastings Public Schools does not discriminate on the basis of sex and prohibits sex discrimination in any educational programs and activities it operates as required by Title IX of the Education Amendments of 1972 and its implementing regulations. The District's obligation not to discriminate in its education programs and activities extends to admission and employment. Inquiries regarding the application of Title IX and its implementing regulations may be referred to the District's Title IX Coordinator, the United States Department of Education's Office for Civil Rights, or both.

The contact information for the district's human rights officer/Title IX Coordinator is included below:

[Title IX Coordinator/ District's Human Rights Officer](#)

Cathy Moen
Director of Human Resources
Hastings Public Schools
1000 West 11th Street Hastings, MN 55033
(651) 480-7002
cmoen@isd200.org

[Title IX Coordinator](#)

Andrew Hodges
Director of Teaching and Learning
Hastings Public Schools
1000 West 11th Street, Hastings, MN 55033
(651) 480-7011
ahodges@isd200.org

Notice of Violent Behavior by Students

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #529 Staff Notification of Violent Behavior by Students

The school district will notify teachers and appropriate staff before placing students with a history of violent behavior in their classrooms. Before providing this notice, district officials will inform the student's parent or guardian. Parents/guardians have the right to review and challenge their child's records, including any documentation of violent behavior.

Parent/Teacher Conferences

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Parent/Teacher conferences are included on the district calendar. For more information, contact the main office at your building. Each student is afforded one conference during the scheduled conference period. Time is not allotted to facilitate multiple conferences for the same student. Parents/guardians with unique circumstances or special concerns are encouraged to communicate directly with the teacher and/or principal to determine the best course of action.

Parent Volunteers

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher. All volunteers are required to sign in and **must provide their driver's license**. For more information, contact the main office of the respective building.

Pets at School

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Pets are not allowed at school. This does not pertain to approved service animals.

Pictures

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

School pictures are taken each fall. Detailed information will be shared through each building.

Pledge of Allegiance

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
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X	X	X
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Policy #531 Pledge of Allegiance

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice. Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

Schedules

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Elementary: Students should not arrive at school more than 20 minutes before the scheduled start time or when the first bus arrives, unless arrangements have been made and a staff person has accepted responsibility for their supervision.

Kennedy: 8:50 - 3:25

McAuliffe: 8:50 - 3:25

Pinecrest: 8:00 - 2:35

Check with your school for special instructions after your child enters the building. Prior to school, students may not be playing on the playground or school property. Students are expected to enter the building upon arrival at school.

Each elementary school has a defined academic schedule, which also includes rotation day for speciality classes including; Art, Music, STEM, and Physical Education.

Middle School Schedule**High School Schedule****School Activities**

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities.

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

Elementary:

The elementary activities/athletics program is under the direction of the Community Education Department. Information on athletics and activities will be provided by [Community Education](#). If you have any questions, please contact their office at 651-480-7670.

MS/HS:

The Hastings School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Trent Hanson, District Activities Director.

School Logos, Mascot, and School Song

Searches

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person

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

Lockers and Personal Possessions Within a Locker [*]

Pursuant to Minnesota statutes 121A.72, 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. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

Desks

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

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.

Vehicles on Campus

Search of the Exterior of a Student's Motor Vehicle

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

Search of the Interior of a Student's Motor Vehicle

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

School Property

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Students are responsible for the proper care and maintenance of all school property issued to them, including—but not limited to—textbooks, library books, technology, and desks. They are also expected to treat all school facilities and equipment with respect. Students will be held accountable for any intentional damage or vandalism to school property, including buildings, playground equipment, and other district-owned items. Payment will be required for lost or damaged items.

Vandalism of any district property is strictly prohibited. Students who engage in vandalism will face disciplinary action and may be referred to law enforcement.

Student Information Access (Campus Portal)

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
	X	X

The Infinite Campus Parent Portal and Student portal provides the opportunity to go online and find information about schedules, academic performance, attendance, transcripts, lockers, and health information per student. Every high school student will be expected to use their Student Portal account. If you used Campus Portal during the previous school year (at HHS or HMS), you do not need to reregister. If a student is unable to recall his/her password, please follow the “forgot password link” on the login page. For parents/guardians to establish a Parent Portal Account, please contact the main office.

Student Publications and Materials

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #505 Temporary Distribution Of Non-School Sponsored Materials On School Premises By Students And Employees

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete policy.

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

The school district may exercise editorial control over the style and content of student expression in school-sponsored media. Student media advisers shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal.

Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

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

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

Student Records

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #515 Protection and Privacy of Student Records (FERPA)

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education.

Student Surveys

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #520 Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see the student survey policy included above. The district also has a common practice of posting surveys on the district [website](#) under Teaching and Learning.

Transportation of Public School Students

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #709 Student Transportation Safety

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

Extracurricular Transportation

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

Video and Audio Recording

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

School Buses

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

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Visitors in District Buildings

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Visitor Procedures

All visitors to District facilities must check in at the main office with a valid ID, state their purpose, and wear a visible visitor badge at all times. Parents/guardians must communicate with their children through the office and are not permitted to go directly to classrooms. Inappropriate conduct or failure to follow procedures may result in removal, denial of future visits, or law enforcement involvement. Post-secondary students may remain on-site and use school resources as allowed. All visitors must follow conduct rules, including being respectful, avoiding disruptions, and parking in designated areas. Visits may be denied or revoked if deemed not in the best interest of students, staff, or school safety.

PART II — ACADEMICS**Academic Lettering**

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Academic lettering will be based on yearly GPA. Students earn their letters in the ninth, tenth, eleventh and first semester of their senior year. Students have to obtain a 3.75 GPA on a 4.0 grade scale. Student recognition of an academic award happens in the fall of the year. Students must attend Hastings High School for at least a full semester in order to qualify for an academic letter during that year.

Advanced Placement

<i>Elementary</i>	<i>MS</i>	<i>HS</i>

		X
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Advanced Placement is a testing program that enables students to gain college credit while enrolled in high school. Advanced Placement Exams take place during the month of May and are open to qualified students in grades 10, 11, and 12. There is a cost to the student for taking the examination. Please see your counselor if you have questions.

Alternative Educational Opportunities/Special Services

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center/program, among others. Students and parents/guardians with questions about alternative programs should contact the building principal or the director of special services.

If your child is evaluated to determine eligibility for special education, the Hastings School District will share your child's name and date of birth with the Minnesota Department of Human Services (DHS) for the sole purpose of determining if he/she is covered by Medical Assistance or Minnesota Care. School districts are required to apply for Medical Assistance or Minnesota Care for certain special education services. Any further action will only occur after your informed written consent. If you do not want the school district to share your child's name and date of birth with DHS, you need to let us know in writing at least one week before we begin the evaluation. Send your request to: Casey Likes, Special Services, 1000 West 11th Street, Hastings, MN 55033. If you have questions, please call Casey Likes at 651-480-7017 or via email at clikes@isd200.org.

Hastings Public Schools ensures free education for all students, providing protections under Section 504 for those with disabilities. Schools must offer reasonable accommodations through a Section 504 Plan. The law prohibits discrimination based on disabilities and covers a wide range of impairments affecting major life activities. Examples include physical and mental conditions like epilepsy, allergies, learning disabilities, and major life activities such as thinking, reading, and caring for oneself.

The District 504 Coordinator for the Hastings School District is Deanna Gronseth, 651-480-7008.

Audit Policy (Course)

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

To audit a course means to enroll officially in a Hastings High School course for no credit. Credit will not be granted towards graduation even though students are expected to complete all the requirements for the class. **Purpose:** Allowing students to audit courses enables them to enroll in a senior high course for

the sole purpose of exploring an area of interest without concern for the course grade and how it will affect their grade point average. In other words, auditing a class can provide an enriching and challenging experience without the threat of its impact on a student's grade point average. **Procedure:**

1. A student may elect to take one (1) course for audit above the minimum required course load. The minimum course load is 12 semester credits for 9th and 10th grade; 10 semester credits for 11th and 12th grade. 2. A student who audits a class must do everything required of students who take the same course for credit. Failure to do so could result in a recommendation from the instructor and counselor to drop the student from the course. 3. Auditing is only allowed based on space and with the consent of the instructor. Students registering to take a course for credit will have priority over students wishing to audit a course. 4. A student who is taking a course for credit may not change his/her status to an audit after the course starts. An audit must be declared before the first class meeting. Special circumstances may allow a student to elect to go to a credit status from an audit status after the course is in progress. Such a request must be made before mid-semester of each course. Any request of this type requires a recommendation by the instructor and counselor. 6. Audit forms are available in the counseling office.

AVID

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
	X	X

District AVID Information

High School AVID Information

Change of Schedule

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Students may not change elective classes on their schedules. Students may not rearrange classes within their schedules. Students may not request specific teachers or class periods. This policy has been advertised to both students and parents/guardians throughout the year. Parents/guardians are encouraged to participate in the registration process and asked to sign the registration confirmation sheet. This policy is in place because teaching positions are based on registration. Once students register, course sections are created and staffing positions are determined. If we allow students to change their minds about course selection, not only does it undermine the integrity of the registration process, but also more importantly, class sizes become very imbalanced. Very limited exceptions may apply. Please contact your counselor directly with questions or concerns. In addition to the policy, it is the students' responsibility to make sure the schedule change does not affect graduation requirements or NCAA eligibility. Schedule changes may affect college admissions decisions for 12th grade students. Before changing a schedule, it is the students' responsibility to check with the admissions office of any college to which they have applied or been accepted to see if the change will affect admission standing.

Withdrawal/Level Change Policy: Students may withdraw from a class or make a level change only with the recommendation of the counselor and permission of the parents/guardians. This change

must be completed by the 3rd Friday of the semester.

Class Rank/Academic Standing

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Class rank is computed at the end of each semester and is based on cumulative grade point average. Class rank statistics are printed on semester report cards.

Graduation Ceremony Honors:

“Graduate with Highest Honors” for an earned cumulative grade point average of 4.0

“Graduate with High Honors” for an earned cumulative grade point average of 3.935-3.99

“Graduate with Honors” for an earned cumulative grade point average of 3.867-3.934

Students in the top 10% of the class will be recognized.

*In order to receive these honors, a student must complete all requirements for graduation by the last official day of attendance for the senior class and be a full-time student for one semester.

Course Load

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

The minimum course load for freshmen & sophomores = 12 semester credits per year. The minimum load for juniors & seniors = 10 semester credits per year. Study halls and/or audit courses do not count as credit bearing courses.

Curriculum

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #601 School District Curriculum and Instruction Goals

Policy #603 Curriculum Development

Our continual goal in Hastings Public Schools is to provide a relevant and robust curriculum which incorporates all MN state standards. Additional information can be found on our [Teaching and Learning Department Webpage](#).

Minnesota Academic Standards

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

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12

Minnesota Academic Standards, Physical Education K-12

Minnesota Academic Standards or Local Standards, Arts K-12
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Building Level Curriculum/Courses

Middle School:

5th Grade

Language Arts
Math
Social Studies
Science
Art
Digital Citizenship
Middle School Success
Health
Phy Ed (EOD)

6th Grade

Language Arts
Communications
Math
Social Studies
Earth Science
STEM Tech
Phy Ed (EOD)

7th Grade

Language Arts
Math
American History
Life Science
Art
Computer Science
Phy Ed (EOD)

8th Grade

Language Arts
Math
World Geography
Physical Science
Gateway to Tech
FACS
Phy Ed (EOD)

*Band, Chorus, or Orchestra - These courses are electives. All other courses are required.

EOD= Every other day course

HS Registration/Course Information

Early Graduation

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Policy #613 Graduation Requirements

Students may be considered for early graduation after meeting the conditions provided in school district policy.

One Semester Early Graduation: Students who will complete their graduation requirements by the end of the first semester of the senior year and who wish to be considered for early graduation must contact their counselor no later than March 1 of their junior year. If the request is approved for further consideration by the counselor, the student's parents/guardians will be asked to put the request in writing to the school principal. The letter should outline the reason(s) early graduation is being requested. The principal and counselor will make a final determination on the request and notify the student and the parent.

Full Year Early Graduation: Students who would like to be considered for a full year early graduation must make an application with the counselor no later than March 1 of their sophomore year. At the time of application the student must present a letter from his/her parents/guardians requesting early graduation and outlining the reasons for the request. A student-parent-counselor-principal conference will be held to discuss the request. Final approval/disapproval will be made by the building principal. The following criteria must be met before approval will be granted:

1. The procedure outlined above must be followed.
2. The student and parent must present a valid reason for early graduation as approved by the school.

3. Only credits earned at Hastings High School or those approved for transfer from another high school are recognized for early graduation.
4. The student must maintain an overall grade point average of 2.67 (B-) or higher at the end of the sophomore year and at the end of the first semester of the junior year.

Extended School Year Opportunities

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

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

Additional academic summer opportunities will be communicated in the spring of each school year.

Field Trips

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Field trips may be offered to supplement student learning in which students voluntarily participate and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation. Permission must be obtained prior to attending field trips.

Final Exam Policy

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

The last two days of each semester will be devoted to taking final tests. Students will have a final exam in each class at the end of first and second semester. During final exams, classes are extended to give students adequate time to complete the final. Students are expected to be in attendance at school for exams. Students are not allowed to take finals early. Students are not allowed to leave school and come back during final exams. Students must clear any outstanding obligations (fee and fines, parking fines, missing textbooks, library books, athletic clothing or equipment, cafeteria fines, etc.). The final exam schedule is posted on our website and on our calendar pages.

Grades/Report Cards

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Open, clear and timely communication is essential to an effective school. Our goal is to provide you with relevant information and the opportunity to be a collaborative partner in the individual educational design of curriculum and activities. Staff will provide parents/guardians with information concerning your student's progress each semester. Conferences will be held during the months of October and February. Details will be provided in building newsletters.

Grading/Credit

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Hastings High School uses a 4.0 unweighted grading system. The grade point average (GPA) for each student is calculated each semester by dividing the honor points earned by the number of credits.

All courses at the high school grant credit on a semester basis. Mid-semester grades represent only a "progress report" as to how well the student is doing. The semester grade represents the teacher's evaluation of the student for the entire semester.

Any high school credit earned prior to high school will be recorded on the high school transcript. This means the following courses taken at the middle school will be on the student's high school transcript: Honors Geometry and Honors Algebra 2.

Scale

Letter grades are determined in each class as follows, unless agreed upon by the teacher and administration.

- A: 93-100%
- A-: 90-92%
- B+: 87-89%
- B: 83-86%
- B-: 80-82%
- C+: 77-79%
- C: 73-76%
- C-: 70-72%
- D+: 67-69%
- D: 63-66%
- D-: 60-62%
- F: 0-59%

Graduation Requirements

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

[Policy #613 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 Hastings High School.

Course Credits Required for Graduation

To receive a diploma, students must successfully complete at least 44 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	8	Must be sufficient to satisfy all academic standards in the English language arts.
Mathematics	6	Must be sufficient to satisfy all of the academic standards in mathematics
Science	6	Must include two credits to satisfy all the earth and space science standards for grades 9 through 12, two credits to satisfy all the life science standards for grades 9 through 12, and two credits to satisfy all the chemistry or physics standards for grades 9 through 12
Social Studies	8	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota Statutes, section 120B.21, subdivision 1a, and a combination of other credits encompassing at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies
Arts	2	Must be sufficient to satisfy all of the academic standards in the arts
Health	2	Must be sufficient to satisfy all of the academic standards in health
Physical Education	1	Must be sufficient to satisfy the state standards in physical education
Elective Courses	11 (minimum)	

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

School District Required and Elective Standards

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

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

Homework/Make-up Work

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Homework assignments are made by individual teachers with the amount of homework varying by level, teacher and subject area. At the elementary level, nightly reading is an expectation at all grade levels. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Elementary Make-up work

It is a reality that students may need to miss school for a variety of reasons. The following information is provided so you will know how to assist your child in getting make up work or when you know they will be absent in the future.

Vacation Make-up: Please contact your child's classroom teacher at least a week in advance if you are planning a vacation.

Requests for Homework: Requests for homework should be made before 8:00 am and picked up at the end of the school day.

MS Make-up work

The student is responsible for make-up work and completing the work assigned by accessing Schoology and connecting with their teachers. Generally, students are allowed two days to make up the work for every day absent.

HS Make-up work

Make-up work is the responsibility of the student. Students who have been excused from absence are allowed two days to make up work they have missed. In the case of a prolonged illness or absence, students can have up to one week or teachers may extend this at their discretion. Any long-term assignment or assessment, which the student had been aware of prior to the absence, will be due on the date of return to class. In many instances, teachers may expect students to spend appropriate amounts of time after school in order to make up for work that was missed. During an extended illness, students or parents/guardians should email his/her teachers to stay connected with course work and missing work. If the student's absence is unexcused the responsibility is on the student to connect with the teacher regarding the potential to make up for the missed work. In some situations, the student may receive a zero; other disciplinary action may be taken as well.

Honor Roll

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

The honor roll is calculated at the end of each semester. Those students whose average nine week grade is “B” or higher will be on the honor roll. The following point system is used to average grades.

A = 4.00 pts	B- = 2.67 pts	D+ = 1.33 pts	NC = 0.00 pts.
A- = 3.67 pts	C+ = 2.33 pts	D = 1.00 pts	
B+ = 3.33 pts	C = 2.00 pts	D- = 0.67 pts	
B = 3.00 pts	C- = 1.67 pts	F = 0.00 pts	

Grade points divided by the number of credits taken must equal at least 2.83 in order for a student to be listed on the “B” honor roll and 3.50 in order to be listed on the “A” honor roll. Grade point averages are printed on semester report cards.

Academic Effort and Attitude Honor Roll is a new honor roll developed to recognize student improvement. This two-tier honor roll: “Blue” = students improved their overall GPA in all classes between one-half and one-full letter grade and “Gold” = students improved their overall GPA in all classes by at least one-full letter grade. Students must be full-time HHS students in order to be calculated into the Academic Effort and Attitude Honor Roll.

Top Ten Eligibility

In order for a student to be considered for the Top Ten recognition, they must earn at least the minimum of credits required each year (in addition to qualifying based on GPA). Freshman qualify by earning at least 6 credits each semester, at the beginning of the sophomore year, a student must have 12 credits & must earn at least 12 credits during their sophomore year. At the beginning of the junior year, a student must have at least 24 credits and must earn at least 10 credits during their junior year. Senior year, a student must have at least 34 credits and must earn at least 10 credits their senior year. A student may earn a Hastings High School diploma by transferring courses from accredited correspondence schools, but cannot be considered for top ten honors if they have not been attending HHS full-time. (Students enrolled in DCTC or PSEO are considered to be regular full-time students). Previous adopted policies included with home school guidelines also state: a student earning more than 12 credits in a non-accredited school cannot be included in class rank upon entering HHS. A student must be enrolled in HHS for a minimum of 1 semester of their senior year in order to participate in the graduation ceremony. Modification: students transferring in credits from accredited correspondence or other schools may be considered for a HHS diploma even if they are not currently attending HHS. They must meet all requirements for graduation and will not be included in rank or eligible for academic honors.

Incomplete Grades

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Incompletes will not be given without permission of the grade-level principal. Students receiving incompletes have 2 weeks from the end of the grading period to complete work, except when the teacher specifies more or less time.

Independent Study

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Independent study opportunities are available to students who desire to study coursework which is not offered in the regular curriculum. These opportunities are open only to those students who have shown an ability to carry out work independently. Students considering independent study are responsible for securing the voluntary cooperation of a faculty member to work with them. Please see your counselor for information about the independent study program.

National Honor Society

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

HHS has maintained its commitment to the nationally recognized high school program. NHS seeks to recognize students for their leadership, character, service, and scholarship. Visit <https://www.nhs.us/> to find out more information or click on the link title below to find out about the [HHS NHS program](#).

Parent Right to Know

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

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

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
- whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents/guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide

notice to parents/guardians if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who is not highly qualified.

Postsecondary Enrollment Options

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

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

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the counseling office by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the counseling office.

Additional information regarding PSEO is available on the Minnesota Department of Education's Postsecondary Enrollment Options (PSEO) webpage.

Promotion and Retention

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #513 Student Retention, Promotion and Program Design

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

Special Education (see Alternative Educational Opportunities/Special Services)

Support Services

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Many students may benefit from additional academic support services throughout their educational journey. Through MTSS, there are a number of various options available, including: ADSIS, Title One,

English Learner, Gifted and Talented, Tutoring and others. Contact your student's teacher/building administrator for additional information.

Summer School (see Extended School Year Opportunities)

Testing

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. The Hastings Testing Calendar is available [here](#).

High school students can use MCA results:

- For course placement at a Minnesota State College or university. If students receive a college-ready score, they may not need to take a remedial noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs. Statewide assessments also provide information to our schools and district about how all students are engaging with the content they learn in school.

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete the Opt Out Form which is available as appendix A in this handbook and is also available on our website as included below. Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact the building principal and/or the director of teaching and learning.

Contact your student's school to learn more about locally required assessments. Learn more about the statewide required assessments by visiting the [MN Department of Education Statewide Testing webpage](#)

Statewide Assessments: Parent/Guardian Participation Guide and Refusal

PART III — RULES AND DISCIPLINE

Attendance

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #503 Attendance

Enrollment at **Kennedy**, **McAuliffe** and **Pinecrest** is based on [attendance areas](#). The home address of the child determines which elementary school he/she will attend.

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. We strongly encourage families to schedule appointments and vacations when school is not in session.

The following is included to indicate excused and unexcused absences:

Excused absences include: • Illness • Serious illness in the student's immediate family • Death or bereavement of a student's immediate family member, relative or close friend • Medical, dental, or mental health appointments • Religious holidays • Court appearances occasioned by family or personal action • Religious instruction not to exceed three hours in any week • Physical emergency conditions such as a fire, flood, storm, etc. • Official school field trip or other school-sponsored outing • 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. • Family emergencies • Active duty in any military branch of the United States • Pre-arranged and approved family vacations • College Visits • A student's condition that requires ongoing treatment for a mental health diagnosis • Any absences for which the student has been excused in writing by an administrator	Unexcused Absences Include: • Any absence by a student, which was not approved by the parent/legal guardian and / or the school district • Work at home • Work at a business, except under a school-sponsored work release program • Any other absence not included under the attendance procedures set out by the district
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Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. Students who participate in after school activities or athletics must be present for at

least 50% of their scheduled school day in order to be eligible to participate on that given day. Additional information is included in the full policy.

Building Attendance Contact Information:

Kennedy Elementary 651-480-7220	McAuliffe Elementary 651-480-7391	Pinecrest Elementary 651-480-7281
Hastings Middle School 651-480-7061 651-480-7062	Hastings High School 651-480-7485 (passes to leave school) 651-480-7477 (late or absent)	Hastings ALP 651-480-7690

For specific information regarding your child's attendance, please contact their school directly.

Behavior Practices and Discipline

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #506 Student Discipline

The general policy of the Hastings School District is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Hastings Public Schools works to ensure developmentally appropriate, age appropriate, and context appropriate interventions/consequences are applied as uniformly as possible. While the specific form of discipline chosen in a particular case is solely within the discretion of the school district, the district has developed an Administrative Procedure-Continuum of Responses which establishes a range of intervention and consequence options commensurate with a violation of the Student Code of Conduct.

At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. Administrators will use the Continuum of Response, in addition to the context and circumstances of a situation as a starting point in determining an appropriate intervention and/or consequence. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to the interventions and consequences listed in this document.

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the IEP or 504 plan specifies a necessary modification, or due to conditions/provisions consistent with federal law. Specifics can be found in district policy 506.

The Hastings Middle School is a proud participant in PBIS. The [Raider Way](#) guides our middle school students in expected behavior and protocols.

Bullying Prohibition

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #514 Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. Bullying means repeated acts (verbal and non-verbal expressions and behaviors, including written statements and electronic transmissions and or cyber bullying) that are coercive and intimidating and inhibit a positive and supportive learning environment.

The definition of bullying included in the district policy is as follows:

An act of bullying, by either an individual student or a group of students, is expressly prohibited:

- on school premises, on school district property, at school functions or activities, or on school transportation;
- by the use of electronic technology and communications on the school premises, during the school functions or activities, on school transportation, or on the school computers, networks, forums, and mailing lists; or
- by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

To report bullying, please use the [official form](#).

Bus Behavior Guidelines

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #709 Student Transportation Safety

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

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

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

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.

- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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

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

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

Cell Phones and Other Electronic Communication Devices

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #524 Internet Acceptable Use and Safety](#)

[Policy#524.1 Cell Phones and Electronic Devices](#)

[Policy #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person](#)

[Policy #506 Student Discipline](#)

District-Wide Device Restrictions

These rules apply across all buildings, regardless of individual school guidelines:

- **Prohibited Conduct:**
Students are strictly prohibited from using cell phones or electronic devices for any activities that violate school district policies.
- **Locker Rooms and Bathrooms:**
Devices with photo or video capabilities are *never* permitted in locker rooms or bathrooms. If

such devices are found in these areas, they will be confiscated and searched according to district policies and applicable laws.

- **Lockdowns and Fire Drills:**

Cell phone use during lockdowns and fire drills is strictly prohibited to ensure safety and minimize distractions.

- **Unauthorized Recording:**

Recording or photographing others without their consent in any school setting, including on the bus, is strictly forbidden. Students who engage in unauthorized recording will face disciplinary action.

The school district is not responsible for lost or stolen cell phones or any other electronic devices, its programs or its contents.

Search of Student Devices:

Student cell phones and personal electronic devices may be searched by school officials when there is reasonable suspicion that the search will reveal evidence of a violation of school rules or the law. This includes, but is not limited to, cases involving unauthorized use in restricted areas (such as locker rooms or bathrooms), inappropriate recordings, or other conduct prohibited under district policy.

Cell Phone Guidelines by Building:

- **Elementary Schools:** Cell phones are not allowed during the school day. Smart watches, including all wearable electronic devices capable of sending/receiving messages and phone calls, or accessing the internet are prohibited for use in this capacity during the school day.
- **Middle School:** Cell phone use is not allowed during the school day. Students must keep cell phones in lockers or in the main office. Cell phone use is allowed before and after school. Smart watches, including all wearable electronic devices capable of sending/receiving messages and phone calls, or accessing the internet are prohibited for use in this capacity during the school day.
- **High School:** Students are encouraged not to bring cell phones or other electronic devices including smart watches, and earbuds/air pods to school. Cell phone use is not allowed in classrooms/instructional spaces, including the media center.

Cell phones, electronic devices (including smart watches) and earbuds/air pods will be silent and remain in student backpacks/lockers during instructional time.

If students choose to bring a cell phone/device to school the expectations are as follows:

- Students who need to be in contact with their family during the academic day are to ask permission to use one of our school phones.
- Parents/guardians are welcome and encouraged to contact our student office (7484) or attendance line (7477) if there is a message that needs to be relayed.
- **Cell Phone use is allowed between classes and during lunch only.**
- Students assume the risk of damage, theft, or loss when choosing to bring a phone or electronic device to school.
- Cell phone use of any kind is not permitted in locker rooms or bathrooms.

- Phone usage during lockdown and fire drills is prohibited.
- Using a cell phone to record or take photos of staff members or other students is not allowed without permission.
- Recording or taking photos of classmates with the intent to bully or harass is not permitted. Students in violation are subject to the district's Bullying and Harassment Policies.
- Using social media, apps, or any other function of a cell phone/device to spread rumors, bully, make fun of, exclude, or create a disruption in school or outside of school is not permitted.
- Sharing or asking classmates for inappropriate content is not permitted.

Cheating and Plagiarism

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #506 Student Discipline

Cheating and plagiarism are prohibited.

Plagiarism

Plagiarism is to take and use as one's own thoughts, writings, etc., of another; take and use (a passage, plot, etc.) from the work of another writer and represent it as one's own. Examples of plagiarism are writing facts, quotations, or opinions that you got from someone else or from books, articles, movies, television, tapes, speeches or the internet without identifying your source.

Here are suggested methods to avoid plagiarism:

- When in doubt, always give credit for a fact, quotation, or opinion taken from a book or other source. This is true even when you use your own wording.
- When you use a writer's wording, even a phrase, always put quotation marks around the writer's exact words.
- Write with your books closed. Do not write with a book or magazine open next to you. Do not go back and forth taking ideas from a source and writing your paper.
- Do not let your sources take over the essay. Tell what you know well in your own style, stressing what you find most important.
- Never use someone else's work, in whole or in part, as your own.
- Never let someone else use your work.

Cheating

During any exam or assessment, a student has an ethical responsibility to do their own work and not gain improper information or assistance from other students or resources.

The following procedures will be followed for Academic Dishonesty:

- The teacher will notify administration through the referral process and the teacher will contact the student and parent regarding the incident.

- In order to determine mastery of content, the student will need to arrange a time with the teacher outside of the school day to redo the assignment or do an alternative assignment.
- Repeated infractions by the same student may result in additional consequences.

HS: [Academic Dishonesty](#)

Chemical Use/Abuse

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #417 Chemical Use and Abuse](#)

[Policy #418 Drug Free Workplace Drug Free School](#)

[Policy #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person](#)

[Policy #506 Student Discipline](#)

Hastings Public Schools are a chemical free environment. Possession, use or distribution of illicit drugs, drug paraphernalia, and or alcohol, is prohibited at school or in any other school location or during school sponsored events before, during or after school hours. The school district will discipline or take appropriate action against anyone who violates these policies.

[Discipline](#) - see Behavior Practices and Discipline

Dress and Appearance

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #504 Student Dress and Appearance](#)

Students are encouraged to dress appropriately for school activities. Procedures for implementing this standard shall be applied in a non-discriminatory fashion.

Appropriate clothing includes, but is not limited to, the following:

- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education, outdoor activities).

Inappropriate clothing includes, but is not limited to the following:

- Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
- Apparel promoting products or activities that are illegal for use by minors.
- Communicating a message that is racist, sexist, or otherwise derogatory, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.

- Costumes, unless they correlate with a school sponsored event or activity

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications.

Harassment and Violence Prohibition

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #413 Harassment and Violence](#)

[Policy #506 Student Discipline](#)

The school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, disability, or any other or unknown reason.

Hazing Prohibition

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

[Policy #526 Hazing Prohibition](#)

[Policy #506 Student Discipline](#)

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

Investigations

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct in accordance with [Minn. Stat. §13.04](#).

When allegations of violations of school rules, School Behavior Guidelines or School District Policy or Procedures have been brought to the administration's attention, the School or School District will conduct an investigation to find out the facts regarding the allegations and determine what action, if any, the school and/or school district will take. An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal

law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer.

Any information that is provided will be used to determine the facts and the subsequent action the School and/or School District will take. The information that is provided may also be shared with other School and/or School District officials, the School District's attorney, and may also be shared with law enforcement or other responsible agencies.

Parking on School District Property

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
		X

Policy #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person

Students

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege.
- Parking is permitted in designated areas only, by permit.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and/or permission has been granted to the student by school administration.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

Technology and Internet Acceptable Use

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #524 Internet Acceptable Use and Safety

Policy #506 Student Discipline

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may

result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

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

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

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

Students will receive a copy of the school district's "Internet, Technology, and Cell Phone Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. **All students who wish to use the school district's computer system must sign the [Device & Technology Use Agreement Form](#).**

Hastings Public Schools is proud to provide devices for our students. Families have the option to purchase a Student Device Protection Plan, which is available [here](#).

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

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #419 Tobacco Free Environment

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

Toys, Dangerous and Nuisance Articles at School

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Please help us monitor the types of games and trinkets that your child brings to school. Items that do not directly relate to the child's educational needs should be left at home. The reasons for this are numerous:

- They act as a source of distraction for the child who brought the item and those around him/her.
- Many items are expensive and if lost or broken act as a source of distress for the child.

Dangerous and Nuisance Articles

Students are not to bring to school any articles which may be dangerous or which may be classified as nuisance articles. This includes such things as chains, squirt guns, rubber bands, pins; “stink” bombs, “poppers,” etc. Such articles will be confiscated and disciplinary action will result.

Vandalism -see School Property**Weapons Prohibition**

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #501 Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons.

Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis.

PART IV — HEALTH AND SAFETY/NOTIFICATIONS**Accidents**

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
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X	X	X
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All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the respected office. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parents/guardians.

Asbestos Management Plan

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Hastings Public Schools would like to inform all parents/guardians, staff, and community members that ISD #200 has a complete and updated Asbestos Management Plan dealing with asbestos containing building materials (ACBM) within the District's buildings. As required by Federal law, the condition of all ACBM in our schools is thoroughly inspected every 3 years by a state certified inspector. In addition, asbestos containing building materials found in routine maintenance and other accessible areas are surveyed every six months as part of an ongoing operations and maintenance program. Identified concerns from these inspections are remedied by professional asbestos abatement contractors in a timely manner.

The most recent 3rd Year Re-inspection was completed in December 2024 by IEA. There were asbestos removal projects completed at Hastings Middle School during the 2023-2024 school year. The inspections, surveillance reports, and abatement reports are available for review at the District Office. Please contact the District's "Designated Person" for asbestos management, **Scott Stockdale at 651-480-7053**.

Bicycles

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

When riding a bicycle to school, students are expected to follow all traffic rules, safety guidelines, utilize a bike rack and are encouraged to use a lock. Bikes brought to school are done so at the student's own risk. All bikes and scooters are to be walked across the streets and not to be ridden in areas where other students/adults walk.

When riding a bike to school, we recommend:

- students are 9 years old or older before riding to school alone
- Wear bike helmets at all times when riding to school
- Utilize a safe cycling route to and from school
- Walk bikes through an intersection
- Obey all traffic signs and symbols
- Obey adult/student crossing guards
- Lock bikes in the bike rack

Elevator Usage

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
<i>N/A</i>	<i>X</i>	<i>X</i>

Elevators are available for students with physical handicaps. The elevator is to be used only by staff members and students who have permission from authorized personnel. Students using the elevator without permission will be referred to a principal. Students with injuries must have permission from the nurse or principal in order to use the elevator.

Emergency Protocols/Crisis Management

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
<i>X</i>	<i>X</i>	<i>X</i>

Policy #806 Crisis Management

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan.

We are proud to announce a new partnership with the I Love U Guys Foundation, which focuses on crisis response and post-crisis reunification. Their programs are used in more than 45,000 school districts and organizations around the world. Students and staff will be training, practicing and drilling the protocol.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

Health Information

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

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) throughout the district. Tampering with any AED is prohibited and may result in discipline.

Communicable Diseases

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

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

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy #516 Student Medication

Trained nurses have been assigned to each of our buildings. In the absence of a licensed nurse, school staff may work under the direction and supervision of a licensed school nurse.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Kennedy Elementary Health Office: 651-480-7224	McAuliffe Elementary Health Office: 651-480-7395	Pinecrest Elementary Health Office: 651-480-7286
Hastings Middle School Health Office: 651-480-7072	Hastings High School Health Office: 651-480-7486	Hastings ALP Health Office: 651-480-7486

If a student is sent home ill from school, they should be free of all symptoms for at least 24 hours before returning to school. Parents/guardians are reminded that board policy does not allow the administration

of a prescribed medication unless the school is provided with a written permission from the doctor. The medication must be in a bottle/container that has the pharmacy information printed on it. If the medication is an "over-the-counter" type, a written permission from the parent is adequate, providing the medication is in its original container.

Immunizations

Policy #530 Immunization Requirements

According to State Law, students must have immunizations up to date and the records must be on file with the student's school in order for the student to attend. If your child should not have shots due to medical reasons or because of conscientious objection, you must provide a notarized waiver. 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 health office of the respective building.

Medications at School During the School Day

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

Pesticide Application Notice

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Hastings Public School District is continuing to work closely with its health and safety resources to ensure compliance with integrated pest management. A Minnesota state law requires schools to inform employees and parents/guardians if they apply pesticides and herbicides on school property. State law also requires that you be told that the long-term health effects on children from the application of such pesticides and herbicides, or the class of chemicals to which they belong, may not be fully understood. Hastings ISD #200 applies pesticides and herbicides on a limited basis when necessary.

An estimated schedule of application is available at the Joint Maintenance Facility. If you would like to be notified in advance of any applications made outside of this schedule, or if you have any questions or concerns, please address them to the Grounds Department at **(651) 480-7051**.

Safety

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

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

Safety Patrol/Crossing Guards

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	

Adult crossing guards are present at all elementary buildings and the middle school. These guards are out in the morning and after school to help children safely navigate difficult corners. We ask that your child cross with one of these guards. Remind your children to cross at the designated crosswalks and obey the crossing guards. The crossing guards are asked to report the license numbers of cars that drive carelessly near our elementary schools. Your understanding and cooperation will make for safer conditions for all students.

Suicide Prevention Information

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

The following crisis support lines are available:

- Crisis Lifeline Dial **988**
- Crisis Text Line **988**
- Dakota County Crisis Response Unit: **952-891-7171**

Telehealth

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Policy 516 Student Medication and Telehealth Procedure for Telehealth at School

The district supports students with access to outside mental health services during the school day through telehealth therapy sessions. This process is designed to ensure privacy, safety, and strong coordination between families, outside providers, and school staff.

Volunteers

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Volunteers are vital to the success of our school. The hundreds and hundreds of hours donated by adults can make a huge difference. Each of you has talent and interests that would make our school better. We ask that parents/guardians do not bring preschool children with them when they are volunteering. The little ones can be a distraction to the students and the academic process. Please bring your driver's license with you, it is used in our building sign-in process.

Walking Safety Tips

<i>Elementary</i>	<i>MS</i>	<i>HS</i>
X	X	X

Walking/biking to school is great exercise and gives kids a feeling of independence and confidence. Before the school year begins, take time to sit down with your children and discuss safety practices that will ensure a safe walk/ride to and from school. Here are some things that you can do:

- Choose the safest route to school and walk it with your child a few times before school starts.
- Teach your child to cross streets at a corner and to use crosswalks when available.
- Teach your child to look left-right-left again before crossing a street and to keep looking as they cross. Practice this behavior with them until they master it.
- Watch for turning cars at intersections.
- Warn your child to be extra alert in bad weather such as rain or snow.
- Teach your child never to enter the street from between parked cars.
- Obey our adult/student crossing guards when nearing the school.
- Teach your child to use the exact same route to and from school each day.
- Warn your child never to talk to strangers or accept a ride from strangers.

APPENDIX A



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

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Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20__ to 20__ school year.)



Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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