

# PiM ARTS HIGH SCHOOL

Performing Institute of Minnesota  
Arts High School

## Student & Parent Handbook 2023-2024

Main Office Hours: 7:00am-3:30pm  
School Day: 7:50am-2:30pm

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Eden Prairie, MN 55344  
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District #4110

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Dear Students & Families,

Welcome to another year at PiM Arts High School!

PiM Arts High School first opened its doors in 2004 in partnership with the Stages Theatre and the Hopkins School District. Starting on July 1, 2011, PiM Arts High School partnered with our authorizer, the University of St. Thomas. We are both honored and excited to be associated with St. Thomas. This fall marks our 20th year of providing outstanding and rigorous academic and artistic programming to students from all over the metro area. We're so excited to celebrate this remarkable achievement with you!

PiM's faculty and staff are passionate about teaching, creating, and the importance of the arts in daily life. We provide numerous opportunities for student performance experiences. We strongly encourage students to get involved in one of our many activities.

We want PiM Arts High School to be a safe and secure environment. It is expected that the adults and students at our high school treat each other with respect and dignity. Our goal is that everyone who enters our school experiences an environment conducive to learning. *PiM Arts High School is a community dedicated to the artistic and academic growth of every learner.* This Student & Parent Handbook provides behavior expectations, academic information, and general information about our school consistent with that mission.

Parents/guardians are part of our community and play an essential role in the school. There are many opportunities for parents/guardians to share their expertise with students, serve on the board of directors or board committees, assist with school events and of course help with the many tasks involved in our various performances.

We look forward to seeing you at PiM Arts High School as we commit to doing our part in making 2023-2024 another great year for this Community of Creatives!

PiM Staff!



**PiM ARTS HIGH SCHOOL STAFF\***

<p><b>Administration</b>                  Matthew McFarlane, Executive Director                  Cassy Schauwitzer, Director of Teaching &amp; Learning                  Tania Montgomery, Director of Student Life                  Rob Thompson, Director of Communications &amp; Development                  Sarah Jane Klein, School Counselor                  Logan Bitz Daum, Business Manager                  Simone Ritchie, Office Manager                  Marz Kirchoff, Community Connections Coordinator</p>		
<p><b>Dance</b>                  Danielle Ricci                  Karis Sloss</p>	<p><b>Musical Theatre</b>                  Rachel Brady                  Rob Thompson</p>	<p><b>Theatre</b>                  Rachel Brady                  William T. Leaf</p>
<p><b>Instrumental Music</b>                  Austin PeKarna</p>	<p><b>Science</b>                  Anna Kanavati                  Ellen Klemme                  Tim Popp</p>	<p><b>Vocal Music</b>                  Katie McKnight</p>
<p><b>Language Arts</b>                  Cassie Cole                  Rob Mangone                  Sarah Omernik</p>	<p><b>Social Studies</b>                  Jim Nordberg                  James Petry                  Emily Weber</p>	<p><b>Visual Arts</b>                  Sunnie Helms                  Grover Hogan                  Rebecca Johannsen                  Mandy Stringer</p>
<p><b>Mathematics</b>                  Heather Liaugaudas                  Michael Mayers                  Christopher Mortika                  Ashley Nordlund</p>	<p><b>Special Education</b>                  Morgan Adams, Teacher/CM                  Jessica Dorr, Paraprofessional                  Paul Johnson, Site Coordinator/CM                  Samantha King, Teacher/CM                  Natasha Pasch, Teacher/CM                  Pete Soulen, Teacher/CM                  Sam Stoffel, Teacher/CM                  Krista van Eps, Paraprofessional</p>	<p><b>World Language (Spanish)</b>                  Aaron Kvale</p>
<p><b>Media Arts</b>                  Theresa Ganzer                  John Raasch</p>	<p><b>School Social Worker/504 Plan                  Coordinator</b>                  Deb Klein, LICSW</p>	<p><b>Support Volunteer</b>                  Stephanie Soskin, College &amp; Career                  Counselor</p>

Main Office Hours: 7:00am-3:30pm  
 School Hours: 7:50am-2:30pm

\*Staff contact information is available on our website at <http://www.pimartshs.org/Contact/>\*

## **MISSION & VISION**

### **Mission**

PiM Arts High School is a community dedicated to the artistic and academic growth of every learner

### **Vision**

In an inclusive community of creatives, PiM students will find their personal artistic voice and develop critical thinking skills necessary to thrive in the world that awaits after graduation.

### **We Believe (Values)**

- I. Students who study in the arts gain creative skills to solve problems through collaboration and critical thinking
- II. Students learn best when they have an abundance of positive connections in the learning community
- III. All students have intrinsic value and we honor their identities as artists, scholars, and humans
- IV. Racial consciousness and culturally sustaining practices are vital to the growth of our community of creatives
- V. Learning space must be a safe environment where students can make courageous choices
- VI. The PiM community has the ability and duty to foster growth through consistent effort and high expectations

## BELL SCHEDULES

### A DAY - M/W/F

Block 1	7:50-9:15
Advisory	9:20-9:40
Block 2	9:45-11:10
Block 3	11:15-1:00
Block 4	1:05-2:30
Block 5	2:30-3:30

### LUNCH

A	11:15-11:35
B	11:45-12:05
C	12:10-12:30
D	12:40-1:00

### B DAY (Flex) T/TR Bell Schedule/Arts Advisory

#### PM

Block 1	7:50-9:05
Block 2	9:10-10:25
Block 3	10:30-12:05
Block 4	12:10-1:25

Flex	1:30-2:30
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#### LUNCH

A	10:30-10:50
B	10:55-11:15
C	11:20-11:40
D	11:45-12:05

#### EARLY RELEASE

Block 1	7:50-8:49
Block 2	8:54-9:53
Block 3	9:58-10:57
Block 4	11:02-12:00

### FIRST DAY OF QUARTER SCHEDULE

Advisory	7:50-8:10
Block 1	8:15-9:40
Block 2	9:45-11:10
Block 3	11:15-1:00
Block 4	1:05-2:30
Block 5	2:30-3:30

### LUNCH

A	11:15-11:35
B	11:45-12:05
C	12:15-12:35
D	12:40-1:00

### ARTS ADVISORY AM

Block 1	7:50-9:05
Arts Advisory	9:10-10:10
Block 2	10:15-11:30
Block 3	11:35-1:10
Block 4	1:15-2:30

### LUNCH

A	11:35-11:55
B	12:00-12:20
C	12:25-12:45
D	12:50-1:10

### FINALS - DAY 1

Block 1 Final	7:50-9:50
Block 2 Final	10:00-12:00

### FINALS - DAY 2

Block 3 Final	7:50-9:50
Block 4 Final	10:00-12:00



## PiM ATTENDANCE POLICY

PiM Arts High School uses block scheduled classes with four 82 minute periods a day. In a block system, missing one class is equivalent to missing two instructional days. Student attendance is a priority at PiM Arts High School. Minn. Stat. §120A.22, the Minnesota Compulsory Instruction Law states that school aged children must attend school every day and on time *unless prevented by illness, religious observance, family emergency or loss of a family member*. Please note that parents/guardians may excuse up to 4 absences per quarter due to illness. If absences due to illness exceed that number, we will request a note from the student's primary physician or mental health care provider in order to excuse additional illness-related absences. Please note that missing the bus, traffic, oversleeping, babysitting for siblings or transporting siblings to school are not considered "lawful excuses" for arriving late to school or missing school.

When a student accumulates *3 unexcused partial or full day* absences, they are designated as a "Continuing Truant" under the law and schools are required to notify parents/guardians of this designation. As mandated reporters, PiM staff are **required** by law to report "Habitual Truancy" to parents and the resident county Attorney's Office. Minn. Stat. §260C.007, subd. 19 defines "Habitual Truancy" as a child under the age of 17 who is absent from school without a lawful excuse *for two or more blocks on 7 school days and who has not lawfully withdrawn from school*. This report is reviewed by the resident county and could result in a Juvenile Court truancy hearing.

### 15-Day Drop Rule

Minn Statute 126C.05, subd 8, part (a) requires that a charter school drop any student from its enrollment when that student has **missed 15 consecutive days of school**, regardless of the nature of the absences. If a student intends to return to PiM after being dropped from enrollment, they must formally re-enroll by 1) scheduling a re-enrollment meeting with the School Counselor and/or Director of Teaching & Learning prior to attending classes to discuss schedule/credits, etc; and 2) by attending no less than two full consecutive blocks (not including Advisory) on their first day back.

Re-enrollment for a student dropped for non-attendance will depend on space available.

**Parents/guardians will receive an automated call if a student is absent from class unless parents have excused the absence by calling the PiM main office at (952) 224-1340, emailing [attendance@pimartshs.org](mailto:attendance@pimartshs.org), or by sending a note to school with your student.**

### PiM Arts High School Policy for Unexcused Absences & Unexcused Tardies

**Unexcused Absences:** Teachers may refuse to accept work from a student as a result of an unexcused absence which may result in a score of '0' for the class each day the absence is unexcused. The consequences for accumulated unexcused absences are:

- *3<sup>rd</sup> Unexcused Absence:* Director of Student Life will send mandatory notification to parent/guardian designating the student as a "Continuing Truant".
- *4<sup>th</sup> Unexcused Absence:* Director of Student Life will request a phone or in-person meeting with parent/guardian and student to discuss student attendance concerns and/or to develop an attendance plan.
- *7<sup>th</sup> Unexcused Absence:* Director of Student Life files Educational Neglect/Truancy Report with the resident county truancy office. Director of Student Life will send mandatory letter advising parents of "Habitual Truant" designation.

Students who arrive to any class after 40 minutes (halfway through the block) without a valid excuse will be marked as an unexcused absence. Students who are out of class for excused reasons (e.g, appointment with School Counselor, field trip for another class) must work with their teachers to remain caught up.

**Loss of Credit Due to Attendance:** Section IIB, part D, subd. (a) of the PiM Arts High School Attendance policy states that students not in class for any reason are considered absent. **A student can lose credit in academic and arts area classes when he/she has a total of twelve (12) combined excused or unexcused absences (15 combined absences**

for students with 504 Plans or IEPs when absences are related to their disability). Students will receive a no credit (NC) or F on transcripts when credit is lost due to attendance issues alone.

What does this mean?

<i>If...</i>	<i>Then...</i>
Student is earning an F due to <b>Excused Absences</b>	Student will receive a NC
Student is earning an F due to <b>Unexcused or Limited Excused Absences</b>	Student will receive the F
Student is showing mastery <b>despite Excused Absences</b>	Student will receive a P or the letter grade
Student is showing mastery <b>despite Unexcused or Limited Excused Absences</b>	Student will receive an F

PiM's Director of Teaching and Learning, teachers, the student, and their parents/guardians will be involved in this conversation. Parents may request a meeting at any time throughout the year to discuss their students' academic progress.

**Unexcused Tardies:** It is imperative for students to be on time to their classes. For every 5 unexcused tardies to a class, a student will be given 1 unexcused absence and 1 hour of detention.

**Students checking in late (*after 7:50am*) or leaving early (*before 2:30pm*) during the school day must sign in and out at the main office. Parents must contact the main office to give their permission for their student to leave early.**

#### **Absences Due to Alternate School/Family Activities**

Students must obtain and complete a "Pre-Approved Absence Form" prior to missing school due to absences that MN does not consider "legal". Some examples of these types of absences are interscholastic competitions and events, auditions/rehearsals/performances, college/university visits, student recognition and award ceremonies, driver's exams and family travel. Students can obtain this form from the main office. Students are to take the form to each of their teachers to make a plan for work that will be missed while they are absent. Once this form has been returned to the Director of Student Life with the required signatures, **and a parent has called the main office to report the absence(s)**, we can excuse these absences to avoid families reaching truancy. Please note that these absences do count towards the "Loss of Credit Due to Attendance" policy where 12 absences of any kind (15 for students with 504s/IEPs) during a quarter can result in a loss of credit.

Please note that if we have concerns about a student's overall attendance or academic standing, we reserve the right to designate the absences as unexcused.

For ALL absences, it is the student's responsibility to obtain assignments and complete makeup work as specified by the teacher. Parents and students should **make every effort to schedule appointments outside of the school day**. Each day of absence in our four block schedule represents two lost days of instruction - a significant loss of learning time.

### **Absences for Volunteer Opportunities**

Many of our students participate in volunteer opportunities such as working at voter polls, and opportunities for social engagement such as social justice demonstrations. To encourage this, students are allowed up to 2 excused absences per year specifically for community engagement that will not count towards the “Loss of Credit Due to Attendance” policy. In order for these absences to be approved, students must complete a Pre-Approved Absence form specifying the activity they are engaging in, and we must receive parent permission. Students may pick up a Pre-Approved Absence form from the front office.

**Parents/guardians will receive automated communications if a student is absent from class unless parents have reported the absence by calling the PiM office at (952) 224-1340, emailing [attendance@pimartshs.org](mailto:attendance@pimartshs.org), or by sending a note to school with your student.**

### **ACTIVITY PARTICIPATION POLICY**

PiM Arts High School takes the position that time spent in class is paramount to learning. To that end, the following expectations related to attendance, grades and behavior must be met in order for students to participate in ALL after school and evening activities:

- Students must be in attendance at school for **two consecutive full blocks** on the day of the activity (not including Advisory)
- Students who are not passing classes will be placed on an Academic Improvement Plan as a condition to participate in any production and until they are passing. Students must be passing all classes to participate in Clubs (ex., Table Top Games, Anime, etc).
- Students must have no unserved detention hours

PiM's Activity Participation Policy applies to all **rehearsals, performances, gallery showings, Senior Capstone rehearsals and performances, and 5th block clubs and activities.**

### **CELL PHONES/ELECTRONIC DEVICES POLICY**

In order to maintain an environment that is focused on learning, creativity, relationship building and community, PiM Arts High School has a school-wide expectation that ***upon entering a classroom, all cell phones, texting devices, laptops/notebooks and music players are to be silenced/powered off. Cell phones must be placed in the classroom cell phone caddy.*** All other electronic devices must be placed in the students back pack. Only with **explicit permission from the classroom teacher** may students use any of their devices for any reason during class time. Students may respectfully use their devices during classroom breaks, arrival/departure times, passing times, and in the cafeteria during meals.

PiM Arts High School staff respectfully request that parents refrain from contacting your students on their cell phones during the school day (texting and calling) as it distracts your student and those around them from their learning. It also can result in unnecessary conflict between your student and their teacher. Please contact the main office in the case of an emergency and we will pull your student from class immediately. We ask that you use your discretion as to what constitutes an emergency and what can't wait until your child is at home with family.

All students will spend the first week of each school year reviewing the Cell Phones/Electronic Devices Policy. *After the first week of the school year, students are expected to be familiar with this policy and the consequences when it is not followed.* If students are found to be using cell phones or other electronic devices in violation of this policy, the device will be confiscated and given to the Director of Student Life and returned to the student at the end of the day. Please note that infractions are cumulative, NOT per class. Students who misuse their devices will face the following consequences:

- *1<sup>st</sup> time:* Device is confiscated for the remainder of the school day. Parent notification and 1 hour of detention.
- *2<sup>nd</sup> time:* Device is confiscated for the remainder of school day and parents are notified. Student must turn the device into the Director of Student Life at the start of the school day and may retrieve it at the end of the school day for **15 school days**.
- *3<sup>rd</sup> time:* Device is confiscated for the remainder of the school day and parents are notified. Student must turn the device into the Director of Student Life at the start of the school day and may retrieve it at the end of the school day for **30 school days**.

**\*\*Students who continue to misuse their devices may be asked to refrain from bringing their device(s) to school for the remainder of the school year.\*\***

**Please remember that PiM Arts High School is not responsible for, nor will it investigate any lost, stolen or damaged electronic devices brought onto school grounds, and encourages students to leave them home whenever possible.**

### **STUDENT PARKING & PARKING PERMITS**

Students are required to have a parking permit to park on campus. Student parking is available on the west side of the building in the purple parking spaces. The lot is regularly monitored for safety by the Eden Prairie Police Department and PiM Arts High School staff. All student vehicles must display a PiM Arts High School parking sticker in the windshield or risk being towed at the owner's expense. Yearly parking permits are sold in the main office at a cost of \$200.00 per year or \$100.00 per semester.

Students holding a parking permit must abide by the following expectations:

- Must display permits on car.
- Must park in the student designated area (purple parking spaces).
- Must not drive carelessly or with excess speed in school parking lot or other school grounds.
- Must not transport unauthorized students off campus.

PiM Arts High School reserves the right to revoke a yearly permit without a refund based on safety concerns, behavior, attendance and/or academic progress.

### **STUDENT CONCERNS & GRIEVANCES PROCEDURES**

Paramount to maintaining a community conducive to artistic expression and academic success is creating an environment where students feel safe and supported, and where they feel heard. When a student is having a conflict with another student, sees behavior that violates school expectations, or becomes aware of any illegal activity involving a PiM student, the concern should be reported immediately to the Director of Student Life, Ms. Montgomery ([tania.montgomery@pimartshs.org](mailto:tania.montgomery@pimartshs.org)). An investigation will be initiated to gather information and to attempt to resolve the issue in the best interest of all involved.

If a student has a concern with a teacher around classroom management, curriculum, or grading practices, they should first address it with that teacher. If the situation hasn't been resolved to your satisfaction, you may escalate it to the Director of Teaching & Learning, Ms. Schauwitzer ([cschauwitzer@pimartshs.org](mailto:cschauwitzer@pimartshs.org)).

If you or your student has a concern with administrative staff, please contact PiM's Executive Director, Matthew McFarlane ([mmcfarlane@pimartshs.org](mailto:mmcfarlane@pimartshs.org)).

Reports may also be made anonymously by leaving a message on the PiM Tip Line at 952-807-9535.

## GENERAL INFORMATION

### 18-Year-Old-Students

Students who turn 18 years old while enrolled at PiM are subject to the same expectations as students who are minors. All absences, late arrivals, and early departures must be excused by a parent/guardian. Students living independently or considered homeless under the McKinney-Vento Homeless Education Act should discuss their status with the Director of Student Life or the School Counselor.

### Closed Campus

PiM Arts High School is a closed campus. Students may not leave the building during the school day without prior authorization from a parent. Students found outside of the building or off school premises without authorization will be subject to a search of their person and personal belongings, as well as the school discipline policy. A student's car is also subject to a search when a student is found to be off campus without prior authorization. Because we are a closed campus and for security reasons, students are not allowed to order food to be delivered to the school during the school day. With the exception of food delivered by a parent/legal guardian, any food delivery for a student will be held in the main office until the end of the school day. For students ordering food after 2:30pm, we ask that you make sure to provide your cell phone number, be available at the door to meet the delivery person, and to consider leaving at least a \$2 tip for delivery.

### Conferences

Parent-Teacher Conferences are held four times throughout the school year. Each quarter parents/guardians are provided an email link to sign up for 10-minute sessions with each of their student's classroom teachers. We encourage all families to schedule parent-teacher conferences. Parents may contact individual teachers for a conference at any time during the school year by contacting the teacher directly.

### Contacting Students During the School Day & Telephone Messages

Although students are expected to have phones silenced/turned off and placed in their classroom's cell phone caddy, we respectfully request that parents refrain from calling or texting your student on their cell phone/texting device during the school day as this causes a disruption to their learning process. Please contact the main office at 952-224-1340 if you need to get an urgent message to your student or if you have an emergency. Feel free to text/call your student during passing times and their lunch periods.

### Daily Announcements

Announcements are broadcast daily on the intercom system throughout the building during Advisory and are also posted on the school website. Announcements must be submitted to Mr. Leaf no later than the end of block 1 to be added to the next day's announcements. Student announcements must be approved by a staff member.

### Department/Class Field Trips

PiM Arts High School takes several department/class field trips each school year. Field trip days are considered school days and attendance is required. Please note that students who attend a field trip but haven't paid or requested a scholarship will have a fee applied to their school account.

### Detentions

Detentions are assigned for a variety of behavior infractions and violations of school expectations. They are assigned in 1 hour increments. Detention is held on Tuesdays & Thursdays during Flex in the designated detention room. If students have scheduled time before/after school or during flex time to work with a teacher, they may apply that time to any outstanding detention hours.

Students who have been assigned a detention must serve it right away and no more than 5 school days from when it was assigned or they will be placed on a half-day In-School Suspension. It is the student's responsibility to schedule and serve their detentions. Students may not participate in after school activities, Clubs or arts activities until all outstanding detentions have been served. Seniors may not leave early on Flex Days if they have unserved detentions. Please note that parents will be advised via email and/or Infinite Campus Messenger of detentions as they are assigned.

During detention, students are prohibited from listening to music or using their cell phones in any way.

### **Dress Code**

At PiM Arts High School we encourage students to be creative in their dress and to express themselves artistically through their attire. The dress and grooming of a student becomes the concern of the school if it falls outside of any of the below parameters:

- State law requires that for health reasons, students must wear shoes and dress for existing weather and school conditions. (Please note: Students in dance classes are exempt from the shoe requirement while in the Dance hallway only.)
- Students must have private parts (including chests and buttocks) and undergarments covered completely at all times (underwear, boxer shorts, sport and regular bras). Please note that visible straps are acceptable.
- Clothing that includes words or pictures that are obscene, vulgar, sexually explicit, convey sexual innuendo, abuse or discrimination, or which promotes or advertises alcohol, chemicals, nicotine or any other products that are illegal for use by minors will not be allowed.
- Painted faces, disguises or grooming that limits, disguises, or prevents the identification of a student is prohibited. Students are not allowed to wear costume masks during the school day unless it is a prop necessary for an artistic activity or production.
- Sunglasses may not be worn in school (exceptions made for concussions and migraine headaches with permission from the health office).
- Clothing and other items or grooming in a manner that represents and/or promotes threats or hate groups will not be allowed.
- Metal chains and spiked jewelry or accessories that are considered a safety hazard or concern, must be removed when they pose a risk of danger (in movement classes, for example).
- Clothing or other items that may reference gang affiliation are prohibited.

Students in violation of the dress code will be asked to cover or remove the offensive article of clothing. Further consequences may include parental notification, detention and suspension.

### **Drug-Free School/Drug-Free Workplace**

PiM Arts High School is a drug-free community. Use of controlled substances, toxic substances, nicotine, and alcohol before, during, or after school hours, including during evening and weekend performances and activities, is strictly prohibited. Students, parents, staff and visitors are asked to refrain from using any of the above substances while on the PiM Arts High School campus.

PiM has a partnership with PhaseZero Recovery Services to support students and families who may be dealing with substance abuse/addiction both during the school day and outside of the school day. Support services may include chemical dependency assessments, individual/group therapy, and sober support. Although we support family engagement in all areas of a young person's life, [MN Statute 42 CFR Part 2](#) does state that minors do not need parent permission to access these services, and that the clinicians may not share information regarding their sessions with anyone, including parents and PiM staff and teachers, unless the client has signed a Release of Information.

Clinicians from PhaseZero are on site weekly on Thursdays from 8:00-11:00am. Students and parents may access these services by contacting PhaseZero Recovery Services directly. You may also contact PiM's School Counselor, School Social Worker, or our Director of Student Life for a referral. All services are completely confidential between you and the PhaseZero Recovery Services team. Contact information can be found on our website in the Counseling section.

### **Emergency Drills for Fire, Tornadoes and Civic Defense**

By law, schools must conduct regular safety and security drills. Emergency routes are posted throughout the school building and by every classroom door. Students **must** follow staff directives and listen carefully to all instructions during emergency procedures.

### **Emergency Information & Inclement Weather**

Should it become necessary for the Executive Director to delay the start of school, close school early or close school for the day, families will be notified via the school website, phone/text, email and on local radio and television stations.

### **Family Emergency Data**

Parents must update emergency data with the main office annually. Students who become ill or injured at school will not be released without parent/guardian authorization, regardless of age.

### **Fifth Block Activities**

There are a variety of activities offered during fifth block (2:30-3:30pm). In addition to tutoring sessions with teachers on specific classroom assignments, clubs, auditions, rehearsals, performances, and gallery showings usually take place during fifth block and during evening hours. These activities will be posted within two weeks of the beginning of each quarter and will be communicated through daily student announcements. With the exception of academic related activities (i.e., tutoring, test make-up, etc.), students must meet the following expectations to be eligible to participate:

- Students must be in attendance in classes for **two consecutive full blocks** on the day of the activity (not including Advisory)
- Students who are not passing classes will be placed on an Academic Improvement Plan as a condition to participating in any production and until they are passing. Students must be passing all classes to participate in Clubs (ex., Table Top Games, Anime, etc).
- Students must have no outstanding detention hours

### **Flex Days**

Flex days are designed to give students greater opportunity to spend time diving deeper into their academic and artistic course work. Students will have the opportunity to connect with teachers to better understand content, work on completing assignments, make up assessments, participate in rehearsal, or push beyond the class curriculum through student-guided and teacher-led extension topics. Flex days will take place on Tuesday and Thursday throughout the school year.

### **Food**

CKC Good Food caters our daily food program. For the 23-24 school year, meals are free for all students! Students may bring their own food for breakfast/lunch if preferred. Because we are a closed campus and for security reasons, **students are not allowed to order food to be delivered to the building during the school day.** With the exception of food delivered by a parent/legal guardian, any food delivery for a student will be held in the main office until the end of the school day.

For students ordering food after 2:30pm, we ask that you make sure to provide your cell phone number, be available at the door to meet the delivery person, and to consider leaving at least a \$2 tip for delivery.

### **Hall Passes**

All students are required to have a written pass from a staff member to be in the hallways, cafeteria, or common areas during class time. Students without a pass will be escorted back to their classrooms. Students found in the hallway repeatedly without a pass or abusing a hall pass by being out of class longer than is acceptable or going to a destination not stated on their pass, are considered skipping class and will be subject to detention or further consequences according to PiM's discipline policy regarding skipping class/abuse of hall pass.

### **Health Expectations**

Although consistent attendance at school is key to academic success, we ask that students stay at home when they are not feeling well. Students are required to stay at home if they are experiencing COVID-specific symptoms and are encouraged to get tested immediately. In general, students who have vomited or have a fever of 100 or higher, **must stay home until they have been fever and symptom free for 24 hours without the use of medications.**

### **I.D. Cards**

Photo I.D. cards will be issued free of charge to all students. Students will need their I.D. card to use the Metro Transit student pass program, to obtain student ticket rates at PiM Arts High School performances, and student rates for outside events. A replacement card can be obtained from the main office for a \$5.00 charge.

### **Insurance**

PiM Arts High School does not offer any insurance for student injury or property loss. Insurance is the responsibility of the parents/guardians.

### **Lockers**

Lockers are school property and students are highly encouraged to use them for safety and security purposes. Students may request an academic locker at the start of each school year without charge. Changing Room lockers will be assigned on an as needed basis prioritizing our Dance Technique classes. School officials may open and search lockers for reasonable cause and without student notification or consent. Students who prefer to bring their own locks from home must provide the Director of Student Life with their combination/key. Students will be charged a non-refundable fee of \$10.00 for lost locks.

### **Meal Program**

PiM Arts High School contracts with CKC Good Food to provide breakfast and lunch on all days that students are in attendance (breakfast only on Early Release days). During the 23-24 school year meals are free for all PiM students. Please contact Logan Bitz Daum at 952-224-1346 for questions related to the meal program.

Students are welcome to bring their own snacks and meals. However, all students should refrain from selling food, beverages, gum, candy and other items (i.e., water bottles) for cash while on school property. Students are encouraged to bring a reusable water bottle. Reusable PiM water bottles are available for purchase through the PiM Boosters at [boosters@pimartshs.org](mailto:boosters@pimartshs.org).

### **Medications (Prescription and Over-the-Counter)**

**All** medication to be taken during the school day must be kept in the health office and must be dispensed by trained staff. Prescription AND over-the-counter medications must be in the original container with the name and contact information of the prescribing physician or nurse practitioner, and the student's name clearly visible. Parent or guardian written permission is required for **all** medication administration during the school day. Students **are only** allowed to carry diabetes supplies, asthma inhalers, and epi-pens on their person during the school day. Contact the main office at 952-224-1340 with additional questions.



## **Parent Portal**

Parents may register to access student information through the Parent Portal of our student database, Infinite Campus. The Parent Portal will provide parents access to attendance, schedules, grades and behavior information. Please contact the main office to set up your Username and Login, as well as to troubleshoot any problems you may have.

## **Preferred Names & Pronouns**

At PiM Arts High School we embrace our students as they embark on their journey towards adulthood. We honor all students and staff who request to be addressed by the name and/or pronouns they identify with. Students who request to have their identity changed in Infinite Campus so that their schedules and diploma reflect their identity are allowed to do so.

## **Schedule Changes & Add/Drop During the School Year**

Changes to student schedules must be submitted no later than the end of the week before a new quarter begins. Students with concerns about their schedules must complete a “Schedule Change Request” form from the main office. This will generate an appointment with the School Counselor or the Director of Teaching & Learning. Not all requests will be honored. See the Course Catalog for more information about schedule changes and adding/dropping classes.

## **Searches**

Searches of a student may be conducted if there is reasonable suspicion to include their person, bag, locker, and vehicle. Should contraband be discovered, PiM Arts High School’s School Resource Officer from the Eden Prairie Police Department will be contacted to issue a citation which may result in the student having to appear in court.

## **Security Measures**

Areas of PiM Arts High School are subject to periodic closed-circuit television monitoring and recording. These include cameras located at each outside access door. All outside doors are locked from the outside during the school day for the protection of the students. Entry during the day must be through the main door via the intercom system. Students are asked NOT to open any doors, regardless of if they know the person or not.

## **Tobacco/Nicotine-Free Environment**

PiM Arts High School is a tobacco and tobacco products-free campus. Use of tobacco, tobacco-related products and devices, and electronic cigarettes before, during, or after school hours, including during evening and weekend performances and activities is strictly prohibited. PiM Arts High School’s School Resource Officer from the Eden Prairie Police Department may be contacted to issue a citation which may result in the student having to appear in court. Students, parents, staff and visitors are asked to refrain from using tobacco, tobacco-related products and electronic cigarettes while on the PiM Arts High School campus.

## **Transportation**

PiM Arts High School contracts with CSTMN for all of its school busing, and participates in Metro Transit’s “Go-To” Card program for schools. PiM Arts High School students riding school and city buses are to follow transportation behavior rules and policies. These are available on the PiM Arts High School website and provided to students who purchase a “Go-To” Card. Students in violation of these rules and expectations are subject to PiM Arts High School’s discipline policy.

PiM Arts High School charges a bus fee of \$100/quarter to help cover the costs of transportation. For families where this fee will present a hardship, please contact Executive Director, Matt McFarlane at 952-224-1342. If this is the case for you, we ask you to pay what you are able. **This bus fee in no way should keep a student from attending PiM Arts High School.** Metro Transit “Go-To” Cards are valid for unlimited rides on hundreds of bus routes and light-rail lines from August through June at a cost of \$100/quarter. Passes may be purchased at the main office.

Questions regarding transportation should be directed to our Transportation Coordinator, Logan Bitz Daum at (952) 224-1346.

PiM Arts High School provides a platform for parents to explore carpooling options as well. Please check our website or contact the main office if you are interested and we will help you try to connect with families in your geographic area.

### **Visitors**

All visitors to the building must sign in at the main office. Valid identification may be required. For security reasons, *PiM Arts High School does not allow students to host visitors in the building.*

## **ACADEMICS & ARTS INFORMATION**

At PiM Arts High School, we expect all students to strive for academic and arts excellence. Below is information on how students can earn additional academic/arts honors and recognition:

### **ACADEMICS:**

#### **Advanced Placement (AP)**

PiM Arts High School students may participate in Advanced Placement (AP) courses. Advanced Placement requires students to work at a high level of achievement and involves extra work outside of class. Students are expected to sign a contract acknowledging that they are aware of and agree to accept responsibility for the increased workload. Students who take the national Advanced Placement examinations associated with these courses may receive college credit. More detailed information can be requested from PiM Arts High School's Director of Teaching & Learning, Cassy Schauwitzer.

#### **Credit by Assessment (CbA)**

Credit by Assessment (CbA) allows students to receive credit for graduation-required academic subjects by satisfactorily completing the assessment for that class. This option is meant to accommodate students who have previously learned the material, not for students who have attempted and failed the course. Often it is used by students who took an advanced course in junior high but did not earn high school credit.

The assessment is determined by the academic department and the student must earn at least 85% to earn credit and a grade of P (Pass). Students may not apply for this option if they are currently in the class.

Students must request an application form from PiM Arts High School's Director of Teaching & Learning, Cassy Schauwitzer. The completed application must be returned to Ms. Schauwitzer as much in advance of the class start date as possible. Students seeking credit by assessment should not expect tutoring of any kind as this is designed for students with previous knowledge. Contact Ms. Schauwitzer for additional information.

#### **Graduating with Academic Distinction**

Seniors graduating from PiM Arts High School whose cumulative GPA is 3.8 or higher at the end of the third term of their senior year will graduate with academic distinction. These seniors will be noted for academic honors in the commencement program and will receive a gold cord to wear at the graduation ceremony.

#### **Graduating with Honors**

Seniors graduating from PiM Arts High School whose cumulative GPA is 3.5 or higher at the end of the third term of their senior year, will graduate with academic honors. These seniors will also be noted for academic honors in the commencement program and will receive a silver cord to wear at the graduation ceremony.

### **Honor Roll & High Honor Roll (Quarterly)**

To be eligible for the quarterly Honor Roll, a student must attain a quarterly GPA of 3.5 or higher during the previous quarter. To be eligible for the quarterly High Honor Roll, a student must attain a quarterly GPA of 3.8 or higher for the previous quarter.

### **Lettering (Academic & Arts)**

Letter Awards recognize students for their participation in the PiM Arts High School community. Students can letter in all 7 Arts Areas or Academics by securing 1,000 points in the given discipline. Lettering certificates are awarded after a student has recorded all of his or her points on a lettering form and has a teacher from that discipline sign it verifying the points earned.

Lettering forms are due the Friday prior to each quarter's parent-teacher conferences. The certificate comes with a cover letter with information on how to order a letter jacket.

Points are also awarded for Speech, Main Stage performances, NO SHAME participation, tech work and other faculty-approved performances and activities. Points awarded for each activity vary according to the number of hours associated with the project. Lettering information for specific activities is available from the advisor/faculty leader.

### **National Honor Society (NHS)**

Selection for this honor occurs during junior year and is based on specific criteria for scholarship, leadership, service and character. A complete description of the selection process is available upon request from the PiM NHS advisor, Cassy Schauwitzer ([cschauwitzer@pimartshs.org](mailto:cschauwitzer@pimartshs.org)).

### **National Spanish Honor Society (Sociedad Honoraria Hispánica)**

La Sociedad Honoraria Hispánica (The National Spanish Honor Society) is a nation-wide honor society for high school students currently enrolled in Spanish and/or Portuguese classes. The mission of the Sociedad Honoraria Hispánica is to recognize high school achievement in Spanish and Portuguese and to promote interest in Hispanic and Luso-Brazilian studies. A complete description of the selection process is available upon request from NSHS advisor, Mr. Kvale ([aaron.kvale@pimartshs.org](mailto:aaron.kvale@pimartshs.org)).

### **Self-Directed Study**

Self-Directed Study offers a unique learning opportunity for motivated and independent students in an area of special interest not readily available through conventional course offerings. The student works with a chosen faculty member who approves the student's individualized Plan of Study and supervises the student's progress. The course of study may be project-oriented, research-oriented, and/or focused on directed readings and writings in the area of interest. A complete description of the Self-Directed Study program and policy are available from PiM's Director of Teaching & Learning, Cassy Schauwitzer.

### **ARTS:**

#### **Arts Endorsement**

Seniors graduating from PiM Arts High School who have completed a rigorous assigned course of study in their area of performing arts will receive an endorsement in Dance, Instrumental Music, Media Arts, Musical Theatre, Theatre, Visual Arts, or Vocal Music. These seniors will be noted for arts honors in the commencement program and will receive a white stole to wear at the graduation ceremony. An Arts Endorsement is an internal recognition made by PiM Arts High School. We encourage each student to choose an arts area to focus on throughout their time at the school. If a student completes all of the required courses, the endorsement will appear on the student's transcript. Please note that colleges/universities may or may not look at this endorsement in determining eligibility for their programs.

## Arts Juries

Juries are a basic art skills assessment where students meet exclusively with an arts instructor to obtain individual feedback on their progression in their art area. This is an opportunity for students to demonstrate their ability to apply the tools they are learning in their arts classes towards a well prepared, rehearsed and professional quality performance.

Successful completion of an arts jury keeps students eligible for their arts endorsement as well as Block 5 arts activities, such as music ensembles (vocal or instrumental), main stage performances, dance concerts, NO SHAME, Student Ambassadors and other arts activities. Students are strongly encouraged to complete their arts juries each year they are at PiM Arts High School. Some of our arts departments require that students complete juries. Students should check with their arts area advisors.

## National Art Honor Society (NAHS)

The National Art Honor Society's purpose is to assist student members to attain their highest potential in all forms of art, and to raise awareness of art education throughout the school and community. Members are active in volunteering and supporting service projects. Members are expected to maintain an A average in all arts classes and have consistent attendance and participation. Contact NAHS Advisor, Julie Fowler ([julie.fowler@pimartshs.org](mailto:julie.fowler@pimartshs.org)) for more information.

## National Honor Society for Dance Arts (NHSDA)

Students will do a variety of community and PiM orientated service projects. Students will curate the National Dance Day Showcase and/or workshops, among other activities. This does not require an audition and is open to all majors. A complete description of the selection process is available upon request from NHSDA advisor, Lara Ciganko ([lciganko@pimartshs.org](mailto:lciganko@pimartshs.org)).

## BEHAVIORAL GUIDELINES & POLICIES

Students at PiM Arts High School are expected to be respectful and considerate at all times and to all community members – students, parents, teachers, support staff, administrators and visitors. We are striving for a community that is academically and artistically rigorous, one that is safe, positive, supportive, nurturing, and cooperative. To that end, behavior expectations are very simple: *respect each other, respect our school community, make learning fun, and take personal risks!* Disciplinary action for misconduct will range from *a parent conference and/or detention, grade reduction or loss when misconduct is academically related, or restitution, in-school suspension, out-of-school suspension, exclusion and/or expulsion* depending on the seriousness of the infraction. PiM administrators and teachers reserve the right to adjust disciplinary actions based on the circumstances of the situation.

The next several pages contain short descriptions of some of the more serious misconduct. Please note that this is not intended to be a comprehensive listing.

MISBEHAVIOR	1ST TIME	2ND TIME	3RD TIME	4TH+ TIME
<b>ACADEMIC DISHONESTY</b>				
<i>Any action taken with the intention of obtaining credit for work which is not one's own, including plagiarism.</i>	Student/teacher conference and loss of credit for the assignment/ Parent notification	Reduction of grade for class/ Conference with parent	Up to 3 days suspension/ Potential loss of course credit	Up to 10 days suspension/ Recommended for expulsion

<b>ARSON</b>				
<i>Intentional destruction or damage to school property by means of fire.</i>	Recommended for expulsion/Police referral/Restitution			
<b>ASSAULT</b>				
<i>An act intending to cause fear in another or immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another.</i>	Up to 3 days suspension/ Possible police referral	Up to 5 days suspension/ Possible police referral	Up to 10 days suspension/ Possible police referral/ Recommended for expulsion	Recommended for expulsion
<b>AGGRAVATED ASSAULT</b>				
<i>Committing an assault with a dangerous weapon, or assault which inflicts great bodily harm upon another person.</i>	Police referral/Up to 10 days suspension/ Recommended for expulsion	Police referral/ Recommended for expulsion		
<b>BOMB THREAT/FALSE FIRE ALARM</b>				
<i>False communication and/or activation of fire alarms for the purpose of terrorizing others by indicating that an explosive of some kind or dangerous fire is present in the school building, school grounds or another location used for school activities, regardless of whether the source is in fact present.</i>	Up to 10 days suspension/ Recommended for expulsion/Police referral	Police referral/ Recommended for expulsion		
<b>BULLYING/CYBER-BULLYING</b>				
<i>Repeated incidents of harm directed at another individual or group in which there is an imbalance of power, including direct physical, verbal or nonverbal bullying and indirect bullying such as instigation or exclusion.</i>	1 hour of detention/Parent notification	Up to 3 days suspension/Parent notification	Parent meeting/Up to 5 days suspension	Up to 10 days suspension/ Recommended for expulsion

<b>BUS CONDUCT VIOLATION</b>				
<i>When given a bus conduct report from MTI Transportation, PiM Arts High School's disciplinary policy will be followed.</i>	Warning/Parent notification/ Administrative conference	Up to 5 hours of detention/ Recommended for suspension from school bus	Up to 5 days suspension from school bus	Up to 10 days suspension from bus/Recommended for expulsion from school bus.
<b>CELL PHONES/ELECTRONIC DEVICES VIOLATION</b>				
<i>Use of cell phone or other electronic device during class without the explicit permission of the teacher</i>	Device confiscated for remainder of school day/1 hour detention	Device confiscated for remainder of day. Student required to surrender device at beginning of school day to Dir of Student Life for 15 school days	Device confiscated for remainder of day. Student required to surrender device at beginning of school day to Dir of Student Life for 30 school days	Device confiscated for remainder of semester/school year. Parent meeting requested.
<b>CHEMICALS - DISTRIBUTION</b>				
<i>A student shall not knowingly buy, sell, possess (including paraphernalia), use, transmit, be under the influence of, smell of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, while on school property (including buses or while attending school sponsored functions).</i>	Up to 10 days suspension/Police referral/ Recommended for expulsion			
<b>CHEMICALS - POSSESSION</b>				
<i>A student shall not knowingly buy, sell, possess (including paraphernalia), use, transmit, be under the influence of, smell of, or show any effect of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage or intoxicant, while on school property (including buses or while attending school sponsored functions).</i>	Up to 3 days suspension or agree to meet with Substance Use/Abuse Counselor	Up to 5 days suspension <u>and</u> meeting with Substance Use/Abuse Counselor	10 day suspension/Police referral/ Recommendation for expulsion	

<b>DETENTIONS - UNSERVED</b>				
<i>When a student is assigned a detention, they must make arrangements to serve it within 5 school days. Detention is held Tuesdays, Wednesdays and Thursdays from 2:35-3:30pm in the designated detention room. Students may also serve detention before school from 7:00-7:40am in the designated detention room. Any amount of time served before school will be doubled.</i>	In-school suspension/Parent notification	In-school suspension/Parent notification/Parent-student meeting requested.	Parent notification/Parent-student meeting requested/ Recommended for suspension.	
<b>DISRUPTIVE/DISRESPECTFUL/DISORDERLY BEHAVIOR</b>				
<i>Disruptive, disrespectful or disorderly behavior toward staff or students that poses a threat to a positive, safe, secure learning and working environment.</i>	Up to 3 days of detention	Up to 5 days suspension	Up to 10 days suspension	Recommended for expulsion
<b>DRESS CODE VIOLATION</b>				
<i>Violation of PiM Arts High School Dress Code.</i>	Warning/ Expectation to cover or change clothing item	Parent notification/Up to 5 days of detention	Up to 3 days suspension	Up to 10 days suspension
<b>FIGHTING</b>				
<i>Mutual combat in which both parties have contributed to the situation.</i>	3 days suspension	5 days suspension	Up to 10 days suspension/ Recommended for expulsion	
<b>GAMBLING</b>				
<i>Gambling is not permitted under any circumstances.</i>	1 day suspension	3 days suspension	Up to 10 days suspension	Recommended for expulsion
<b>HALL PASSES /ABUSE OF HALL PASSES</b>				
<i>Students are required to have a written pass from a staff member to be in the hallways, cafeteria, or Alumnae Commons during class time. Abuse of Hall Passes includes students who take extended breaks</i>	In-school suspension for remainder of day or following day	In-school suspension for remainder of day or following day/Up to 3 days of in-school suspension	Up to 3 days out-of-school suspension	Up to 10 days out-of-school suspension

<i>without the teacher's permission.</i>				
<b>HARASSMENT</b>				
<i>Offensive or degrading remarks or conduct including inappropriate remarks or conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, appearance, marital status, disability, age or status with regard to public assistance.</i>	5 days suspension	Up to 10 days suspension	Recommended for expulsion	
<b>HARASSMENT - SEXUAL</b>				
<i>Sexual harassment by word, gesture, or physical contact is illegal. No person will be subjected either directly or indirectly to another's unwelcome sexual comments, displays or overtures.</i>	5 days suspension	Up to 10 days suspension	Recommended for expulsion	
<b>HATE SPEECH</b>				
<i>Discriminatory harassment that includes verbal, written, graphic or physical conduct that directly attacks or condones attacks on any person, or group or persons based on their race, ethnicity, national origin, religious affiliation, sex, gender, gender identity, sexual orientation, age and disability or disease.</i>	5 days suspension	Up to 10 days suspension	Recommended for expulsion	
<b>HAZING</b>				
<i>An act against a student or coercing a student into committing an act that creates a substantial risk of harm to a person or embarrassment to the person in order for the student to be initiated into or affiliated with a student organization or for any other purpose.</i>	5 days suspension	Up to 10 days suspension	Recommended for expulsion	



<b>INSUBORDINATION</b>				
<i>Refusal to follow a reasonable request by staff.</i>	Parent notification/ Possible dismissal for the day/ Detention	Up to 3 days suspension	Up to 5 days suspension	Up to 10 days suspensions/ Recommended for expulsion
<b>INTERNET/COMPUTER USE VIOLATION</b>				
<i>Intentionally accessing prohibited websites, vandalism of computer hardware or software.</i>	Parent notification/ Suspension of privileges/ Recommended for police referral	Up to 3 days suspension/ Recommended for police referral	Up to 5 days suspension/ Recommended for police referral	Up to 10 days suspension/ Recommended for expulsion/ Recommended for police referral
<b>OFFENSIVE BEHAVIOR</b>				
<i>Inappropriate remarks or conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, marital status, disability, age or status with regard to public assistance.</i>	Parent notification/ Detention	Up to 3 days suspension	Up to 5 days suspension	Up to 10 days suspension/ Recommended for expulsion
<b>PARKING PERMIT OR PARKING EXPECTATIONS VIOLATIONS</b>				
<i>Permit not displayed appropriately in vehicle, driving carelessly or with excessive speed in parking lot, transporting unauthorized students off campus.</i>	Verbal warning	\$20.00 fine	Revocation of parking permit and parent notification	
<b>PORNOGRAPHIC MATERIALS - DISTRIBUTION &amp; POSSESSION</b>				
<i>Distribution and/or possession of sexually explicit materials on paper, personal electronic devices or school electronic devices.</i>	Up to 3 days suspension/ Confiscation of materials or devices	Up to 5 days suspension/ Confiscation of materials or devices/Loss of access to school computers and internet/Loss of privilege to have personal electronics at school/ Recommended for police referral	Up to 10 days suspension/ Confiscation of materials or devices/Loss of access to school computers and internet/Loss of privilege to have personal electronics at school/ Recommended for expulsion/ Recommended for police referral	Recommended for expulsion/Police referral
<b>PROFANITY</b>				
<i>Use of offensive language</i>	Warning/restate	1 hour	Half-day in-school	Full-day in-school

<i>such as cursing, cussing, swearing, and expletives, especially when directed at a PiM community member.</i>	school expectations	detention/parent notification	suspension/parent notification	suspension/parent notification
<b>ROBBERY/EXTORTION</b>				
<i>The obtaining of property from another where his/her consent was induced by use of force or a threat of force.</i>	Up to 3 days suspension/ Recommended for restitution	Up to 5 days suspension/ Recommended for restitution	Up to 10 days suspension/ Recommended for expulsion/ Recommended for restitution	
<b>SKIPPING CLASS/SCHOOL</b>				
<i>Students not in class whether outside of the building/off school grounds OR inside the building during the school day without authorization from the attendance office or teacher.</i>	In-school suspension for remainder of day or following day	In-school suspension for remainder of day or following day/Up to 3 days of in-school suspension	Up to 3 days out-of-school suspension	Up to 10 days out-of-school suspension
<b>STREAKING</b>				
<i>Appearing at school or school-sponsored events, without clothing or the appearance of no clothing for the purpose of disruption.</i>	Parent notification/ Recommended for suspension/ Recommended for expulsion/Police referral for indecent exposure			
<b>TERRORISTIC THREATS</b>				
<i>Threatening directly or indirectly to commit an extreme crime of violence that may result in serious injury or death, with the express purpose of terrorizing another person or the school community.</i>	Up to 10 days suspension/ Recommended for expulsion/ Recommended for restitution/Police referral.			
<b>THEFT/POSSESSION OF STOLEN PROPERTY</b>				
<i>Unauthorized taking/possession of the property of another or belonging to PiM Arts High School</i>	Parent notification/ Detention/ Recommended for restitution	Up to 3 days suspension/ Recommended for restitution/ Recommended for police referral	Up to 5 days suspension/ Recommended for restitution/ Recommended for police referral	Up to 10 days suspension/ Recommended for expulsion/ Recommended for restitution
<b>THREATS/INTIMIDATION - VERBAL &amp; PHYSICAL</b>				

<i>Threatening directly or indirectly to commit a crime of violence with the purpose of intimidating another person to include cyber-bullying and technology misconduct.</i>	Up to 3 days suspension	Up to 5 days suspension	Up to 10 days suspension/ Recommended for expulsion	Recommended for expulsion
<b>TOBACCO/NICOTINE - POSSESSION &amp; USE</b>				
<i>Use/possession of tobacco products and paraphernalia (including electronic cigarettes, lighters or matches)</i>	Warning/ Confiscation/ Parent notification/ Up to 5 days of detention	Up to 3 days suspension/ Confiscation of products	Up to 5 days suspension/ Confiscation of products	Up to 10 days suspensions/ Confiscation of products/ Recommended for expulsion
<b>VANDALISM</b>				
<i>Willful or wanton defacing or destruction of any property belonging to PiM Arts High School, PiM Arts High School staff or others.</i>	Up to 5 days of detention/Parent notification/ Recommended for police referral/Restitution	Up to 3 days suspension/ Recommended for police referral/restitution	Up to 5 days suspension/ Recommended for police referral/restitution	Up to 10 days suspension/ Recommended for expulsion/ Recommended for police referral/restitution
<b>WEAPONS &amp; ZERO-TOLERANCE VIOLATION</b>				
<i>Possession, handling, transmittal, storage, or use of any weapon, look-alike weapon, or object that may be used as a weapon on school grounds, on school buses, or at PiM Arts High School related events.</i>	Confiscation/ Parent notification/ Recommended for police referral/ Recommended for up to 10 days suspension or expulsion			

**\*\*The above table illustrates, but is not limited to, the consequences that may need to be addressed should these behaviors or offenses or any others not categorized occur. Multiple incidents of different behaviors or offenses may result in consideration of changing the consequence or offense level due to the total number of offenses that have occurred. PiM Arts High School reserves the right to recommend longer or shorter consequences based on the above guidelines.\*\***

**\*\*All behavioral policies and guidelines as previously stated shall be enforced during extra/co-curricular activities.\*\***

### **OTHER IMPORTANT PiM ARTS HIGH SCHOOL POLICIES**

#### **Bullying/Offensive Behavior/Harassment**

It is the policy of PiM Arts High School to maintain a learning and working environment that is safe and secure, and where students and employees are treated with respect and dignity. PiM Arts High School will strive to ensure that no student or employee will be subject to offensive or degrading remarks or conduct. Such behavior includes

inappropriate remarks or conduct related to a student's or employee's race, color, creed, religion, national origin, sex, sexual orientation, appearance, marital status, disability, age or status with regard to public assistance.

Offensive behavior that is expressly prohibited by this policy includes *religious, racial and sexual harassment and violence*.

It is a violation of this policy for any student, teacher, administrator or other school personnel of the PiM Arts High School to harass a student, teacher, administrator or other school personnel through conduct or communication of a sexual nature or because of religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, school bus drivers, agents, volunteers, visitors, contractors or persons subject to the supervision and control of the PiM Arts High School.)

It is a violation of this policy for any student, teacher, administrator or other school personnel of the PiM Arts High School to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence as defined by this policy, upon any student, teacher, administrator or other school personnel.

PiM Arts High School will respond to all complaints of offensive behavior as defined by this policy, either formal or informal, written or verbal, and will discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy. For more information about this policy or to file a complaint, contact Executive Director, Matt McFarlane.

### **Harassment - Sexual/Title IX Policy**

PiM works to create a school environment free of sexual harassment and discrimination. For more information, you can find *PiM Policy 522 - Title IX Nondiscrimination Policy, Grievance Procedure and Process* on PiM's website- [www.pimartshs.org](http://www.pimartshs.org). Sexual harassment by word, gesture, or physical contact is illegal. No person will be subjected either directly or indirectly to another's unwelcome sexual comments, displays or overtures. This includes excessive displays of affection that are inappropriate in a public setting. Anyone who violates this policy shall be subject to appropriate discipline, up to and including dismissal. Students who feel they are being harassed are encouraged to report this to any safe adult in the building and/or our Title IX Coordinator, Matthew McFarlane.

#### **Title IX Coordinator Contact Information**

Matt McFarlane, Executive Director  
7255 Flying Cloud Drive  
Eden Prairie, MN 55344  
[mmcfarlane@pimartshs.org](mailto:mmcfarlane@pimartshs.org)  
952-224-1342 - phone  
952-224-2955 - fax

### **Hate Speech Prohibition**

Hate speech is defined as discriminatory harassment that includes verbal, written, graphic or physical conduct that directly attacks or condones attacks on any person, or group of persons based on their race, ethnicity, national origin, religious affiliation, sex, gender, or gender identity, sexual orientation, age and disability or disease. Any student that is in violation of this policy will be subject to appropriate behavioral consequences, up to and including dismissal. Students who feel as though they are being discriminated against should contact the Director of Student Life or report their concerns to a member of the school's administration team.

### **Hazing Prohibition**

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of PiM Arts High School and are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that

creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

Any person who believes they have been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to PiM Arts High School Executive Director, Matt McFarlane. Please note that reports of hazing may be made anonymously.

### **Performance/Gallery Showing Participation Policy**

PiM Arts High School takes the position that time spent in class is paramount to learning. Students participating in PiM Arts High School performances and gallery showings agree to the following responsibilities:

- In order to participate in a school activity, students must be in attendance for **two consecutive full blocks on the day of (not including Advisory) to be considered eligible to participate in ALL aspects of a performance or gallery showing (including regularly scheduled rehearsals, dress rehearsals, and all scheduled performances and openings).** Please note that this also includes Senior Capstone rehearsals and performances.
- PiM Arts High School in accordance with the Minnesota State High School League maintains a strict grade policy. ***School work is job one. If during the rehearsal process a student's grades drop below "passing" the student will be placed on an Academic Improvement Plan until they are receiving a passing grade.***
- All participants are expected to *attend all rehearsals* for which they are scheduled, as well as all performances.
- Rehearsals will run on schedule and *participants should be dropped off and picked up on time.*
- *Major conflicts with the rehearsal schedule are not acceptable.* While it is our goal to create a positive experience for everyone, major conflicts impact the entire ensemble. As a last resort, it may be necessary to replace a performer.
- *Missed rehearsals are only accepted if approved in advance* by the Director/Advisor.
- PiM Arts High School staff are not allowed to transport students. A list of participants will be available to help organize carpools.
- Participants are expected to have **respect for the facilities in which they rehearse and perform.**

### **Weapons & Zero Tolerance Policy**

Zero Tolerance means PiM Arts High School strictly prohibits weapons or look-a-like weapons on school grounds and will take immediate disciplinary action with respect to those who have violated the policy. The PiM Arts High School takes the position of "zero tolerance" on *the possession, handling, transmittal, storage, or use of any weapon or object that may be used as a weapon on school grounds, on school buses, or at PiM Arts High School related events. Specifically, when a student shows intent to harm.* PiM Arts High School understands that a student may have accidentally brought a weapon to school. In this circumstance, the student is expected to *immediately* inform their teacher and/or turn the object into the Director of Student Life, who will then notify parents of the incident and request for them to pick up the item.

**\*Performance/Production Exception:** If a student needs to bring a look-a-like weapon to school for use as a prop for a scheduled performance, the student *must have this item pre-approved* by their instructor and the Director of Student Life.

**The Performing Institute of Minnesota Arts High School maintains an updated policy and procedure binder in the main office for more details on any of the policies listed in this handbook.**

**APPENDIX A - Unexcused, Limited Excused and Excused Absences**

<p align="center"><i>Examples of UNEXCUSED Absences (<u>DO</u> count towards 12, <u>DO</u> count towards Truancy)</i></p>	<p align="center"><i>Examples of LIMITED EXCUSED Absences (<u>DO</u> count towards 12; <u>DO NOT</u> count towards Truancy)</i></p>	<p align="center"><i>Examples of EXCUSED Absences (<u>DO NOT</u> count towards 12 <u>OR</u> Truancy)</i></p>
<p>Missing the bus</p>	<p>Illness (doctor's note required for more than 4 absences in a quarter)</p>	<p>Chronic Illness (more than 4 illness-related absences in a quarter; requires doctor/mental health care practitioner verification)</p>

Needing to babysit	Family emergency	Serious illness in immediate family
Traffic or traffic related issues, including weather	Medical or dental appointments (bring note from health care provider, if possible)	Death in immediate family or of a close friend or relative
Unreliable transportation, such as car trouble or late arrival of ride	College/university visits (must submit Pre-Approved Absence form)	Court appearances or other mandatory appointments
Oversleeping	Interscholastic competitions and events, and student recognition and award ceremonies	Religious observance or instruction
Work	Pre-approved family vacations (must complete Pre-Approved Absence Form)	School field trip or school-sponsored activity
Transportation of siblings	Driver's test (must complete Pre-Approved Absence form)	Out-of-school and In-school Suspension
Skipping class or leaving the building without permission	Other pre-arranged absences approved by the Director of Student Life	Active military duty
Absence of communication from parent/guardian or parent did not return phone call from school		Pre-approved auditions, performances, and rehearsals (must complete Pre-Approved Absence form)
5 unexcused tardies = 1 unexcused absence		Physical emergency conditions such as fire, flood, storm, etc.
Any other absence not included under the excused absences listed in PiM Arts High School Policy 503 section B.1.b.		
<b>MAKE UP WORK MAY NOT AVAILABLE</b>	<b>MAKE UP WORK AVAIL WITH PRIOR ARRANGEMENTS</b>	<b>MAKE UP WORK AVAILABLE</b>