

## WELCOME

Welcome to Fertile-Beltrami School! The entire staff extends a warm and friendly welcome to each of you for the coming year. We encourage you to become involved in the many opportunities that are available to you. The curriculum and activities programs at Fertile-Beltrami School have been designed to challenge students of all interests, abilities, and ages. This handbook provides information to help you be successful and serves as a reference and guide to our school and district policies, rules, and expectations. Please refer to it often throughout the year as students and parents/guardians are responsible for the information contained herein. Let's have a terrific year!

Adopted by the Fertile-Beltrami Board of Education August 11, 2015

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**MISSION**

The mission of the Fertile Beltrami School District is to ensure student learning through staff collaboration and a focus on results.

**VISION**

Educating for success in an environment of learning, respect, and responsibility

**FERTILE BELTRAMI SCHOOL SONG**

O when the FBS team falls in line,  
We're going to win this game, all right, in time.  
And for the high school that we love so well,  
And for the team we love, we'll yell and yell and yell.  
We're going to fight, fight, fight for every score.  
We're going to keep on adding more and more.  
We're going to roll poor [*opponent's name here*] on the floor, on the floor!  
Rah! Rah! Rah!  
F-A-L-C-O-N-S  
Fight, Falcons, Fight!

## WHERE DO I GO FOR HELP?

You can find most of the information you need on our school website <http://fertibeltrami.k12.mn.us/>  
For additional assistance, please contact the appropriate person below.

Adult Basic Education	Dana Erickson		218-681-0886
Athletics	Garnet Asmundson, Activities Director	<a href="mailto:gasmundson@isd599.org">gasmundson@isd599.org</a>	945-6953
Attendance	Alley Engelstad	<a href="mailto:aengelstad@isd599.org">aengelstad@isd599.org</a>	945-6953
Business Office	Donna Genereux	<a href="mailto:dgenereux@isd599.org">dgenereux@isd599.org</a>	945-6983
Bus Information	Ryan Olson, Transportation Mgr.	<a href="mailto:rolson@isd599.org">rolson@isd599.org</a>	945-6079
	Alley Engelstad	<a href="mailto:aengelstad@isd599.org">aengelstad@isd599.org</a>	945-6953
Class Registration	Sarah Nereson, Counselor	<a href="mailto:snereson@isd599.org">snereson@isd599.org</a>	945-6953 x160
College Information	Sarah Nereson, Counselor	<a href="mailto:snereson@isd599.org">snereson@isd599.org</a>	945-6953 x160
Community Education	Brian Clarke	<a href="mailto:bclarke@isd599.org">bclarke@isd599.org</a>	945-6933
Counselor	Sarah Nereson, Academic Counselor	<a href="mailto:snereson@isd599.org">snereson@isd599.org</a>	945-6953 x16
	Tricia Hellerud, Mental Health Counselor	<a href="mailto:thellerud@nwmhc.org">thellerud@nwmhc.org</a>	945-6953 x212
	Tammy Hemmah, School Psychologist	<a href="mailto:themmah@isd599.org">themmah@isd599.org</a>	945-6953 x214
Course Work	Teacher		
Discipline	Garnet Asmundson, Dean of Students	<a href="mailto:gasmundson@isd599.org">gasmundson@isd599.org</a>	945-6953 x165
Early Childhood	Carol Osmondson, ECFE	<a href="mailto:cosmondson@isd599.org">cosmondson@isd599.org</a>	945-6953 x226
Enrollment	Jennifer Stene	<a href="mailto:jstene@isd599.org">jstene@isd599.org</a>	945-6953 x151
Financial Aid	Sarah Nereson, Counselor	<a href="mailto:snereson@isd599.org">snereson@isd599.org</a>	945-6953 x160
Grade Questions	Teacher		
Graduation	Sarah Nereson, Counselor	<a href="mailto:snereson@isd599.org">snereson@isd599.org</a>	945-6953 x160
Homework Questions	Teacher		
Lunch Program	Alley Engelstad	<a href="mailto:aengelstad@isd599.org">aengelstad@isd599.org</a>	945-6953
Make-up Assignments & Tests	Teacher		
Medical Issues	Kari Bolstad	<a href="mailto:kbolstad@isd599.org">kbolstad@isd599.org</a>	945-6953 x102
Transcripts	Jennifer Stene	<a href="mailto:jstene@isd599.org">jstene@isd599.org</a>	945-6953 x151

## FERTILE-BELTRAMI STAFF 2014-2015

### BOARD OF EDUCATION

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

### ADMINISTRATION

Brian Clarke	Superintendent, Community Ed. Title 9	<a href="mailto:bclarke@isd599.org">bclarke@isd599.org</a>
Nathaniel Messick	K-12 Principal, 504 Coordinator	<a href="mailto:nmessick@isd599.org">nmessick@isd599.org</a>
Garnet Asmundson	Dean of Students / AD	<a href="mailto:gasmundson@isd599.org">gasmundson@isd599.org</a>

### ELEMENTARY FACULTY

Leah Swenby	Kindergarten	Room 113	<a href="mailto:lswenby@isd599.org">lswenby@isd599.org</a>
Kari Morvig	Kindergarten	Room 156	<a href="mailto:kmorvig@isd599.org">kmorvig@isd599.org</a>
Joan Kronschnabel	First Grade	Room 111	<a href="mailto:jkronschnabel@isd599.org">jkronschnabel@isd599.org</a>
Elissa Raaen	First Grade	Room 109	<a href="mailto:eraaen@isd599.org">eraaen@isd599.org</a>
Heidi Benson	Second Grade	Room 105	<a href="mailto:hbenson@isd599.org">hbenson@isd599.org</a>

Kerri Solie	Second Grade	Room 107	ksolie@isd599.org
Karin Sorenson	Third Grade	Room 211	ksorenson@isd599.org
Mary Olson	Third Grade	Room 213	molson@isd599.org
Amy Roragen	Fourth Grade	Room 209	aroragen@isd599.org
Angie Whitcomb	Fourth Grade	Room 207	awhitcomb@isd599.org
Jason Allrich	Fifth Grade	Room 205	jallrich@isd599.org
Rachael Sannes	Fifth Grade	Room 201	rsannes@isd599.org
Mary Kiefert	Sixth Grade	Room 216	mkiefert@isd599.org
Margaret Miller	Sixth Grade	Room 203	mmiller@isd599.org
Carol Petersen	Elementary Music	Room 163	cpetersen@isd599.org
Jean Tollefson	Title I/Reading	Room 103	jtollefson@isd599.org
Craig Larson	Elementary Phy. Ed.	Room 129	clarson@isd599.org
Lisa Christianson	Elementary Sp.Ed.	Room 200	lchristianson@isd599.org
Myrna Moore	Speech Therapist	Room 118	mmoore@isd599.org
Carol Osmondson	ECFE	Room 225	cosmondson@isd599.org

### HIGH SCHOOL FACULTY

Leah Burke	English	Room 158	lburke@isd599.org
Samantha Stock	English	Room 222	sstock@isd599.org
Heidi Mitzel	Business Education	Room 219	hmitzel@isd599.org
Wendy Clark	Business Education	Room 217	wclark@isd599.org
Joan Fladhammer	High School Sp. Ed.	Room 153	jfladhammer@isd599.org
Linda Grant	High School Sp.Ed.	Room 154	lgrant@isd599.org
Tim Sykes	Math	Room 220	tsykes@isd599.org
Maggie Coauette	Math	Room 215	mcoauette@isd599.org
Richard Schrom	Vocal Music	Room 124	rschrom@isd599.org
Scott Larsen	Instrumental Music	Room 126	slarsen@isd599.org
Lori Messick	Art/Social Studies	Room 161	lmessick@isd599.org
Tony Grieve	Social Studies	Room 224	tgrieve@isd599.org
Neil Steffes	Social Studies	Room 162	nsteffes@isd599.org
Brian Nelson	Biology/Science	Room 168	bnelson@isd599.org
Krista Fisher	Physics/Chemistry	Room 169	kfisher@isd599.org
Shelley Rice	Phy. Ed./Health	Room 127	srice@isd599.org
Tanya Raaen	Drafting/Woods/Metals	Room 155	traaen@isd599.org
Whitney Rupprecht	Ag. / FFA	Room 115	wrupprecht@isd599.org

### SCHOOL SERVICES

Kari Bolstad	School Nurse	Room 102	kbolstad@isd599.org
Esther Dalager	ECSE	Room 114	edalager@asec.net
Brian Clarke	Community Ed. Director		Officebclarke@isd599.org
Dana Erickson	Adult Basic Ed.		
Kristi Gullickson	School Readiness	Room 101	kgullickson@isd599.org
Tammy Hemmah	School Psychologist	Room 167	themmah@isd599.org
Sarah Nereson	Counselor	Room 160	snereson@isd599.org
Luan Larsen	Computer Technician		Room 210llarsen@isd599.org
Tricia Hellerud	Family Services Specialist	Room 212	thellerud@nwmhc.org
Robbie Gregoire	OT	Room 214	rgregoire@asec.net
Sarah Nereson	Homeless Liaison	Room 160	<a href="mailto:snereson@isd599.org">snereson@isd599.org</a>

**SECRETARIAL STAFF**

Donna Genereux	Business Manager	Room 110	dgenereux@isd599.org
Jennifer Stene	HS/MARSS	Office	jstene@isd599.org
Alley Engelstad	Bus/Attendance-HS/ELEM	Office	aengelstad@isd599.org

**PARAPROFESSIONALS**

Lucy Fuglseth	Sp. Ed.	lfuglseth@isd599.org
Andrea Gunufson	Sp. Ed.	agunufson@isd599.org
Stella Jagol	Sp. Ed.	sjagol@isd599.org
Jean Kollin	Sp. Ed.	jkollin@isd599.org
Tammy Lenz	Sp. Ed.	tlenz@isd599.org
Bonnie Meine	Sp. Ed.	bneinie@isd599.org
Dione Rasmussen	Sp. Ed.	drasmussen@isd599.org
Lori Sannes	Sp. Ed.	lsannes@isd599.org
Jill Peltier	Sp. Ed.	jpeltier@isd599.org
Elizabeth Ystenes	Sp. Ed.	lystenes@isd599.org
Denise Ingberg	Det. Ctr.	dingeberg@isd599.org
Joni Page	Library	jpage@isd599.org

**CUSTODIAL STAFF**

Myles Jensrud  
[mjensrud@isd599.org](mailto:mjensrud@isd599.org)

Tina Holtman      Joanne Bannister

**CAFETERIA STAFF**

Jodi Petry  
[jpetry@isd599.org](mailto:jpetry@isd599.org)

Missy Mosher      Robin Kargel      Donna Mosher

**BUS DRIVERS & BUS NUMBERS**

Ryan Olson – Bus Manager – 945-6079

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

Please do not park on the west side (playground side, 2<sup>nd</sup> St. SW) of the building between 3:00-4:00. Students are loading buses at this time, and we do not want students running between buses to reach their parents' or friends' cars.

## CLASS ADVISORS

12 <sup>th</sup> grade	Whitney Rupprecht, Richard Schrom, Neil Steffes
11 <sup>th</sup> grade	Tim Sykes, Maggie Coauette, Tony Grieve
10 <sup>th</sup> grade	Scott Larsen, Brian Nelson, Joan Fladhammer
9 <sup>th</sup> grade	Lori Messick, Samantha Stock, Shelley Rice
8 <sup>th</sup> grade	Wendy Clark, Leah Burke
7 <sup>th</sup> grade	Heidi Mitzel, Krista Fisher, Tanya Raaen

## ATHLETIC COACHES / ORGANIZATION ADVISORS

Football	Brian Nelson, Head Coach Chad Hitcehn, Asst. Neil Steffes, Asst. Craig Larson, Asst. Dennis Yell & Tony Grieve, Junior High Lisa Enget, Cheerleading
Volleyball	Kerri Solie, Head Coach Shelley Rice, Asst. Maggie Maroney, C Squad Lisa Orre & Karin Sorenson, Junior High
Wrestling	Chad Hitchen, Head Coach Mitch Lenz, Asst. Kevin Nephew, Junior High TBA, Cheerleading
Basketball-Boys	Neil Steffes, Head Coach Jeff Gullickson, Asst. TBA, C Squad TBA & Tony Grieve, Junior High Sheila Benesh, Cheerleading
Basketball-Girls	Kelly Stene, Head Coach Shelley Rice, Asst. Craig Larson & Kerri Solie, Junior High
Baseball	Tony Grieve, Head Coach Chad Hitchen, Asst. Ray Cheeseman, Junior High
Softball	Kerri Solie, Head Coach Lisa Orre, Asst.
Track	Brian Nelson, Head Coach-boys Chad Braun, Head Coach-girls Neil Steffes, Asst.
Golf	Keith Pedersen, Head Coach-boys Craig Larson, Head Coach-girls Karin Sorenson, Asst.
Yearbook	Jennifer Stene
FFA	Whitney Rupprecht
Knowledge Bowl	Leah Burke Lori Messick, Junior High
Drama	Heidi Larson Tammy Hemmah
Student Council	Leah Burke
NHS	Sarah Nereson
CHAMPS	Denise Ingberg

## NON-DISCRIMINATION NOTICE

The Fertile-Beltrami School System does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. Complaints regarding alleged discrimination can be processed according to guidelines, which are available in the office of the Superintendent.

### Complaints and Grievances

The Fertile-Beltrami School System does not discriminate in admission or access to, or treatment, or employment in its programs and activities, on the basis of sex, race, color, age, disability, religion or national origin. The Fertile-Beltrami Board of Education assures student grievance rights through a formal student complaint process. If a problem arises concerning the school, the Board of Education requests that you take the following actions:

- 1st. Personally contact the person directly involved.
- 2nd. If you are unable to resolve the problem by contacting the person involved, please contact the Principal or appropriate supervisor (i.e. Dean of Students, Athletic Director, Club Advisor, etc.).
- 3rd. If you feel the problem is not resolved, you should meet with the superintendent.
- 4th. In the event that you feel there is still a basis for concern you are invited to address the school Board of Education for final resolution.

### VISITORS

Parents are always welcome at Fertile-Beltrami. To ensure the safety of our students we ask that **all** visitors check in at the main office when entering the school to receive a visitor's I.D. *Student visitors during regular school session days is not allowed without pre-approval from the principal.*

### BREAKFAST/LUNCH PROGRAM

Students are encouraged to use the school breakfast and hot lunch programs or to bring a well-balanced meal from home. Each day the school provides a well-balanced meal at a reasonable cost. Meals need to be paid for in advance. Students who do not use the school lunch program may bring their own lunches. Costs of meals and information on free and reduced meals have been mailed to all residents who have children of school age. Please call the school office for more information on the school lunch program.

Payment may be mailed in, sent to school with students, made in the main office, online or lunch line. When lunch accounts reach \$5.00, the automated SchoolReach program will call the phone number on file to notify 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 for lunch or breakfast. Students may purchase additional milk. Elementary students are required to eat the hot lunch provided by the school or a lunch may be brought from home. Home lunches may not contain pop.

Students who do not wish to participate in the school hot lunch program may bring a box lunch. Students are to remain in the school during lunch hour. After eating lunch, students will remain in the new gym lobby or old gym until the bell rings. Students may not use another student's meal ticket. No passes will be issued for students to eat somewhere else.

#### **The meal 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

## DAILY HIGH SCHOOL BELL SCHEDULE

1<sup>ST</sup> Period—8:25-9:15  
2<sup>nd</sup> Period—9:18-10:03  
3<sup>rd</sup> Period—10:06-10:51  
4<sup>th</sup> Period—10:54-11:39  
5<sup>th</sup> Period (Sr. High)—11:42-12:29  
Jr. High Lunch—11:39-12:06

5<sup>th</sup> Period (Jr. High)—12:09-12:54  
Sr. High Lunch—12:27-12:54  
6<sup>th</sup> Period—12:57-1:42  
7<sup>th</sup> Period—1:45-2:30  
8<sup>th</sup> Period—2:33-3:18

## ACADEMIC INFORMATION

- A. Registration: Registration is held in the spring before the closing of the school year. Faculty members are available for consultation with students. Students should tentatively plan a four-year program when they are in the 9th grade. If a student finds it necessary to change his/her schedule, they need to discuss the changes with the Counselor to receive a drop/add slip. ***Any changes need to be made by the end of the first week of each new semester.*** All students in grades 9-11 will be required to register for eight periods, one of which may be a study hall. Seniors will be required to register for eight periods, two of which may be study halls.
- B. Test-Out Process: The student will notify the principal no later than four (4) weeks prior to the start of the semester if they wish to 'test out' of a course. The test must be completed two (2) weeks prior to the start of the course. The test will reflect curriculum that is taught in the class. It may be written, oral, a demonstration of skills, or a combination as determined by the course instructor. The student will receive credit for the class if they score 80% or higher on the exam. If the student's score is 80-89%, a "B" will show on their transcript. If the student's score is 90-100%, an "A" will show on their transcript. The student will be allowed to take the test only once. Students shall be notified of their test score no later than seven (7) days after the completion of the test. If the student does not agree with the test score, he/she must submit, in writing, the reasons for disagreement to the following people no more than five (5) days after receiving the score: teacher, principal, and dean of students. A meeting will then be set up to discuss the grievance.
- C. Classification: A student must have earned at least 11 credits in the 9th and 10th grades to be classified as a junior. He/she must earn at least 18 credits in grades 9, 10, and 11 to be classified as a senior.
- D. Junior High Promotion Policy: Fertile-Beltrami School believes that students should have the opportunity to succeed. When a student is not succeeding in a course, a number of interventions will be attempted. In such a case, a child will be referred to the Student Assistance Team (SAT) for review. Interventions may include, but are not limited to; parental involvement, study hall changes, peer tutoring, teacher tutoring, etc. Students in grades 7 and 8 must complete all core courses. Core courses include mathematics, English, science, and social studies. If a student fails two (2) or more core courses for the year, he or she may be required to repeat the entire grade. A final decision about promotion will be made by the principal.
- E. ZAP Homework Policy: (for grades 7-9) **Z**eroes **A**ggressively **P**rohibited  
Guidelines
1. Students are not allowed to not turn in assignments.  
Homework is an essential aspect of learning. Grade reports will show academic achievement rather than organizational habits when all work is turned in.
  2. Student will spend lunch hour in study hall if homework is not completed prior to class.  
Homework is to be completed during study halls or at home if not finished during class. If student does not take responsibility to finish work, the student then gives up privilege time to complete responsibility for learning.
  3. Student is responsible.  
No excuses will be used; no blame on teacher or parents. Students are responsible for their work.
  4. Discipline is the key.  
Either the student practices discipline themselves by getting assignments completed and recorded, or the student will be disciplined for their actions.



## Procedures

1. Teacher has a gathering location for assignments to be turned in by students. Any student without an assignment to turn in will complete a ZAP form provided by the teacher.
2. At the end of the hour, or an established time, teachers have ZAP forms delivered to the detention room for organization. A list will be compiled of all students "Zapped". As the Junior High lunch begins, all zapped students eat lunch first. Students will be given a set amount of time to eat, then be expected to report to the library to work on ZAP assignments.
3. The ZAP supervisor in the library will have ZAP forms to ensure students are working on their required assignments, and be recording their arrival time, behavior, and if assignment was completed.
4. If at any time student does not follow the procedures, a discipline violation will be issued. By not completing a ZAP form when an assignment hasn't been turned in, not reporting to the library, or misbehaving during ZAP time would be examples of discipline violations.

F. Grading Scale / Class Ranking: The following grading scale will be used in all 7-12 classes:

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

Semester grades are determined as follows:

Semester 1 grade= Q1 (50%) + Q2 (50%)  
Semester 2 grade= Q3 (50%) + Q4 (50%)

Class Ranking: Students are competitively ranked beginning with 9th grade. Non-ranked courses are not awarded honor points for ranking purposes. Drivers Training is not included in class ranking.

G. Scholastic Honor Roll: An Honor Roll is published at the end of each school quarter. Students having an average GPA of 3.0 or higher are placed on the Honor Roll. Seniors who have maintained a 3.0 average for four years are recognized as honor students. Students who graduate with a 3.7 GPA or higher will graduate with high honors. Students who graduate with a 3.0 to 3.69 GPA will graduate with honors. Non-ranked classes are not included in the Honor Roll averages. The following scale is used to compute GPA for grades 9-12:

A=4.0	C=2.0
A-=3.7	C-=1.7
B+=3.3	D+=1.3
B=3.0	D=1.0
B-=2.7	D-=.7
C+=2.3	

H. Incompletes: Students can receive an incomplete *for medical related absences*. Medical documentation is required. Students will have 1 week to make up the incomplete work for grade credit, unless prior clearance (for special circumstances) is authorized by the principal. If no make-up work is handed in, the incomplete will turn to an F after 1 week.

I. Graduation Requirements: Each student needs to have earned a minimum of 26 credits in grades 9-12 as required by the local Board of Education. These credits include:

1. Graduation Credit Requirements for Class of 2017 and beyond

- 4 credits in English including 11<sup>th</sup> grade English (.5 credit of Communications)
- 4 credits in Social Studies including 9th grade Civics/Geography, 10th grade U.S. History, World History/World Geography, and 12<sup>th</sup> grade Economics/Government
- 3 credits in Science including 9th grade Physical Science, 10th grade Biology, and Chemistry or Physics or a Career and Technical Ed. Credit that meets the chemistry or physics standards

- 3 credits in Mathematics (Algebra I by the end of 8<sup>th</sup> grade, Algebra II, Geometry, Algebra III)
- .5 credit in Physical Education
- .5 credit in Health
- 1 credit in 9<sup>th</sup> grade Computer Concepts/Career Education
- 1 credit in the Arts (Art I, Band or Choir)
- 9 elective credits from courses across the curriculum

2. State-Mandated Testing Requirements

- Pass the Minnesota MCA-III Reading Test (10<sup>th</sup> Grade)
- Pass the Minnesota MCA-III Mathematics Test (11<sup>th</sup> Grade)
- OR
- Take the ASVAB, ACT or other State approved exams

3. Community Participation Requirements

- 16 hours are required to be submitted to the school through the Community Participation form
- Participation beyond 4 hours in one activity will not count towards requirements
- Activities are expected to be varied, allowing the impact on the community to be spread out
- See a Community Participation form (available on school website) for additional details or contact the school counselor

\*\*\*Students who fail to make up required class failures from grades 9-12 will receive a Certificate of Attendance in place of a diploma and will not be allowed to participate in graduation ceremonies.

J. Online Learning: Students wishing to enroll in online learning must notify the school district at least 30 days before taking an online course or program. Coursework must meet or exceed FBHS graduation requirements to be counted for credit. Students can obtain a list of online providers from the Counselor.

K. College in the High School Credits: Fertile-Beltrami schools offer a number of credits that translate into college credits. In order to qualify for College in the High School a student must have an overall GPA of 3.0 or higher prior to registration. The following “College in the High School” courses taken at Fertile-Beltrami also serve as college credits through University of Minnesota Crookston, Fergus Falls MSCTC, or Northland CC:

<u>First Semester</u>	<u>Credits</u>	<u>Second Semester</u>	<u>Credits</u>
College Composition I	(3)	College Composition II	(3)
Psychology	(3)	Sociology	(3)
Web Design	(3)	Intro to Public Speaking	(3)
College Algebra	(3)	Video Editing	(3)

Computer Applications I/II – Full Year (8)

Anatomy & Physiology – Full Year (8)

L. Advanced Standing Credits: Fertile-Beltrami offers many courses in which students can earn high school credit as well as credits at Minnesota Technical Colleges. Below is a list of such articulated courses. In order to receive Advanced Standing Credit the students must complete the 1<sup>st</sup> semester at the affiliated technical colleges successfully (2.0), with a minimum of 12 credits. Upon completion of that semester the Advanced Standing Credits will then be added to the student’s transcript. The minimum grade in the course a student may have to attain Advanced Standing Credits is a 3.0, however if the high school teacher feels the student has not adequately achieved the level of college competency necessary, that teacher does not have to award Advanced Standing Credit.

Articulation Agreements for Technical Schools

Accounting I, II, III & IV

ACCT 1012 Prin. Of Bookkeeping	3 CR	MN State Com & Tech & Northwest Tech
ACCT 1100 Prin. Of Bookkeeping	3 CR	Northland Community & Technical
ACCT 1000 Prin. Of Bookkeeping	3 CR	Northwest Technical College-Bemidji

### Computer Applications I & II

ADMS 0090 Basic Keyboarding	1 CR	MN State Community & Technical
ADMS 1152 Intro to Word Proc.	1 CR	MN State Community & Technical
ADMS 1158 Intro to Present. Soft.	1 CR	MN State Community & Technical
CPTR 1100 Fund. Computer Con.	1 CR	MN State Community & Technical
CPTR 1104 Intro to Computer Tech	3 CR	MN State Community & Technical
ADMS 0090 Basic Keyboarding	1 CR	Northwest Technical College
CPTR 1000 Fund Computer Concept	1 CR	Northwest Technical College
CPTR 1104 Intro to Computer Tech	3 CR	Northwest Technical College
ADMS 1110 Word Processing	1 CR	Northland Community & Tech. College
CPTR 1104 Intro to Computer Tech.	3 CR	Northland Community & Tech. College
CPTR 1500 Intro Web Concepts	3 CR	Northland Community & Tech. College

### Family Living/Child Development

CDEV 1104 Child Dev. and Learning	3 CR	Northwest Technical College
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- M. Home-School Transfer Students: Students transferring into high school from a home-school education program must provide documentation and/or student records verifying the student's current grade level and assessment of performance in basic communications, mathematics, science, social studies, health and physical education. Failure to provide documentation of grade level assessments will result in the student's enrollment in the 9<sup>th</sup> grade. All efforts will be made to ensure students begin classes as soon as possible.
- N. Foreign Exchange Students: Foreign Exchange Students are welcomed at Fertile-Beltrami High School. Students are expected to follow the rules and guidelines set forth in this handbook.
1. All school meals, participation fees, and any other expenses that are endured while attending Fertile-Beltrami High School are the responsibility of the host parents and/or student's parents.
  2. Students may receive a certificate of attendance for their time spent at FBHS. If a student wishes to receive a diploma, he/she must meet the district and state requirements to receive a diploma.

## 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. 18year olds: Minnesota Law 120.06 states that school districts may impose the same rules and regulations on students 18 years of age or older as those imposed on students under 18. All Fertile-Beltrami students are expected to adhere to the same sets of rules and policies.

**Parent/Guardian 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 shall automatically become unexcused absences.** 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.

**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.

A. 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 not face disciplinary consequences. Students who are 18 years of age will still need parental permission for absences. ***The authority to decide whether an absence is excused or unexcused rests with the building administration...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: Excused absences do not result in disciplinary action. The following examples are legitimate excuses for absence 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-(note required)
- e. Dismissal by school nurse due to illness or injury
- f. Court appearances occasioned by family or personal action
- g. Religious instruction
- h. Physical emergency conditions such as fire, flood, storm, etc.
- i. Official school field trip or other school-sponsored outing
- j. Removal of a student pursuant to a suspension (OSS). Suspensions are to be handled as excused absences and students must complete make-up work
- k. Family vacations and community sponsored activities
- l. Senior portraits (1 time only)
- m. Driver's test (1 time only) proof required
- n. Pre-approved job shadow (1 day per year for grades 10-12)
- o. 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, including tests; 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 for all K-12 students.**

Students absent due to *participation* in an official school activity will be excused. Students who attend school activities as a spectator (non-participant), will not be considered excused unless they participated in that sport during the school year. Example: students who miss school to watch a playoff game will not be excused. They will be marked “unexcused” rather than “activity.”

Unexcused Absences: Unexcused absences will result in disciplinary action. The following examples are not legitimate excuses for absence 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) for any reason
- e. Work at a business, except under school-sponsored program
- f. Personal transportation problems i.e. car won’t start, flat tire, etc.
- g. Babysitting
- h. Conflict with other students at school
- i. Not liking a teacher
- j. “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 **after school detention** for each period missed, including lunch time and study halls. 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 or 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.

\*\*See below for the complete flowchart of the Polk County Social Services Truancy Referral Process\*\*

**Polk County Social Services Truancy Referral Process**

<b>Student</b>	<b>School</b>	<b>County</b>
3 Unexcused Absences ( <i>Continuing Truant 3+</i> )	-Send Continuing Truant letter home -Provide interventions -Detention, ISS, student conference, contact parents	
Additional Unexcused Absences (4-5)	-Make referral to Student Assistance Team (SAT) -Submit referral to Polk County Social Services -Assess causes of absences -Offer community services	-Conduct collaborative meeting with SAT -Explain CHIPS -Offer preventative services
7 Unexcused Absences ( <i>Habitual Truant 7+</i> )	-Send 2 <sup>nd</sup> truancy letter home -Submit truancy referral form/attachments to PCSS -Continue monitoring attendance	-Screen referral -Determine interventions
Continued Attendance Problems	-Notify contact person at PCSS	-File CHIPS petition

### Attendance Incentives – Open Campus

Excellent attendance is a valued trait-in school and the workplace. Fertile-Beltrami School encourages attendance. Student learning excels when students regularly attend school. To reward attendance- Students in grades 10-12 will access “Open Campus” if they have been absent from class (including ISS, OSS, and classroom detentions) 3 times or fewer. Absence accumulations are for the semester.

The only absences approved for Open Campus Attendance Incentive are:

1. School related activities such as FFA, Knowledge Bowl, Music Contests, Sporting Events, Field Trips, College Visits (seniors 2, juniors 2), etc...
2. Immediate family funerals (parents, grandparent, sibling, cousin, aunt, or uncle).
3. Dismissal by school nurse due to illness or injury.
4. Medical or dental appointments in which a student MUST present a signed doctor’s note. Students will only be excused for the scheduled appointment time plus travel time.

Attendance will be checked every quarter and throughout the semester.

A list of student names that qualify for open campus privileges will be sent to the counselor and dean of students at the same time the activities eligibility list is sent. It will be the student’s responsibility to check the list.

In order for students to qualify for open campus privileges, the following criteria must be met:

- ~No unexcused absences (exceptions include medical appointments accompanied with a doctor’s note, school sponsored activities, or funeral)
- ~Student must be in good standing with the school (not on activities ineligibility list AND making adequate progress toward graduation as determined by administration)
- ~May only miss 3 class periods in any one class per semester (if a student is absent more than 3 times in any one class, they lose open campus privileges immediately and until the following semester)
- ~Have a signed parent permission/liability waiver returned to the counselor

Qualifying students in grades 10-12 will receive Open Campus privileges during the last week of the semester.

Scheduled open campus privileges will be posted in the school bulletin and take place during student lunch time. Students that qualify may still choose not to participate and eat lunch at the school. Students that do not qualify will eat lunch at the school, as usual.

All district policies still apply to students during open campus lunch. Any infractions will be subject to disciplinary procedures.

Students may not drive or ride in vehicles during Open Campus time.

Check out/check in procedures:

Qualifying students will leave the school building and return from the new gym lobby entrance ONLY.

Students will document time out and time in on the approved form supplied by the staff supervisor in the lobby.

Students must not leave the building before their scheduled lunch period and must return before the end of their scheduled lunch period.

Violation Consequences:

Students will be subject to disciplinary consequences and possible loss of privileges for the following:

- ~leaving the building early or returning late
- ~leaving or returning from any door other than the new gym lobby entrance
- ~inappropriate conduct during open campus privilege time
- ~failing to sign out AND sign in
- ~other infractions as determined by administration

Semester Tests: All 7-12 grade teachers will determine appropriate end of quarter or end of semester evaluations.

All students will participate in these assessments regardless of their attendance.

Participation in Extracurricular Activities and School Sponsored Programs: This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored program. School-initiated absences will be accepted and participation permitted. A student may only be allowed to

participate in an extracurricular activity if they were absent due to a medical/dental appointment, or were attending a funeral. The student must provide a physician's statement and a statement from the student's parent or guardian clearing the student for extracurricular participation that day. **"Family" absences and absences due to illness, even for part of the day, will not be accepted and the student will not be allowed to participate in that evening's event or practice.** If a student is suspended from any class, he or she may not participate in any activity, practice, or program for that day and until the day after all consequences are served. Detentions/in-school suspensions take priority over extracurricular activities, practices or events. A student may not participate in extracurricular activities or events until the day after all detentions/consequences are served.

- B. Tardiness: Students are expected to be in their rooms when the tardy bell rings. Any student who arrives late for class must have a pass or the tardy is unexcused. Should a student receive more than 3 unexcused tardies in any nine-week grading period, the student will serve one **after school** 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. **Any student arriving to class more than 15 minutes late will be counted absent (unexcused) for that class.**
- C. Passes: Students will be able to leave class only if they have a required pass signed by their teacher. Students must present pass to any staff member upon their request.
- D. Make-up Work: Refer to teacher/class requirements.
- E. College Visits: Students at F-B will be allowed to make college visits during their junior and senior years. Visits will not be arranged during May. The absence will be considered a school activity after meeting the following requirements: 1) inform the counselor prior to the visit, 2) provide a signature from your parent(s), 3) collect homework assignments ahead of time, 4) be passing all classes as verified by each teacher and turn that form into the counselor **prior to leaving**. Seniors will be allowed two visits and juniors will be allowed two visits. **\*\*A student's attendance will be considered when granting permission for college visits. If a student does not complete all of the above requirements, after school detention will be assigned for failure to follow procedure.**

### STUDENT RECOGNITION

- A. Attendance: All students in grades 7-12 that have perfect attendance for a school quarter will be recognized for their attendance.
- B. Honor Roll: All students in grades 7-12 that earn a 3.0-3.69 GPA or higher for a school quarter, will be recognized for their academic success. All students in grades 7-12 that earn a 3.7 GPA or higher will be recognized for their academic success.
- C. National Honor Society (NHS): The National Honor Society is an honorary organization comprised of sophomores, juniors, and seniors. Members are chosen each year by a faculty committee. Selection is based on scholarship (students must have a 3.0 cumulative GPA or higher to be considered), leadership, service and character.
- D. Honors Banquet: All students in grades 9-12 that earn a place on the honor roll for two or more quarters will be invited to the Honors Banquet. Invitations are sent out to students and their parents. This event is normally held in May of every school year.
- E. Awards Day: All students receiving awards, certificates of merit, and/or scholarships are recognized by the student body on Awards Day. Each organization that sponsors an award makes a presentation at this time. This is normally held on a school day in May.

### DISCIPLINE POLICY / LEVEL SYSTEM

We will be using a progressive system for discipline. The Fertile-Beltrami Violence Prevention and Intervention Program uses 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.

Parents / Guardians: Supporting school personnel when they issue disciplinary consequences to your child is the first step to modifying your child's behavior. Even if you don't agree with the school's action, you should encourage your child to learn from the experience. Please help the school provide a physically and emotionally safe environment for learning by supporting issued disciplinary consequences. If you feel a consequence is unfair, you may contact the school administrator in charge of discipline (Dean of Students), however the final decision lies with the school administration.

Violations of the discipline program will be recorded along with interventions and options that are utilized based on a level system. Violations of any school discipline rule may result in the loss of privileges, suspension, expulsion, or other discipline. **Final disciplinary decisions rest with school administration.**

- A. **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 themselves or another.
- B. **Detention:** The detention room will serve as a place to send disruptive or uncooperative students. Administration may assign the following detentions:
1. Class period detention – teacher removes the student for the remaining class period. The student reports to the detention room. The Dean of Students will determine if the student will have additional consequences. After the 3<sup>rd</sup> cumulative class removal each semester, the student will receive one hour of after school detention. One additional hour of after school detention will be issued for each class removal after that.
  2. Lunch period detention - for elementary students only
  3. **After school detention** – for high school students only.
    - a. After school detention is held from 3:25-4:25 (2:05-3:05 on early out days). If students are tardy to detention, their time will be doubled.
    - b. Transportation after detention is the student's responsibility.
    - c. Students will serve after school detention on the same day the detention is issued.
    - d. Exception: If a student cannot arrange transportation for the same day, they must serve after school detention the following day. This allows ample time to arrange transportation.
    - e. Parents will be contacted if their student receives after school detention. They must provide the name of the person responsible for picking up their student after detention has been served.
    - f. When dismissed from after school detention, students must sign out and document how they will be getting home and who will be picking them up.
    - g. Parents who fail to pick up their students promptly after detention dismissal may be referred to social services.

***Students who receive a detention will not be allowed to participate in any extracurricular activities, games or practices until the day after the detention/consequence has been served.***

Behavior resulting in detention may have occurred in the classroom, in the hallway, on the bus, on school property, or at a school sponsored event. Detention must be served at the specified time of the teacher, dean of students, 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. 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 may be set up with the dean of students and/or special services staff. Parents will be notified of these appointments. If a student receives 2 detentions in a quarter for anything other than tardiness, he/she will not be allowed to attend the next school dance including



Homecoming. Due to the nature and expense-surrounding prom, the principal may review discipline issues that arise during this time.

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 during elementary noon hour).
3. There will be scheduled bathroom breaks.
4. Rules will be posted clearly in the detention room.
5. Personal electronics will be confiscated.

C. Definitions:

*Detention:*

Removing a student from class/activity to spend a specified amount of time in a designated area in school.

*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 from school but WILL count as absences towards semester tests. Students in ISS will not be allowed to participate in activities during or after school. If a student is issued one or more days of ISS in a quarter for anything other than tardiness, he/she will not be allowed to attend the next school dance including Homecoming.

*Out of School Suspension:*

A suspension that must be served away from the school building or grounds. If a student receives one or more days of OSS in a quarter for any reason, he/she will not be allowed to attend the next school dance including Homecoming.

*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.

- D. Tennessee Warning: An individual asked to supply private or confidential data concerning the individual shall be informed of: (a) the purpose and intended use of the requested data within the collecting government entity; (b) whether the individual may refuse or is legally required to supply the requested data; (c) any known consequence arising from supplying or refusing to supply private or confidential data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data. This requirement shall not apply when an individual is asked to supply investigative data, pursuant to section 13.82, subdivision 7, to a law enforcement officer. (Minnesota State Statutes 13.04 Subd. 2)

E. **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 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 administration 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	3/6	Notification of police when appropriate

threatening the well-being, health or safety of any school personnel, including physical or verbal acts of a sexual nature.

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
E-4 IMPROPER USE OF MOTOR VEHICLES		
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	
E-5 POSSESSION OF WEAPONS ON PERSON, IN LOCKER, OR ON SCHOOL PROPERTY	4/7	Referral to police
E-6 OFF PREMISES THEFT DURING SCHOOL-SPONSORED ACTIVITIES	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>
F-1 ALCOHOL AND DRUGS		
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

## 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	2/4	Work detail

or other areas of the building.

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 pgs. 25, 26
G-12 GANG/DRUG RELATED AFFILIATION: Language, clothing, drawings, music, etc. affiliated with drugs, gangs or gang activity is prohibited. Tattoos connected with gangs/drugs must be covered at all times.	2/6	

## STUDENT CONDUCT

A. Dress Code: The dress code applies to all students, staff, parents, and those attending school events while on school property and/or when representing the school.

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 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 from 8:00am-4:00pm without approval from 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.

Any other displays of inappropriate materials on school property are prohibited. In cases of disagreement, the school administration's decision is final.

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 2 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 day 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. ***All student vehicles must be registered in the office.***

G. 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.

***\*\*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 and the old gym 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.**

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.**

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/possession of alcohol, tobacco, drugs/paraphernalia 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/possession of alcohol, tobacco, drugs, or paraphernalia 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 food/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.
- N. School Event Expectations: Students are representing the Fertile Beltrami School at all events. It is expected that students will exhibit sportsman-like behavior at all times. Students may not return to a school sponsored event after they have left. No outside food or beverages will be allowed.

**EXTRA-CURRICULAR INFORMATION**

- A. Attendance: Students must be in attendance for the *entire* school day to practice, participate or compete in any extra-curricular school activity unless the principal clears the absence. This includes FFA, FLA, Knowledge Bowl, Speech, Athletics and Music. (Family emergencies, pre-scheduled appointments, funerals, etc. are exceptions).
- B. Travel: All extra-curricular travel will be on school provided transportation to and from the event.
- C. High School Athletic Code: The primary purpose of the athletic program in the Fertile-Beltrami School District is to promote the physical, mental, social, emotional, and moral well-being of the participants. It is expected that athletics in our schools will be a positive force in preparing youth for an enriching and vital life.

The athletic program is an important and integral part of the total school program and is open to participation by all students regardless of individual differences. Through voluntary participation, the athlete gives time, energy, and loyalty to the program. In order to contribute to the welfare of the group, the athlete must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others. Each athlete is given a Fertile-Beltrami athletic policy statement to take home for their parents and themselves. It includes a code of ethics, some general regulations, and the athletic school attendance policy. It is the responsibility of the athletic participants and their parents to become familiar with the contents of these policies.

- D. Academic Eligibility: An athlete must maintain a D- average to be eligible to compete in contests. **ANY failing (F) or incomplete grade (I) will result in the student not being allowed to participate.** The grades will be checked every two weeks. Spring final quarter grades will be carried over to the next fall. If a student is academically ineligible at check time, they will be checked in two weeks to see if they have improved enough to be allowed to participate again. If not, they will remain ineligible until the next evaluation period.
- E. Fees: Activity Ticket, gate admission, and participation fees for athletic events are as follows:

Season Activity Tickets:	Adult	\$40.00
	High School Student	\$15.00
	Elementary Student	\$15.00
	Senior Citizen	\$15.00
Game Admissions:	Adults	\$6.00
	K-12	\$3.00
Participation Fees/student/sport:	High School	\$50.00
	Junior High	\$25.00
	Family Maximum	\$180.00

\*\*The participation fee includes locks, mouth guards, and activity ticket admission\*\*

**STUDENT SERVICES**

- A. 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.
- B. 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. Media personnel instruct classes as well as work with students individually to foster the development of information seeking skills.
- Hours of Service: During the school year, the Library Media Center is open from 8:00 a.m. to 4:00 p.m. Monday through Friday.
- Rules: Rules of proper behavior are posted in the library. The rules apply equally to after-school hours. Library privileges may be withdrawn for misconduct.
- 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 *Electric Library*, *SIRS Discoverer*, *SIRS Researcher*, *SIRS Government Reporter*, *Encyclopedia Britannica Online*, *World Book Online*, *Americana Online*, *Groliers Online*, *Poem Finder Online*, *InfoTrac*, *New Book of Knowledge*.
- 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, chat rooms, games, music, headphones, and downloading. Appropriate use of e-mail is allowed on laptops only.
- Library Instruction: Library personnel meet with each elementary class on a weekly basis to teach library skills, literature enrichment, and checkout guidance. Both elementary and secondary teachers may sign up on the library calendar to schedule their classes into the library media center to do research.
- Book Fair: A book fair is held annually. The profits are used to purchase new materials for the library media center. Parents are encouraged to attend and assist their child in selecting books.
- Reading Incentive Programs: Each year the elementary teachers and the Media Specialist coordinate various reading incentive programs. The objectives of these programs are to develop proficiency in using library resources and to foster life-long reading. Although the reading incentive programs are not mandatory, all students are encouraged to participate in these enrichment activities.
- Copier/Printer Charges: Personal photocopies and computer printer charges are 10 cents per page. Personal color printer charges are 50 cents per page.
- Ask Library Personnel for...research advice, a good topic idea, the best resources—print, online sources—for your projects, a recommendation for a great read, help with a search, help with personal information needs.
- C. Telephone: Students are permitted to use the telephone in the high school office before and after school, during passing times and lunch, or with the presentation of a pass from a teacher. Students will not be called from class to answer the telephone except in extreme necessity. **Parents are NOT to call or text their students' cell phones during regular school hours.** If parents need to reach their child/children during regular school hours, please contact the office, and the office will deliver a message to the student.
- D. Personal Records: Each student has on file a cumulative record of his/her school progress showing scholastic

achievement, attendance, family data, health, extracurricular activities, and other guidance data. Student records are kept in the Dean of Student's office. Parents and students may view school records by making arrangements with the Dean of Students.

- E. School Cancellations: In the event that school is cancelled, the school will inform radio and television stations WDAY, KVLV, KROX, KFGO, KRJB, and KKCQ. A message will also be sent out through the School Reach system
- F. Laptop Computers: All students in grades 10-12 are given the opportunity to use a laptop computer for the school year. A deposit of \$150.00 is required and will be refunded when the computer is returned in good working order in the spring. There is also a \$35.00 non-refundable annual maintenance fee for every laptop.
- G. 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:**

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

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's nurse or school personnel trained and supervised in medication administration will administer prescribed medications in accordance with law and school district procedures.

a. Prescription medication must come to school in the original container labeled for the student by a pharmacist.

b. NO medications are to be carried by the student but will be left with the school nurse, including ibuprofen, acetaminophen, and other OTC drugs.

Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, sunscreen, and medications administered as noted in an IEP, 504 plan, or IHP.

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

**SPECIAL EVENTS**

- A. Commencement: Participating in graduation ceremonies at FBHS is a privilege and students must be "in good standing" to be eligible for participation. "In good standing includes but is not limited to: all student fees and/or fines must be paid two weeks prior to commencement, all credit recovery coursework must be turned in two weeks prior to commencement, all disciplinary consequences must be completed by the last school day before commencement, etc. The ceremony consists of addresses by the top two students in the Senior class, with musical selections by the high school band and chorus. Graduates are presented their diplomas signifying successful completion of their courses at F-B.

- B. Baccalaureate: Baccalaureate is held on the Wednesday before graduation. It consists of an address to the graduates delivered by a clergyman selected from among local churches. This event is sponsored by the local churches.
- C. Homecoming: Under the direction of the Student Council, Homecoming is held in the fall. Festivities begin Monday evening with a coronation ceremony crowning the king and queen (candidates have been chosen from the senior class). Throughout the week there are volleyball and football games. After the football game on Friday night, there is a Homecoming dance for all 7-12 grade students and alumni.
- D. School Dances: **All school rules and policies apply at dances.** Students that have received detention since the last dance will not be allowed into the dance. Students may not bring beverages into dance. Students must enter dance through the outside door. The door will be closed at 10 PM and no one will be allowed to come to the dance after 10 PM. Once a student leaves the dance, they will not be allowed to return. Students must stay in the gymnasium at all times. No Alcohol or tobacco use, if alcohol use is suspected, local law enforcement will be notified. All guests must be signed up in school office by noon the day of dance. If a guest is asked to leave, the person that signed them up is responsible for them and must leave also. Students will not be allowed to stay at school or on school property after dance is over.
- D. Jr.-Sr. Banquet and Prom: This is an annual spring event at which the juniors entertain the graduating seniors. Student committees and advisors do the planning. Students will submit a budget to the advisors and administration for approval prior to purchasing items for the prom. The juniors choose a theme for this formal occasion and the gym is decorated in accordance with the theme. Any junior who is ineligible will not be able to participate in decorating during school hours. Juniors and seniors may invite dates to the dance that are sophomores or above, but under the age of 21. The District may require guests to provide a letter of good standing from their school of enrollment. The District reserves the right to refuse guest participation.

## 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 NON-SCHOOL-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. "Non-school-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 non-school-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 non-school-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 non-school-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; numchucks; 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 PERSONS

### 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/skirts more than 3" above 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 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 from 8:00am-4:00pm 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.

## **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.