

**THE VISION OF THE FERTILE-BELTRAMI SCHOOL IS EDUCATING FOR SUCCESS IN AN ENVIRONMENT OF LEARNING, RESPECT, AND RESPONSIBILITY.**

**Dear Parents,**

Welcome to Fertile-Beltrami Elementary School. This handbook has been carefully written so that you may clearly understand the policies and procedures that affect you and your children. Please read this handbook together with your student(s). It won't take much time and you will learn useful information.

The most critical facet of a child's life begins with preschool and elementary experiences. During a child's early years, patterns of interests, academic development, and emotional and social development are established. It is our goal to instill as many positive growth experiences as possible throughout a child's elementary years.

We are proud of our students, staff, and educational programs. The principal, teachers, and support staff are here to serve the needs of students. Through hard work, empathy, and working with parents, the lives of our young people will be enriched. We feel that a great opportunity awaits each and every student as the new year begins. Our students must be able to think in complex ways that will allow them to function successfully under any circumstances. Our programs are based on the belief that in order for learning to be meaningful it must be connected to the real world. Our students will become self-directed learners who understand how learning impacts their lives. In partnership with parents, we will assure that all children will learn, and that they will grow up to be contributing citizens within our democratic society.

According to Public Law 107-110, Section 1111(h)(6)(A), because Fertile Beltrami Elementary receives Title I-A funding, parents of elementary students may request, and the District will provide on request, information regarding the professional qualifications of the staff providing instruction. Requests may include:

- a) whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- b) whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- c) the 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;
- d) whether the child is provided services by paraprofessionals and, if so, their qualifications.

On behalf of the entire staff, we extend a warm welcome for returning students and their families. Finally, we want to extend a special welcome to those new to Fertile-Beltrami Elementary School.

Visit our Web Site at: <http://fertilebeltrami.k12.mn.us> for more school information.

# FERTILE-BELTRAMI ELEMENTARY SCHOOL

## STAFF 2016-2017

### DISTRICT PERSONNEL

Brian Clarke, Superintendent, Human Rights, Title 9  
Nathaniel Messick, Principal, 504 Coordinator  
Garnet Asmundson, Dean of Students

### BOARD OF EDUCATION

Garth Kaste	Chairperson
Matt Erickson	Vice Chairperson
Nathan Stuhaug	Clerk
Paul Stromstad	Treasurer
Dennis Hanson	Director
Greg Bjerk	Director
Joel Stola	Director

### ELEMENTARY FACULTY

Leah Swenby	Kindergarten	113
Kari Morvig	Kindergarten	156
Joan Kronschnabel	First Grade	111
Elissa Raaen	First Grade	109
Heidi Benson	Second Grade	105
Kerri Solie	Second Grade	107
Karin Sorenson	Third Grade	211
Mary Olson	Third Grade	213
Amy Roragen	Fourth Grade	209
Angie Whitcomb	Fourth Grade	207
Jason Allrich	Fifth Grade	205
Rachael Sannes	Fifth Grade	201
Mary Kiefert	Sixth Grade	216
Margaret Miller	Sixth Grade	203
Carol Petersen	Elem Music	163
Jean Tollefson	Title I/Reading	103
Craig Larson	Elem Phy Ed.	129
Lisa Christianson	Elem Sped	200
Carol Osmondson	ECFE	226

### HIGH SCHOOL FACULTY

Leah Burke	English	158
Wendy Clark	Business Ed	217
Joan Fladhammer	HS Sped	154
Linda Grant	HS Sped	153
Maggie Coauette	Math	215
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Samantha Stock	English	222
Scott Larsen	Instrumental Music	128
Lori Messick	Art/Social	161
Alyssa Halley	Speech Therapist	118
Brian Nelson	Biology/Science	168
Krista Fisher	Physics/Chemistry	169
Shelley Rice	PE/Adaptive PE/Health	127

Tony Grieve	Social Studies	224
Neil Steffes	Social Studies	162
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Tanya Raaen	Woods, metals	155
Tim Sykes	Math	220
Richard Schrom	Vocal Music	124

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Kari Bolstad	Nurse	102
Carol Osmondson	ECFE	226
Brian Clarke	Com Ed Director	Office
Dana Erickson	Adult Basic Ed	
Kristi Gullickson	School Readiness	101
Tammy Hemmah	School Psych	214
Luan Larsen	Comp Technician	210
Tricia Hellerud	Family Service Sp	212
Robbie Gregorie	OT	154
Sarah Nereson	Counselor/Homeless Liaison	160

### **SECRETARIAL STAFF**

Donna Genereux	Business Manager	110
Jennifer Stene	HS/MARSS	151
Alley Engelstad	Trans/Att/Elem	149

### **PARAPROFESSIONALS**

Lucy Fuglseth	Sp Ed
Andrea Gunufson	Sp Ed
Denise Ingberg	Det Ctr
Stella Jagol	Sp Ed
Jean Kollin	Sp Ed
Tammy Lenz	Sp Ed
Bonnie Meine	Sp Ed
Lisa Orre	Sp Ed
Joni Page	Library
Dione Rasmussen	Sp Ed
Lori Sannes	Sp Ed
Elizabeth Ystenes	Sp. Ed
Jill Peltier	Sp. Ed

### **CAFETERIA STAFF**

Jodi Petry	Donna Mosher
Missy Mosher	Robin Kargel

### **CUSTODIAL STAFF**

Myles Jensrud	
Tina Holtman	Joanne Bannister

## **BUS DRIVERS AND BUS NUMBERS**

Ryan Olson                      Bus Manager  
945-6079 (Bus Garage)

	Bus #5
Shane Fuglseth	Bus #10
Carsten Hovland	Bus #8
Jerry Orre	Bus #21
Danny Larson	Bus #7
Jason Allrich/	Bus #2
	Bus #18
Philip Swenson	Bus #1

### **Offerings to Students**

Fertile-Beltrami offers an elementary curriculum that is broad in scope and solid content. The reading/language arts curriculum reflects a combination of traditional texts and whole language methods. Our Guided Reading program focuses on students reading books at their level. All Day Every Day Kindergarten is an opportunity for students to learn expected outcomes in a slower paced educational setting with more opportunities for enrichment. Grades K-5 features Everyday Mathematics that emphasizes real world problem solving. Mathematics used in grades 6-8 focuses on students spending time discussing and writing about mathematics.

The science curriculum is designed to provide more “hands on” experiences for the learner. Computer technology classes, emphasizing keyboarding and word processing are offered yearly to students in Grades 4-6. Art is taught in the classroom; music, media (library), and physical education are taught by teachers with special training in these areas. Title I assistance is provided to students who need extra help in reading and mathematics. Special education services are available for emotional behavior disorders, learning disabilities, speech services, physical therapy, and mentally handicapping conditions. In addition, we have a full time Dean of Students, a part-time school psychologist, and a Family Service Specialist, who provide support services to students in grades K-6.

### **Visitors**

Visits to school by parents are encouraged and welcomed. **Parents must report to the office prior to visiting a classroom or removing a student from classes**, which is in accordance with state requirements. When you report to the office please sign in and put on a visitors tag. Please **DO NOT** go to your child’s classroom without stopping in the office first. See page 11 for classroom visitation procedures.

### **Attendance Information**

**Purpose:** The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communication between teachers and students and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive, not punitive.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

**Student’s Responsibility:** It is the student’s right to be in school. It is also the student’s responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student’s responsibility to request any missed assignments due to an absence.

**Parent/Guardian’s Responsibility:** It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. Parents are asked to cooperate by calling the school office by 10:00 a.m. on the day a student is absent. If this is not done, the parent will be called when possible. NO excused

absence will be given until parental contact is made. **All absences that have not been recorded as excused within one (1) school day shall automatically become unexcused absences.**

**Teacher's Responsibility:** It is the teacher's responsibility to take daily attendance and maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

**Administrator's Responsibility:** It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and work cooperatively with them and the student to solve attendance problems.

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Statutes 120A.22, the students of the school district are **REQUIRED** to attend all assigned classes and/or study halls every day school is in session, unless the student is 17 years old and has elected not to enroll and has met all the requirements for withdrawal from school in subdivision 8 of the statute.

**Absences:** After an absence, a student is to bring a note from home explaining the reason for the absence unless his/her parent has called the school beforehand. Prior to leaving the building, he/she must have a blue pass in order to have the absence excused and not face disciplinary consequences. *The authority to decide whether an absence is excused or unexcused rests with the building principal...not the parent/guardian.*

Our aim is to assure school attendance of children from kindergarten through seniors in high school, through early intervention services to children and families that creates a positive experience between home, school and community.

**Excused Absences:**

The following examples for absence are excusable according to the policy set forth by our school board:

- a. Illness
- b. Serious illness in the student's immediate family
- c. A death in the student's immediate family or of a close friend or relative.
- d. Medical or dental treatment.
- e. Dismissal by school nurse due to illness or injury
- e. Court appearances occasioned by family or personal action.
- f. Religious instruction.
- g. Physical emergency conditions such as fire, flood, storm, etc.
- h. Official school field trip or other school-sponsored outing.
- i. Removal of a student pursuant to a suspension (OSS). Suspensions are to be handled as excused absences and students must complete make-up work.
- j. Family trips and community sponsored activities.
- k. Visiting immediate family members connected to military leave or deployment.

Up to three days of excused absences may be granted for military-connected students whose immediate family members are experiencing deployment if students meet the following criteria: (1) the absence is pre-approved; (2) the student is in good standing; (3) the student has a prior record of good attendance; (4) missed work is completed and turned in within the school's allotted time period; and (5) the absence is not during standardized testing dates.

**Consequences of Excused Absences:** Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher. Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within

this period shall result in “no credit” for the missed assignment. However, the principal or classroom teacher may extend the time allowed for completion of makeup work in the case of an extended illness or other extenuating circumstances. **A doctor’s note may be required after 3 consecutive days of illness. Medical documentation is required for ALL medical excuses/appointments.**

### **Unexcused Absences:**

The following examples for absence are unexcused according to the policy set forth by the school board:

- a. Shopping trips
- b. Hair appointments, tanning appointments
- c. Personal errands
- d. Skipping school (Truancy)
- e. Work at a business, except under school-sponsored program
- f. Personal transportation problems i.e. car won’t start, flat tire, etc.
- g. “Family” A call saying a student will be absent because of “Family” will be documented as unexcused unless expounded reason falls within the excused absence criteria listed above.

**Consequences of Unexcused Absences:** An unexcused absence will result in one noon detention for each period missed. At the **3rd** cumulative unexcused absence in a semester, a student’s parent or guardian will be notified of potential legal consequences and recommended action. After such notification, a student, or his/her parent or guardian needs to, within a reasonable time, request a conference with school officials regarding the student’s absences and the prescribed discipline. If the student has **seven (7)** unexcused absences, he/she is considered “habitually truant.” The school is required to report that student is in violation of compulsory attendance laws. Significant consequences can occur at this level and appropriate service referrals and petitions of truancy are made to the Polk County Social Services Office.

### **Confidentiality**

All information regarding students’ records and personal data is considered private information. The records are available only to certified school personnel. Parents may view their child’s school records by making arrangements through the elementary principal’s office.

Class lists will not be released to companies or individuals. However, for the purpose of class parties, etc., teachers may provide lists to parents; only names – no addresses or phone numbers.

### **Homework**

Every teacher knows and realizes that each child is unique and different. Each child has different needs, interests, desires, and abilities. Because of those known facts, each teacher’s program is left flexible so that it can be purposeful.

When a student is absent, they receive 2 days to turn in make-up work for every day they were absent. Please contact your child’s teacher to gather homework. You or a sibling may pick it up at the end of the day if you notify the teacher in the morning with a note. If you know your child will be absent for a time, you may send a note to his/her teacher to get work ahead of time and pick it up at the end of the day.

### **School Premises**

The school is responsible for students from the time they get on the school bus (or for non-bus students, when they arrive at school) until the time they step off the school bus after school (for non-bus students, once they leave the school grounds). ***Students should not arrive before 8:00 a.m.*** On a scheduled school day, students are required to go to the gym or to breakfast between 8:05-8:15. They are ***NOT*** to be in the halls before 8:15. Because of legal and safety considerations, no elementary student is permitted to leave the school premises during the school day. Parents/authorized adults must report to the Principal’s office during the school day to pick up their child.

To pick up your child at the end of the school day, you may pick the child up at the school bus stop. **Please do not call the school to have your child meet you at any of the doors unless it is an emergency.** The parents are to inform the bus driver that they are picking up their child and that the student will not ride the bus home. If another adult picks up your child, that adult is to come to the office no later than 3:00 p.m.

We will inform the bus driver that the student will not be on the bus that evening. The parent must send a note to the office if another adult is to pick up the student. We will accept phone calls if it is an emergency. Be sure to tell the teacher the child is leaving with you.

All students not participating in after school programs or practices must leave the building by 3:30.

### **Dress Code**

Appropriate student clothing includes, but is not limited to:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity.
4. Shoes must be worn at all times.

Inappropriate student clothing includes, but is not limited to:

1. Shorts or skirts more than 3” above the knees, skimpy tank tops, tops with spaghetti straps, low-cut tops, bare backs, clothing that exposes the midriff, clothing that does not fully cover undergarments at all times, and clothing that is not in keeping with school standards.
2. Clothing which bears a message that is lewd, vulgar, obscene, or contain sexual innuendoes.
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
5. Any apparel or footwear that would damage school property.
6. Hats are not allowed from 8am-3:18pm, except with the approval of the principal.

Procedures followed for inappropriate dress:

When, in the judgment of a school employee, 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. If the student refuses to make the necessary modification, he/she will be sent to the detention room for the day and parents/guardians will be notified.

In the winter, elementary students are required to wear snowsuits, hats, mittens, and boots in order to participate in recess. If these items present a financial burden, please call the school and arrangements will be made for your child(ren). Students are not permitted to go outside at noon if it is raining or temperatures are excessively cold. The playground supervisors work with teachers and the elementary office regarding these conditions.

### **School Nurse**

The school nurse’s office hours are from 8:30am-2:30pm each day. If a student becomes ill/injured while at school, the parent(s) will be notified and requested to come pick the child up. If no parent is available, it is very important that prior arrangements be made with a relative/neighbor for temporary care of your child. Please keep emergency information accurate by notifying the office of any changes.

**Please keep your child home if:** Your child has a fever greater than 100 degrees. Students can return to school when they have been fever free for 24 hours without the use of Tylenol, Ibuprofen, etc.

- Your child has vomiting or diarrhea. Students can return when they have been free of vomiting/diarrhea for 24 hours
- Your child has a contagious illness (such as pink eye, strep throat, impetigo, etc). Students can return after 24 hours of antibiotic treatment.
- Your child has an undiagnosed rash

In accordance with the Minnesota School Immunization Law, students may not enroll or remain enrolled in school without having provided either documentation of immunizations against certain vaccine preventable diseases or appropriate medical or conscientious exemptions. All students are expected to be in compliance on the first day of enrollment.

### **Report Cards/Parent-Teacher Conferences**

Students in grades K-2 receive a developmental report card that reflects student mastery of curricular skills in November, February and May. Students in grades 3-6 receive a traditional grades report card for their academic classes on a quarterly basis.

### **Testing**

In March/April students are given the Minnesota Comprehensive Assessments in Grades 3 through 6. The Minnesota Comprehensive Assessments are tests that measure how well a student has mastered the math, reading, and writing standards as described in the Minnesota Academic Standards. The results will be sent home as they are completed by the state. They are also posted at the following web address: <http://rc.education.state.mn.us/>

### **School Breakfast/Lunch**

Fertile-Beltrami provides both a breakfast and a lunch program.

Ticket prices are as follows:

Elementary Lunch	\$2.35
Elementary Breakfast	\$1.20
High School Lunch	\$2.60
High School Breakfast	\$1.20
Breakfast Seconds	\$0.80
Lunch Seconds	\$1.15
Adult Lunch	\$4.00
Adult Breakfast	\$2.30
Extra Milk	\$0.45

Payment may be mailed or sent to school with the students. Payment may be made in the main office or lunch line. When lunch accounts reach \$5.00, the automated School Reach program will dial the phone number on file to remind parents/guardians. When lunch accounts reach a negative balance parents will be called or a letter will be sent home. No further charging will be allowed. Adult meals can be purchased if visiting the building. There is no charging lunch or breakfast. Students may purchase additional milk. Elementary students are required to eat the hot lunch provided by the school or a lunch brought from home. Home lunches may not contain pop.

### **Food and Beverages:**

No unsealed or opened containers will be allowed in the school building except in the gym lobby and lunchroom. All food and beverages must be consumed in the lunchroom or lobby. Teachers may make exceptions for special occasions. All students in grades K-2 are provided with an afternoon milk break.

\*\*\*IMPORTANT\*\*\*Students and/or parents are asked to check with their teachers before bringing any treats to school to share. Some students have food allergies and we want to be sensitive to that. As a general rule of thumb, do not bring treats to share that have peanuts in them or have been made with peanut oil. Please check the ingredient label to be certain. We also ask that all treats that are brought to school to share be store bought with clear labeling of ingredients. Please do not bring food items that were made at home. Your cooperation with this is greatly appreciated.

### **New Student Enrollment**

Under existing school policy a child entering first grade must be six years of age before September 1<sup>st</sup> of the current school year, or have been promoted from an acceptable kindergarten. **Student enrollment will not be withheld for any reason once the enrollment process has been completed**



If you are entering a Minnesota school for the first time from another state, a Minnesota immunization form must be completed and on file in the office. Parents are requested to bring this information when they register their students. All efforts will be made to have students begin classes as soon as possible.

A child entering kindergarten for the first time needs the following:

1. Birth Certificate
2. Records of immunization to date

### **Retention/Promotion**

A conference with the classroom teacher, parent/guardian, and principal will be held to evaluate pending retention. Academic, social, health, and emotional impact will be considered.

### **Withdrawals from School**

If you are moving, the principal or teacher should be notified at least a day in advance so that proper transfer records can be prepared and the child's supplies and records collected for transfer. If transferring to another state, parents/guardians must sign release forms for transfer of records.

### **Drug Free and Weapon Free**

The areas in and around the Fertile-Beltrami School are drug-free and weapon-free zones. Anyone caught possessing or using any drugs or weapons will be subject to maximum penalties as defined in State and Federal law.

The following items have no place at school: knives or weapons of any kind, firecrackers, matches, cigarettes, drugs-alcohol, water guns, pornography. Those items, which cause disruptions or problems at school, will be taken from the students and appropriate disciplinary action will be taken, including notification of parents and possible expulsion or suspension. Minnesota Statutes and the Federal School Safety Act state that students who bring a weapon to school, or any item that is intended to be used as a weapon against another person, will be subject to immediate suspension or expulsion. Law enforcement officials will be notified immediately. See Appendix.

### **DISCIPLINE PLAN:**

**School:** The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. School rules apply on school grounds, buses and at any event where our elementary school is represented regardless of location.

**Care of the Building:** It is part of the school philosophy to help children develop proper habits when using public facilities and public buildings. Parents are encouraged to instruct their children to respect their school as they would their home.

Any student guilty of willful destruction of school property shall be held financially responsible and/or subject to disciplinary action. Each student is requested to do his/her part in caring for the building and grounds.

**Buses:** If you have bus issues or students will not be riding, etc. please call our Bus Manager at the bus garage at 945-6079. All district students are provided with bus safety instruction during the first weeks of school and are required to demonstrate understanding of bus safety lessons. District #599 has established formal bus policies, rules, and regulations (included in packet).

**Recess/Playground Rules:** All students are expected to participate during noon recess. Exceptions include only valid medical limitations, which must be a written doctor's order and a copy on file in the student's folder. Playground supervisors will be on duty all noon hour. Playground rules and consequences that stress clear rules and find positive ways for students to handle disagreements have been implemented.

**Inappropriate Displays of Affection:** Any students talked to by school personnel more than once as showing or talking about inappropriate displays of affection, such as kissing or inappropriate touch, will be assigned time in the detention room.

**Student Behavior at Extra-Curricular Activities:** During home athletic events, concerts, etc., parents are responsible for supervision of their children. All students are expected to sit and watch the event and to take breaks at appropriate times. Students are not to leave the gym for any reason other than at appointed breaks in the games or program.

### **Discipline Policy/Level System**

We will be using a progressive system for discipline. The Fertile-Beltrami Violence Prevention and Intervention Program use student interventions to maintain a safe school environment that promotes learning as well as to instruct students and encourage them to make good choices, not to punish.

Violations of the discipline program will be recorded along with interventions and options that are utilized based on a level system. This level system is included in the Appendix of the handbook.

### **Reasonable Force Standard:**

A teacher, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student in order to prevent bodily harm or death to another. A school employee, school bus driver, or other agent of a district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student in order to prevent bodily harm or death to another.

### **Detention:**

The detention room will serve as a place to send disruptive or uncooperative students. A teacher, staff member, or principal may assign detention for noon hour, a class period, a day, or longer depending on the circumstances. The undesirable behavior may have occurred in the classroom, in the hallway, on the bus, on school property, or at a school sponsored event. A student who is assigned detention will not be allowed to participate in extra-curricular activities (or practice for those activities) until the day after the entire detention/consequence has been served.

While in the detention room, the following rules will apply:

1. There will be no talking, note passing, gesturing, or sleeping.
2. No snacks, food, or beverages will be allowed (except lunches from the school kitchen during noon hour).
3. There will be scheduled bathroom breaks.
4. Rules will be posted clearly in the detention room.

It is the responsibility of the student to get his/her assignments for any class missed while in detention. The student is expected to complete the assignment(s) on time with the rest of the class. Teachers may assign extra work to a student in detention.

When a student receives 3 detentions, an appointment will be set up with the school counselor and/or special services staff. Parent will be notified of these appointments.

### **Personal Electronic Devices:**

Examples include cell phone, iPod, iPad, headphones, etc.

Students are not allowed to use personal electronic devices on school grounds between 8:20am and 3:18pm. If a student is caught using a personal electronic device during class or the device disrupts the class, the student will be required to hand over the device to the requesting staff member.

First Occurrence – Staff will confiscate the device and turn it over to the detention room supervisor. The student may retrieve the device at the end of the day and the student will serve **two (2) noon detentions**.

Second Occurrence – Staff will confiscate the device and turn it over to the detention room supervisor. The student may retrieve the device at the end of the day and the student will serve **four (4) noon detentions**.

Third Occurrence and beyond– Staff will confiscate the device and turn it over to the detention room supervisor.

**PARENTS/GUARDIANS ARE REQUIRED TO RETRIEVE THE DEVICE. IT WILL NOT BE RETURNED TO THE STUDENT.** The student will serve **one (1) day of ISS**.

**The personal possessions of students 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.**

### **Activity Tickets**

Activity tickets may be purchased from the elementary office. These can be used for all sports. Activity tickets cannot be used for tournaments or the school play.

### **Care of Personal Property**

All personal property of individual students is the responsibility of the individual student owning the property.

### **School Insurance**

You as parents are responsible for supplying insurance for your child. There is supplemental insurance available.

### **Lost and Found**

Please mark your children's coats, hats, lunch boxes, boots, and other personal items with their names. The Lost and Found is located in the office. Parents, you are invited to check the "Lost and Found" box for your child's lost items. If items are not claimed in a reasonable amount of time, they will be donated to charity.

### **Classroom Visitation**

You are encouraged to visit your child's classroom. We consider your visits to be an indication of your interest in your child and his/her school. As a matter of courtesy, it is expected that arrangements for the visit will be made with the teacher or principal beforehand. Making arrangements prior to your visit will give the teacher an opportunity to make it worthwhile. Be sure to check into the office for a visitor's badge.

Although parents are encouraged to visit the classroom, we ask that if at all possible, preschool children not be brought along. We have found that their presence disrupts the classroom and serves no real educational purpose. We would, therefore, appreciate parents making their visits unaccompanied.

### **Storm Days / Emergency Closing**

In the event of an emergency closing, the school will announce this information through the following broadcasts: radio stations KFGO, WDAY, KROX, KRJB and television stations WDAY, Channel 6, KVLV, Channel 11. A message will also be sent out through the School Reach system. It is imperative that you have an emergency house for your child as there have been times when it has been impossible to take the bus route. Please let the school know as soon as possible the emergency house your child has. See form enclosed in folder. If you don't have an emergency house, please let us know and we will find one for your child.

### **Safety Drills (fire, lock-down, tornado)**

In order to be prepared for an emergency, safety drills are held monthly to acquaint students with proper procedures. We attempt to impress upon the children the importance and seriousness of this safety precaution. It is hoped that continual practice will insure a rapid, calm, and orderly response from all students.

### **Library / Media Center**

Students are welcome to use the Library/Media Center resources to meet their academic needs and to provide an avenue for recreational reading. The intent is to develop skills that will encourage the students to be life-long learners and readers.

**Hours of Service:** During the school year, the Library/Media Center is open from 8:00 a.m. to 4:00 p.m. Family and Community along with students are welcome to use the school library.

**Rules:** Rules of proper behavior are posted in the library. Library privileges may be withdrawn for misconduct.

**Website:** The library website is <http://fertibeltrami.k12.mn.us/FBSchool/library/libary2.htm>. The *World Book Online* ID is fbschool and the password is falcons.

**The Collection:** The Library/Media Center houses fiction, non-fiction and reference books for the students in Kindergarten through Grade 12. The library uses *Destiny*, the automated circulation and catalog program. Subscriptions for online reference resources are available on all in-school computers and at the school website. These periodical databases and encyclopedias include *Encyclopedia Britannica Online*, *World Book Online*, *InfoTrac*, *Lit Finder*, *Pro Quest*, and *EBSCO Host Research Databases*.

**Student Circulation:** Students may check out the number of books allowed for each grade. The circulation system can bypass the limit if students need extra books for research projects.

**Overdue Materials:** Overdue lists are posted weekly in the elementary classrooms and overdue notices are given to the high school students quarterly. Notices may be mailed to the parents. Students are required to pay for lost or damaged books. The money will be refunded if the lost book is returned in good condition.

**Computers:** The computers in the library are to be used for educational research and schoolwork. Students may surf the Internet at appropriate sites only. The following are not allowed on library computers; e-mail, instant messaging, blogging, chat rooms, games, music, headphones, and downloading. Appropriate use of e-mail is allowed on laptops only.

**Copier/Printer Charges:** Personal photocopies and computer printer charges are 10 cents per page.

### **Field Trips**

Students experience an out-of-town educational visit. In addition, local field trips are often planned throughout the year. The classroom teachers will contact parents/guardians prior to all field trips. The enclosed permission form from the parent/guardian must be returned in order for the student to participate.

### **Birthday / Celebrations**

If you are having a party for your child, DO NOT have your child distribute the invitations on school premises as those who are not included are often adversely affected.

### **Church**

Arrangements have been made with the church council for releases of students for church-related instruction. Students are escorted to and from the Concordia facility. Instruction lasts 50 minutes and participation is strictly voluntary. School events will not be scheduled on Wednesday evenings.

### **Volunteers**

Over the past few years, volunteers have become more and more important. The contributions and tasks that can be performed by volunteers are many and varied. Parent volunteers will be used in the capacity they feel most comfortable. Please contact your child's classroom teacher or our Community Ed. Director, if you are interested.

### **Foster Grandparent Program**

We currently have a foster grandparent program throughout the elementary school. Our grandparents assist children at different educational levels. They are an important part of our program.

### **Summer Recreation**

The Community Education Program offers a variety of activities as part of our summer recreation program. Examples are visual and performing arts, nature programs, and numerous athletic opportunities. We will inform the parents about what is available each summer.

## **STUDENT SERVICES**

**Dean of Students:** The main purpose of the Dean of Students is to help students to be as successful in school as possible. The Dean of Students tries to help each student gain insight into any problems that they may have and thus their own abilities and limitations. We hope that by doing this, each student will be able to pursue obtainable goals for themselves. While attempting to help students in this manner, the Dean of Students works not only with the students, but also parents, teachers, and the administration of the school.

## School Discipline

### Definitions:

#### *Detention:*

Removing a student from class/activity to spend a specified amount of time in a designated area. Detention must be served at the specified time of the teacher or principal. If detention is not served on time, time will be doubled. If the double is not served, the student will serve a one (1) day in-school suspension. ***Students who receive a detention will not be allowed to participate in any extracurricular games or practices until the day after the detention/consequence has been served.***

#### *In-School Suspension:*

The act of prohibiting a pupil from attending classes for a period of no more than three school days. The pupil serves suspension time in the school building in the designated area. Days of in-school suspension will not count as absences and students will not be allowed to participate in activities during or after school.

#### *Out of School Suspension:*

A suspension that must be served away from the school building or grounds.

#### *Expulsion:*

An action taken by the school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond 12 months.

#### *Designated Area:*

A satisfactory seating area assigned by the principal i.e. the Detention Room. The Detention Room is located in the school and is staffed by a Fertile-Beltrami staff member. The purpose of assigning a student to the designated area is to: 1) re-establish the learning atmosphere in which the student has disrupted, and 2) provide a setting for the student to examine the actions which prompted his or her removal and make a commitment to correct that behavior.

## THE LEVEL SYSTEM

When corrective actions taken by the classroom teacher have failed or the rule infraction is of a serious nature, the incident shall be referred to a building principal and/or dean of students for investigation and action. The severity of the consequences applied depends on factors: 1) the seriousness of the offense, 2) the previous disciplinary record of the student. In an effort to take both into account, a progression of consequences (the level system) has been adopted. With each successive referral the student will be advanced up the level system at least one level up depending upon the seriousness of the infraction. ***Final decisions regarding any disputes remain with the building administration.*** The minimal disciplinary consequences for each level are as follows, and in accordance with the Pupil Fair Discipline Act:

**Level 1:** Referral to principal/dean of students for conference. Incident recorded on the student record. Written notification to parent (at discretion of principal or dean of students). Incidents at each level will be recorded on the discipline record.

**Level 2:** Administrator conference – one (1) hour of after school detention for high school students, one (1) lunch detention for elementary students. Parents notified in person, by phone, or written notice.

**Level 3:** Administrator conference – two (2) hours (2 days) of after school detention for high school students, two (2) lunch detentions for elementary students. Parents notified in person, by phone, or written notice.

**Level 4:** One to two (1-2) days of in-school suspension. Parents notified in person, by phone, or written notice.

**Level 5:** Three or more (3+) days of in-school suspension. Parents notified in person, by phone, or written notice. Conference may be requested.

**Level 6:** Out of school suspension depending on the nature of the offense. Conference with parents.

**Level 7:** Expulsion hearing before Board of Ed. or an Administrative Conference of Superintendent, Building Administrator, School Psychologist, and teachers.

## PROVISIONS FOR USE OF THE LEVEL SYSTEM

1. After a student has been placed on a level, the next infraction will result in the student being advanced at least one level for the same infraction. A level may be “jumped” if the infraction calls for a higher entry level. For example, a student who is on level 1 and commits a level 4 violation will be advanced to level 5. Normally, a student will be advanced up the level system with each successive violation; however, the principal may exercise discretion as to whether a student should be advanced for a minor violation.
2. The principal/dean of students shall be responsible for seeking assistance of counselors, teacher advisors, social workers, Student Assistance Team, and other professionals to help the student correct their behavior problems.
3. Students failing to fulfill the disciplinary requirements of a level in the time prescribed will automatically move up to the next level.

## SUSPENSION PROCEDURES

1. While in school suspension, a student will be assigned to a designated area, except when the infraction is serious enough to warrant a level six (6) consequence, or when the student’s presence in the building poses a threat to the health and safety of the other students, staff, or the operation of the school. Students assigned to in-school suspension will work on assignments from their teachers and complete all work assigned to them. All other rules pertaining to conduct in the designated area are applicable.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him/herself or to property around the student.
3. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, or a request to meet with the parent(s) and/or guardian will be mailed within 48 hours of the conference. In the event a student is suspended without an informal administrative conference on the grounds the pupil will create an immediate and substantial danger to persons or property around him or her, the written notice shall be served either personally or by mail upon the pupil and his or her parent or guardian within 48 hours of the suspension.

## DISCIPLINARY INFRACTIONS AND CONSEQUENCES

### A. School Attendance

Right: All students living within the boundaries of the Fertile-Beltrami School District who are under the age of 21 are entitled to a free public education through the 12<sup>th</sup> grade.

Responsibility: Students are expected to attend school on a regular basis. It is the law. See Section II regarding attendance.

Policy: Students will attend classes, assemblies, and required meetings unless properly excused by a parent or guardian. Students are required to report to school and classes on time and to remain on the school campus during regular school hours unless excused by a pass issued by the school office to leave the building. This requires a note from one of the parents or guardians.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
A-1 TARDINESS: Reporting late for class or other required activities without an acceptable excuse	2	Should a student receive more than 3 unexcused tardies in any nine-week grading period, the student will serve one <b>after school</b> detention. Each additional unexcused tardy will result in additional after school detentions. Parents and students will be notified when the 3 tardy limit has been reached. 3 tardies = 1 detention 4 tardies = 1 detention 5 tardies = 1 detention 6 tardies (3 det) = 1 ISS Every 3 det = 1 ISS

A-2 UNEXCUSED ABSENCE: Failure to report to assigned class or destination or left class/school property without an acceptable excuse or permission.	3	One <b>after school</b> detention for each missed period  2 <sup>nd</sup> offense: + ½ day ISS 3 <sup>rd</sup> offense: + 1 day ISS 4 <sup>th</sup> offense: + 2 days ISS 5 <sup>th</sup> offense: 1 day OSS 6 <sup>th</sup> offense: 2 days OSS
A-3 TRUANCY: Being absent from school part or all of a school day for the third time without permission of parents or administration	4/5	In addition to school disciplinary action, habitual offenders will be referred to legal authorities.

**B. Student/Student Relationships**

Right: Each student has the right to attend school and school activities and be free from threats against his or her feelings, physical well-being, and property.

Responsibility: Each student shall be responsible to respect the feelings, property, and physical well-being of other students.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
B-1 THREATENING/INTIMIDATING ACTS: The act of verbally or by gesturing, threatening the well-being, health or safety of any student on school property or in route to or from school.	1/4	
B-1a Any act, physical or verbal, of a sexual nature.	4/6	Referral to proper authorities.
B-2 PHYSICAL ATTACK: The act of physically assaulting or, in some manner attempting to injure any student on school property or going to or from school.	4/6	Referral to police when appropriate
B-3 DISRESPECT: To insult, call derogatory names, use obscenity toward, dishonor, or in another manner abuse verbally or in writing any member of student body.	2/4	Parents notified
B-4 EXTORTION: The act of extorting items of value from a person in the school under pressure of implied or expressed threats.	2/5	Referral to police when appropriate
B-5 FIGHTING: The act of involving hostile bodily contact in or on school property, or going to or from school, including any activity under sponsorship.	4/6	Both parties involved are to be equally disciplined and share in damages unless self-defense can be shown on the part of one of the students.

B-5a – Scuffle	2/4	
B-6 PROPERTY DAMAGE: Causing damage to an individual’s or school’s property intentionally or unintentionally.	3	Restitution required through parental contract.
B-7 THEFT	3/4	Restitution required through parental contract. Referral to police when appropriate.
B-8 HORSEPLAY: Tripping, shoving misuse of other students, books, etc.	2	

**C. Student/Staff/School Personnel Relationships**

Right: Students and staff have a right to work, study, and teach in an atmosphere of mutual respect. They also have the right to free inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being, and property of school personnel.

Policy: Students shall refrain from disobedience, disrespect, threats, or attacks directed at school personnel, as well as damage to or theft of property that belongs to school personnel.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
C-1 INSUBORDINATION: The willful failure to respond or carry out a reasonable request by school personnel <i>to include lying and refusal to work.</i>	2/4	
C-2 THREATENING OR INTIMIDATING ACTS: Verbally or by gesture threatening the well-being, health or safety of any school personnel.	3/6	Notification of police when appropriate
C-3 PHYSICAL ATTACK: The act of physically assaulting any school personnel on school property or at any activity under school sponsorship.	6/7	Notification of police
C-4 DISRESPECT: To insult, call derogatory names, dishonor, make gestures or in any other manner abuse verbally or in writing any school personnel.	2/4	Parents notified
C-5 DISRESPECT FOR THE PROPERTY OF ANY SCHOOL PERSONNEL		
C-5a – Damage	3	Restitution required through parental contract.
C-5b – Theft	3/4	Referral to police when appropriate.

**D. School Property**

Right: Each student is entitled to a well-equipped, well-maintained, clean, and aesthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.



Policy: Acts of vandalism, theft, and abuse of the school buildings and grounds are prohibited.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
D-1 VANDALISM: The act of willful destruction of public property		
D-1a: Destruction – To render unusable.	3/5	Restitution required through parental contract.
D-1b: Defacing – Damage requiring cleaning or repair.	2/5	Restitution required
D-1c: Misuse of printed materials	2	Restitution required
D-1d: Possession or use of laser pointers	2/5	
D-2 THEFT		
D-2a: Theft not serious enough to be reported to police.	3/4	Restitution required through parental contract.
D-2b: Major theft – considerable enough to be reported to police.	5/6	Restitution
D-3 ABUSE OF SCHOOL GROUNDS:	3/5	Restitution
D-4 LITTERING	1/3	Work detail
D-5 MISUSE OF FOOD: Any consumption of food or drink other than in designated areas.	1/3	
D-6 IMPROPER USE OF SCHOOL PROPERTY	2/6	

### **E. Protection of the Public Safety**

Right: All people have the right to be safe and secure.

Responsibility: Students have a responsibility to conduct themselves in such a manner as to not pose a threat to the health and welfare of others.

Policy: The infractions listed below, as well as any act that poses a threat to the health and safety of students and/or staff, are strictly forbidden.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
E-1 DETONATION OF FIRE-CRACKERS OR OTHER EXPLOSIVE DEVICES	4-7	Referral to police
E-2 FALSE ALARM		
E-2a: The act of initiating a fire alarm or initiating a report warning of a fire or other catastrophe without just cause.	6	Referral to police

E-2b: Bomb Threats	7	Referral to police
E-3 ARSON: The willful and malicious burning of, or attempt to burn, any part of any building or any property of the school or its staff and students.	7	Referral to police
<b>E-4 IMPROPER USE OF MOTOR VEHICLES</b>		
E-4a: Reckless Driving	3/4	Report to police when appropriate.
E-4b: Unauthorized driving during school day.	2/4	
E-4c: Parking in unauthorized area	1	
<b>E-5 POSSESSION OF WEAPONS ON PERSON, IN LOCKER, OR ON SCHOOL PROPERTY</b>	4/7	Referral to police
<b>E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES</b>	4/7	Referral to police

**F. Alcohol, Tobacco, and Drugs**

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco, and drugs and not be subjected to those wishing to buy, sell, or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound, healthy condition.

Policy: The use, sale, or possession of any illegal drugs, drug paraphernalia, alcoholic beverages, or tobacco is prohibited on school grounds, as well as at or before school-sponsored activities. Since these are illegal actions, the police may be involved in any violation at the discretion of administration.

NOTE: ALL PRESCRIPTION MEDICATION MUST BE ADMINISTERED TO STUDENTS BY THE SCHOOL NURSE OR THE NURSE'S DESIGNEE UNLESS ACCOMPANIED BY A DOCTOR'S NOTE.

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
<b>F-1 ALCOHOL AND DRUGS</b>		
F-1a: Possession of alcohol, drugs, and/or drug paraphernalia	4/6	Police involved in readmission conference.
F-1b: Selling or transmitting alcohol or drugs.	7	Referral to Special Services Referral to police for prosecution.
F-1c: Noticeably under the influence of drugs/alcohol as indicated by obvious behavior, mood changes and/or the smell or substances on the person.	6	Referral to police
F-1d: Observed use of drugs and alcohol	6	Referral to police

F-2 TOBACCO: Use or possession of tobacco on restricted school premises or at a function under the sponsorship of the school (includes both smoking and chewing tobacco.)	4/7	Referral to police for citation
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**G. Other Disciplinary Infractions**

<u>Infraction</u>	<u>Level</u>	<u>Special Provisions</u>
G-1 CLASSROOM DISRESPECT OR DISRUPTION	1/4	
G-2 DISRUPTION OF MEETINGS AND ASSEMBLIES	3/6	Possible exclusion
G-3 CHEATING/PLAGIARISM: (i.e. stealing a test, tampering with grade book, copying work, etc.)	3/5	
G-4 FORGERY: Written or spoken misrepresentation of the truth (i.e. forged passes, parent signatures, false phone call, misinformation to school personnel, etc.)	3/4	Parents notified
G-5 MISUSE OF FOOD: In the cafeteria or other areas of the building.	2/4	Work detail
G-6 BEING IN UNAUTHORIZED AREA	2/4	
G-7 BEING AN ACCESSORY to a school rule violation.	2	Step assignment at building administrator's discretion depending on involvement.
G-8 ABUSIVE OR OFFENSIVE LANGUAGE: Used in the presence of staff members and/or students, including written notes or published material as well as vocal.	2/4	
G-9 INAPPROPRIATE BEHAVIOR/TOUCH: Kissing, embracing, or other improper or disruptive behavior including "public displays of affection," spitting, urination, de-pantsing, etc.	1/4	
G-10 INAPPROPRIATE DRESS: See Student Conduct Section	1/3	Required to remove, cover up or change inappropriate items
G-11 UNAUTHORIZED PERSONAL ELECTRONIC DEVICE USAGE/ NUISANCE DEVICE:	3/4	See page 21

**STUDENT CONDUCT****A. Dress Code:**

Appropriate student clothing includes, but is not limited to:

1. Clothing appropriate for the weather.
2. Clothing that does not create a health or safety hazard.
3. Clothing appropriate for the activity (i.e. physical ed. or classroom), with athletes, cheerleaders, and extra-curricular participants conforming with the Minnesota State High School rules.
4. Shoes must be worn at all times.

Inappropriate student clothing includes, but is not limited to:

1. Shorts/skirts more than 3" above knees, skimpy tank tops, tops with spaghetti straps, low-cut tops, bare shoulders or bare backs, clothing that exposes the midriff, clothing that does not fully cover undergarments at all times, and clothing that is not in keeping with school standards.
2. Clothing which bears a message that is lewd, vulgar, obscene, or contain sexual innuendoes (i.e. shirts displaying messages or images that *can/may* be construed as that of a sexual nature or overtone, or sex/gender demeaning).
3. Apparel promoting products or activities that are illegal for use by minors.
4. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
5. Any apparel or footwear that would damage school property.
6. Hats are not allowed during school hours, except with the approval of the principal.

**\*\* Although some formal wear may be strapless, have spaghetti straps, include slits in the skirts, etc., ALL CLOTHING AT FORMAL EVENTS, SUCH AS HOMECOMING, PROM, ETC. MUST BE IN KEEPING WITH SCHOOL STANDARDS.**

Procedures followed for inappropriate dress: When, in the judgment of the school administration, 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. If the student refuses to make the necessary modifications, he/she will be placed in the detention room for the remainder of the day and parents will be notified.

**B. Academic Honesty/Cheating: Cheating is defined as using someone else's words, work, test answers, and/or ideas and claiming them as your own. Examples of cheating include but are not limited to:**

- Hiring someone to write a paper, buying a paper or project, or downloading a paper from an online service.
- Not properly citing the works, pictures, music, video, or other forms of communication in your research.
- Paraphrasing and not giving proper credit (citing) for the ideas you have used.
- Copying math homework.
- Letting a partner do all the work and putting your name on the final report or project.
- Looking at another's test or sharing what is on a test with students in other sections of that class.

**C. Plagiarism: Avoiding plagiarism is important -- both in writing and speaking. When you properly acknowledge the contributions to knowledge made by other people, you are showing respect for their work, and you are giving credit where credit is due. You are not misleading the reader to believe that your work is solely your own. Intentional**

plagiarism is cheating. Unintentional plagiarism is also cheating. This happens when a writer does not intend to plagiarize, but fails to cite the sources of the information that they use correctly.

**Consequences for Cheating/Plagiarism:**

1. Student will receive a zero on that assignment and two after school detentions (HS) or two lunch detentions (elem) for the first offense
2. Student will receive a zero on that assignment and one (1) day of ISS (HS) or ½ days ISS (elem) for the second offense

**\*\*If a student who plagiarizes is enrolled in a course for college credit, the result is an automatic failure of the college course.\*\***

- D. Smoking & Tobacco: School District policy forbids possession or use of tobacco (or any other drugs except under a medical doctors orders) in any form by students in the building, on the grounds, or at a school activity.

ALL PRESCRIPTION MEDICATION MUST BE ADMINISTERED TO STUDENTS BY THE SCHOOL NURSE OR THE NURSE'S DESIGNEE UNLESS ACCOMPANIED BY A DOCTOR'S NOTE.

- E. Drinking: School District policy states that no student shall possess, consume, or show evidence of having consumed alcoholic beverages while in the school building, on the grounds, or at a school activity.
- F. Vehicles: No Parking and Restricted Parking signs are clearly marked surrounding the school. Beware of the times marked. Do not block driveways, entrances, exits, or other vehicles at the risk of being towed at the owner's expense. Students are not permitted to drive cars, sit in, or ride in cars during noon hour or during the school day without first obtaining permission from the principal. Vehicles parked on or near school property are subject to search. Students are encouraged to make use of the bus transportation offered by the district. Cars may not be parked in the Concordia Church lot on days that funerals are being held. All student vehicles must be registered in the office.
- G. Personal Electronic Devices: Examples include cell phone, iPod, iTouch, headphones, etc. Students are not allowed to use personal electronic devices on school grounds between 8:20am and 3:18pm. If a student is caught using a personal electronic device during class or the device disrupts the class, the student will be required to hand over the device to the requesting staff member.

**\*\*The one exception to this rule is that students will be allowed to use their cell phones during their designated lunch time in the new gym lobby only.**

First Occurrence – Staff will confiscate the device and turn it over to the detention room supervisor. The student may retrieve the device at the end of the day and will serve **one (1) after school detention (HS) or two (2) noon detentions (elem).**

Second Occurrence – Staff will confiscate the device and turn it over to the detention room supervisor. The student may retrieve the device at the end of the day and will serve **two (2) after school detentions (HS) or four (4) noon detentions (elem).**

Third Occurrence and beyond– Staff will confiscate the device and turn it over to the detention room supervisor. PARENTS /GUARDIANS ARE REQUIRED TO RETRIEVE THE DEVICE. IT WILL NOT BE RETURNED TO THE STUDENT. The student will serve **one (1) day of ISS.**

**The personal possessions of students 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 school district does not assume risk or responsibility for replacing cell phones if damaged or theft occurs while the item is confiscated.

### Acceptable Use of Internet

Students utilizing the internet during school hours are responsible for their online behavior. The district will deem what is inappropriate use, take appropriate action, and determine consequence. The following uses of the internet are not permitted:

- a. violating any local, state, or federal statute
- b. accessing, sending, receiving, or distributing pornographic, obscene, sexually explicit, abusive, harassing, racist, or threatening material.
- c. vandalizing, damaging, disabling, or altering the property of this school district, any other individual or organization.
- d. accessing another individual's materials, information, or files without permission.
- e. accessing or participating in any chat system or playing games not permitted by the district.
- f. administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

### H. Bus Riding Rules:

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions, or events. All school rules are in effect while a student is riding the bus or at the bus stop. Consequences for school bus/bus stop misconduct will be imposed by the principal/dean of students.

#### Bus Stop Rules:

1. Be on time for the bus. The driver cannot wait for late students.
2. Respect the property of others while waiting at your stop.
3. Keep your arms, legs, and belongings to yourself.
4. Use appropriate language.
5. Stay away from the street, road, or highway when waiting for the bus. Wait for the bus to fully stop before approaching the bus.
6. Move away from the bus immediately after getting off the bus.
7. 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.
8. Fighting, harassment, intimidation, bullying, and horseplay are prohibited.
9. Use of alcohol, tobacco, or drugs is prohibited.
10. Possession of weapons or other dangerous objects is prohibited.

#### Bus Riding Rules:

1. Follow the directions of the driver immediately.
2. Sit and remain in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep your arms, legs, and belongings to yourself and in the bus at all times.
5. Fighting, harassment, intimidation, bullying, and horseplay are prohibited.
6. Do NOT throw any object.
7. Use of alcohol, tobacco, or drugs is prohibited. Students may NOT eat or drink on the bus without specific permission from the driver.
8. Weapons or other dangerous objects are not allowed on the bus.
9. Do not damage the school bus. Keep the bus clean.
10. **All instructions given by the bus driver or other school-appointed adult will be followed at all times.**

#### Consequences:

Consequences will apply to all regular and extracurricular (activities, field trips, etc.) routes. When a bus driver reports a student to the principal/dean of students, it is considered an offense.

Grades K-6:

1st offense - Student will be warned by the driver.

2nd offense - 3 day suspension from riding the bus.

3rd offense - 5 day suspension from riding the bus.

4<sup>th</sup> offense - 10 day suspension from riding the bus/meeting with parent

Further offenses will be considered individually. Students may be suspended for longer periods of time, including the remainder of the year.

Grades 7-12:

1st offense - Student will be warned by the driver.

2nd offense - 5 day suspension from riding the bus.

3rd offense - 10 day suspension from riding the bus.

4th offense - 20 day suspension from riding the bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the year.

- I. Locker Policy: Lockers are assigned to each student. Students are responsible for the contents in their locker and should not allow other students to use the locker. See Appendix for School District Policy on locker searches. Only principal-approved cheerleader locker signs will be allowed on the outside of a student's locker. Students should not use any markers, pens, or pencils to write directly on lockers. Students who do so will be required to remove the writing or pay the necessary costs to do so.
- J. Safety Drills (fire, lock down, tornado): Safety drills are held monthly to acquaint students with the proper procedures should an actual emergency arise. Teachers will review drill procedures with students at least twice during the school year. When the alarm sounds, students should follow procedural instructions from the teacher calmly and orderly. Walk, do not run. Drill charts are found in every classroom. Note: According to the State Fire Marshall, it is illegal to set off a false alarm. Persons caught doing so can be prosecuted by law. If an alarm is set off accidentally, please hold up the bar and notify a teacher or custodian.
- K. Inappropriate Displays of Affection: Any students talked to by school personnel more than once for showing inappropriate displays of affection, such as kissing or fondling, will be assigned appropriate disciplinary consequences. (See Discipline Policy)
- L. Food and Beverages: No unsealed or opened beverage containers will be allowed in the school building except in the gym lobby and lunchroom. All food and beverages must be consumed in the lunchroom or lobby. Teachers may make exceptions for special occasions. Bottled water may be allowed in the classroom if proper clearance from the teacher is secured (Lockers are subject to search, items confiscated, and detention assigned).
- M. Pledge of Allegiance: Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

## APPENDIX OF DISTRICT POLICIES

### HARASSMENT AND VIOLENCE

#### I. PURPOSE

The purpose of this policy is to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

#### II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

#### III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

##### A. Sexual Harassment; Definition.

*1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:*

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

*2. Sexual harassment may include but is not limited to:*

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

##### B. Racial Harassment; Definition.

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

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

##### C. Religious Harassment; Definition.

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

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

##### D. Sexual Violence; Definition.

*1. Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.*

*2. Sexual violence may include, but is not limited to:*



- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
  - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
  - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
  - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault; Definition. Assault is:
1. *an act done with intent to cause fear in another of immediate bodily harm or death;*
  2. *the intentional infliction of or attempt to inflict bodily harm upon another; or*
  3. *the threat to do bodily harm to another with present ability to carry out the threat.*

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In the District. The school board hereby designates the school counselor as the school district human rights officer to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- E. The school district shall conspicuously post the name of the human rights officer, including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

#### V. INVESTIGATION

- A. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- D. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### VI. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

#### VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES.

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

#### IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

### **DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES**

#### I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

#### II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school-sponsored material on school property and at school activities.

#### III. DEFINITIONS

- A. "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, or posting or displaying material.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects..
- C. "Obscene to minors" means:
  - 1. *The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;*

2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts, masturbation, excretory functions, and lewd exhibition of the genitals; and
  3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity. In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  1. is obscene to minors;
  2. is libelous or slanderous;
  3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended.
  4. advertises or promotes any product or service not permitted to minors by law;
  5. advocates violence or other illegal conduct;
  6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

#### V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.

#### VI. PROCEDURES

- A. Any student or employee wishing to distribute non-school sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  2. Date(s) and time(s) of day intended display or distribution.
  3. Location where material will be displayed or distributed;
  4. If intended for students, the grade(s) of students to whom the display or distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.

- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## VII. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school building.

## IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

## **HAZING PROHIBITION**

### I. PURPOSE

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

### II. GENERAL STATEMENT OF POLICY

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

### III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
  - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
  5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### IV. REPORTING PROCEDURES

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

#### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

#### VI. REPRISAL

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

### **SCHOOL WEAPONS POLICY**

#### I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

#### II. GENERAL STATEMENT OF POLICY

No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

#### III. DEFINITION

##### A. "Weapon"

1. 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; air guns; 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.
2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student falls within one of the following categories:
  1. licensed peace officers, military personnel, or students participating in military training, who are performing official duties;
  2. firearm safety or marksmanship courses or activities conducted on school property;
  3. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  4. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal.
- C. Policy Application to Instructional Equipment/Tools.  
While the school district takes a firm "Zero Tolerance" position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

#### IV. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district and the school takes a position of "Zero Tolerance" in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
  1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion

While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

#### VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NON -STUDENTS

- A. Employees.
  1. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.
  2. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
  3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
- B. Other Non-students.
  1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.

2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## **SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON**

### I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

### II. GENERAL STATEMENT OF POLICY

#### A. Lockers and Personal Possessions Within a Locker.

Pursuant to Minnesota statutes, 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.

#### B. Desks.

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

#### C. Personal Possessions and Student's Person.

The personal possessions of students 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.

- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

### III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. **DIRECTIVES AND GUIDELINES**

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. **SEIZURE OF CONTRABAND**

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VIII. **VIOLATIONS**

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

**STUDENT DRESS AND APPEARANCE**

\*\* Although some formal wear may be strapless, have spaghetti straps, include slits in the skirts, etc., ALL CLOTHING AT FORMAL EVENTS, SUCH AS HOMECOMING, PROM, ETC. MUST BE IN KEEPING WITH SCHOOL STANDARDS.

Procedures followed for inappropriate dress: When, in the judgment of the school administration, 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. If the student refuses to make the necessary modifications, he/she will be placed in the detention room for the remainder of the day and parents will be notified.

I. **PURPOSE**

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

II. **GENERAL STATEMENT OF POLICY**

- A. It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.
- B. Appropriate clothing includes, but is not limited to, the following:
  - 1. Clothing appropriate for the weather.
  - 2. Clothing that does not create a health or safety hazard.
  - 3. Clothing appropriate for the activity (i.e., physical education or the class room) with athletes, cheerleaders and extra-curricular participants conforming with Minnesota State High School League Rules.
  - 4. Shoes must be worn at all times.
- C. Inappropriate clothing includes, but is not limited to, the following:
  - 1. "Short shorts," or skirts, skimpy tank tops, tops with spaghetti straps, low-cut tops, bare backs, clothing that exposes the midriff, clothing that does not fully cover undergarments at all times, and other clothing that is not in keeping with community standards.
  - 2. Clothing bearing a message that is lewd, vulgar, obscene, or contain sexual innuendoes (i.e. displaying messages or images that can/may be construed as that of a sexual nature, overtone, or sex/gender demeaning).
  - 3. Apparel promoting products or activities that are illegal for use by minors.
  - 4. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in Policy 413.
  - 5. Any apparel or footwear that would damage school property.
- D. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
- E. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane or do not advocate violence or harassment against others.



- F. "Gang," as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### III. PROCEDURES

- A. When, in the judgment of the administration, 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 or will be sent home for the day. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

## **SECTION 504**

### I. PURPOSE

The purpose of this policy is to provide guidelines for Section 504 requests.

### II. GENERAL STATEMENT OF POLICY

It is the policy of the Board of Education to provide a free and appropriate public education to each handicapped student within its jurisdiction, regardless of the nature or severity of the handicap. It is the intent of the district to ensure that students who are handicapped within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be handicapped under this policy even though they do not require services pursuant to the Individuals with Disabilities Education Act (IDEA).

Due process right of handicapped students and their parents under Section 504 will be enforced.

### III. BUILDING COORDINATOR

The building principal is the coordinator of Section 504 activities.

1. Be knowledgeable about district responsibilities under Section 504 legislation and the Americans With Disabilities Act (ADA) to assure district compliance.
2. Place a yearly public notice in the designated school paper regarding admission to school based on nondiscrimination and outlining parent rights.
3. Coordinate staff and parent awareness and training activities concerning Section 504 referrals.
4. Facilitate requested evaluations or evaluations based on need.
5. Facilitate the development of 504 accommodation plans based on assessed need for students and staff.
6. Facilitate periodic reviews of 504 accommodation plans.
7. Establish and monitor and impartial hearing process for complaint resolution that is prompt, equitable, and resolves Section 504 grievances.
8. Assure meaningful access for handicapped parents to school initiated activities, in addition to the academic and/or disciplinary aspects of their child's education.
9. Work in partnership with local Director of Special Education.
10. Serve as the school district liaison with the regional office for civil rights.
11. Maintain data on Section 504 referrals.
12. Establish and monitor a Section 504 Referral/Identification and Review Process.

### IV. PARENT/STUDENT RIGHTS IN IDENTIFICATION AND PLACEMENT

You have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise you of your rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of your child;
4. Have your child receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students;

6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476 or Section 504 of the Rehabilitation Act.
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options;
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student were placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records;
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records;
13. Request amendment of your child's educational records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing;
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you. Hearing request must be made to the Superintendent.
15. Ask for payment of reasonable attorney fees if you are successful on your claim;
16. File a local grievance.

The person in this district who is responsible for assuring that the district complies with Section 504 is the Superintendent.  
Telephone 218-945-6933

#### V. GRIEVANCE PROCESS

**Step 1.** The grievance must be in writing and must be signed by the person making the complaint.

The grievance must be filed with the 504 coordinator within five (5) school days. The 504 coordinator will promptly attempt to resolve the matter among the affected parties. If the 504 coordinator is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days from the date of filing the grievance.

**Step 2.** If the complainant wishes to appeal the decision of the local Civil Rights Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant with ten (10) school days.

**Step 3.** If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) school days or his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representative within forty (40) school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting.

**Step 4.** If at this point the grievance has not been satisfactorily settled, further appeal may be made to the Office for Civil Right, Department of Education, Washington, D.C. 20201

## **BULLYING PROHIBITION POLICY**

### **I. PURPOSE**

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

### **II. GENERAL STATEMENT OF POLICY**

- A. 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. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

- G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

For purposes of this policy, the definitions included in this section apply.

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable

efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

#### V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

#### VI. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged bullying or prohibited conduct, who provides information about bullying or prohibited conduct, who testifies, assists, or participates in an investigation of alleged bullying or prohibited conduct, or who testifies, assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

#### VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  - 4. The incidence and nature of cyberbullying; and
  - 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct.

The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

- 1. Engage all students in creating a safe and supportive school environment;
  - 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
  - 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
  - 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
  - 5. Teach students to advocate for themselves and others;
  - 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  - 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
  - G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

## VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

- A. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- B. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- D. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

E. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.