

**2018-2019  
STUDENT HANDBOOK**

**La Crescent-Hokah Elementary School  
504 South Oak Street  
La Crescent, MN 55947**

**Mr. Jeff Copp, Principal**

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**La Crescent-Hokah Elementary School**  
**Mission Statement**

The mission of the La Crescent-Hokah Elementary School is to provide all students with the opportunity to develop to their greatest potential. The school will provide a safe, positive, caring environment promoting respect, trust, and an appreciation for the value of people as individuals. This environment will foster a sense of self-worth, a love for learning, and the critical thinking skills necessary to adapt to a changing world. Parents, students, and staff will work as partners in the pursuit of this mission.

**La Crescent-Hokah School District**  
**Mission Statement**

The mission statement of the La Crescent-Hokah School District, an innovative educational system, is to prepare all learners to think critically when solving problems and to thrive in a changing society by utilizing all resources to meet their diverse needs.

**District 300 Board of Education**

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### **LA CRESCENT-HOKAH ELEMENTARY**

**School Office Hours:** Office hours at the La Crescent-Hokah Elementary school are 7:40 – 3:15 daily.

**School Hours:** La Crescent-Hokah Elementary grades K-4 school hours are from 8:00 a.m. to 2:50 p.m. Monday, Tuesday, Thursday and Friday. Dismissal time is 2:10 p.m. on Wednesday's. The playground is supervised from 7:35 to 8:00 a.m. Students arriving before 7:35 a.m. will need to be enrolled in Kids Company.

**School Closings:** School closings shall be determined by the school administration. Whenever weather conditions dictate that the school must be closed, such announcements will be made over radio stations WIZM, WKTY, WSPL, WQJY, WKBH, KQEG, KAGE, KWNO, and KQYB and television channels 8 & 19. *Sky Alert will be sent to the phone number you have on record, the email account you have on record, or the text messaging account on record.* If school must be dismissed early due to weather conditions or other emergencies, announcements will be made over these radio and television stations. (If school is closed or dismissed early, our school age child care program, Kid's Company, is also closed.)

**School Age Child Care:** Kids Company provides school age child care for children grades Pre-School through Grade 5, before and after school, on scheduled non-school days and full days during the summer. Kids Company operates in the elementary school and is funded entirely by the fees paid by the participating families. For more information, call 895-5156 or 895-8455.

**Discovery Preschool and Early Childhood Family Education (ECFE):** The elementary school building also houses the district's Discovery Preschool 3K and 4K School Readiness programs and the Early Childhood Family Education program, which are overseen by the Community Education Department. A variety of opportunities for children ages 0-5 and their families are available! For more information, call 895-5227 or email karn.schwartzhoff @isd300.k12.mn.us

**School Schedule:** At La Crescent-Hokah Elementary we run on a four-day schedule. Within this four-day schedule students rotate through "specials." Specials consist of physical education, art, music, and social/emotional skills. Students will have some of the specials more than once a week.

**Student Enrollment:** Students must be officially enrolled through the District Office before they can attend classes. It is required that parents of kindergarten children

present a birth certificate or verification of date of birth of the child at the time of registration, proof of residency, and proof of developmental screening.

**Early Childhood Screening:** Proof of screening is required for enrollment in kindergarten. Early Childhood Screening is offered three times a year. Information about early childhood screening is sent out before the screenings. If you would like more information, please contact the school nurse at 895-5227.

**Withdrawals:** If a child is withdrawn from school during the school year, arrangements should be made through the school office and transfer forms completed.

**Emergency Data\*:** It is essential for the school to have the following information so a parent or guardian may be notified immediately in case of accident or illness:

1. Current home and emergency telephone numbers
2. Current address
3. Names and telephone numbers of emergency contact persons if unable to reach parents.

**\*This information must be updated as needed.**

### **ARRIVAL AND DEPARTURE AT SCHOOL**

The elementary school staff needs the cooperation of parents in establishing a suitable arrival time for our students. If your child is not arriving on a bus, please make every attempt to have him/her arrive between 7:35 and 7:55 a.m. Except for inclement weather, students will be expected to remain on their designated playgrounds until the bell rings at **7:55** a.m. The elementary school allows students to enter the school building upon arrival when the weather is severely cold, rainy or stormy, or have been issued a hall pass by a teacher. Red flags will be placed at the front entrance, north playground entrance and south drop off entrance to the building to signal an inside day. In addition, students can enter the building to eat breakfast. Breakfast is served starting at 7:35 a.m.

#### **THE SCHOOL DAY:**

7:35	Breakfast Begins
7:35	Playground Opens
7:55	First Bell Rings
8:00	Student Day Begins
10:45 – 12:30	Lunch/Recess
2:50	Dismissal

#### **LUNCH, RECESS AND MAPE IS STAGGERED BY GRADE LEVEL:**

	<b>Lunch</b>	<b>Recess</b>	<b>Specials</b>
<b>Kindergarten</b>	10:50	11:12	12:20 – 1:10
<b>Grade 1</b>	11:17	10:55	1:10 – 2:00

<b>Grade 2</b>	11:07	10:45	11:30 – 12:20
<b>Grade 3</b>	11:57	11:35	9:05 – 9:55
<b>Grade 4</b>	12:07	11:45	9:55 – 10:45

**Early Arrivals:** We have instituted hall passes before school as a way to monitor students’ presence during this unsupervised time period. Before the 7:55 a.m. bell rings, your student should NOT be in school unless they have a hall pass given them the night before or unless they are going to breakfast or are in Kid’s Company.

**Wheeled Apparatus:** Bicycles, skateboards, scooters, roller blades, or any other wheeled apparatuses should be used only to and from school and not on school grounds. Due to safety concerns, unsupervised younger students are discouraged from riding their bicycles or any other wheeled apparatus to school. Children riding bicycles are reminded to wear a helmet and follow all bicycle safety regulations. All children must walk their bicycles or any other wheeled apparatus when they are on school property. Bicycles must be left in the bicycle racks during school hours. All wheeled apparatus cannot be ridden anytime during the school day/until buses have left for the day.

**Picking Up and Dropping Off Students:**

Your child’s safety is of major concern to us. With this in mind we urgently request your cooperation during student arrival and dismissal times. Dismissal time is 2:50 P.M. Monday, Tuesday, Thursday and Friday. Dismissal time is 2:10 P.M. on Wednesdays.

**Highlights and Notes:**

- The school bus pick-up and drop-off area will be on the north side of the building on South 4<sup>th</sup> Street.
- Please monitor speed on Oak St. due to foot traffic and pedestrian crossing.
- 2 hour parking is available on the east side of the building near the main entrance on Oak Street.
- Student drop-off and pick-up will remain on the south side of the building with an emphasis on smoothly exiting or entering the vehicles. Drivers please remain with your vehicles in this zone.

**PLEASE REFER TO TRAFFIC/PICK UP AND DROP OFF MAP AT THE BACK OF THIS HANDBOOK**

## **ATTENDANCE POLICY (Policy 503)**

**Attendance Regulations:** Once a child enrolls in kindergarten, that student is subject to the compulsory attendance provisions of Minn. Stat. 120.101 and Minn. Stat. 127.20. The Compulsory attendance Law is primarily found in Minnesota Statute (Section 102.105) “requires that every child entering kindergarten this school year must graduate from high school or remain in high school or in an alternative program until age 16. Only those who have been accepted in the military or an institution of higher learning can leave school before they are 16 years old.

**Absences:** If your K-4 child is absent for any reason, please observe the following procedure. Please call **895-4484** prior to 8:00 a.m. on the day of an absence and clearly state the reason why the child is not in school. Voice mail is available twenty-four hours a day.

If your child in Early Childhood Special Education is absent for any reason, please call the office at **895-4484**.

Parents finding it necessary to have their child excused during the school day must call to request the student be released. If a child is reported absent and the parent/guardian has not notified the school, an attempt will be made to contact the parent/guardian. This procedure is followed so that your child is accounted for each day. A parent/guardian may seek an excused absence from school for his/her child. **The school will determine whether the absence is excused or unexcused.** Any absence excused or unexcused, will require that students make up all assignments missed, or they must complete alternative assignments as deemed appropriate by the classroom teacher. If we are unable to contact parent/guardian, the district may request assistance from other agencies.

### **1. Excused Absences:**

Absences generally considered to be excused are:

- ❖ Illness, if more than 10 in a school year, the school may request a doctor’s statement for any future absences due to illness.
- ❖ Serious illness in the student’s immediate family.
- ❖ A death in the student’s immediate family or of a close friend or relative.
- ❖ Medical or dental treatment. The school requires written verification of medical appointments (i.e. doctor slip, dentist slip, etc.)
- ❖ Family vacations: prior arrangements **MUST** be made with the school office. We strongly encourage that parents/guardians cooperate by planning trips and vacations that include students so that they coincide with school vacations.
- ❖ Court appearances occasioned by family or personal action.
- ❖ Religious instruction not to exceed three hours in any week.
- ❖ Physical emergency conditions such as fire, flood, storm, etc.
- ❖ Official school field trip or other school-sponsored outing.
- ❖ Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.



**For cases other than serious personal illness in the home or death in the family, arrangements for absence MUST be made in advance. Any absence that was foreseen but was not cleared through the office will be considered unexcused.**

## **2. Unexcused Absences:**

The following absences are generally considered to be unexcused and unacceptable:

- ❖ Visiting relatives and friends
- ❖ Child not immunized
- ❖ Helping at home
- ❖ Cold weather
- ❖ Missed the bus
- ❖ Truancy
- ❖ Shopping
- ❖ Inadequate/inappropriate clothing
- ❖ Staying home to care for a family member
- ❖ Too tired/overslept
- ❖ Work

## **3. Excessive Absences:**

We monitor your child's attendance at school, and will watch for students who have a pattern of frequent absences. We will notify parents/guardians by a phone call and/or letter when a child has missed **10** days of school, excused/unexcused, to give parents/guardians notification of their child's attendance status. While we recognize that situations may occur that cause your child to miss days of school, we also want to help parents/guardians recognize the importance of supporting your child's education.

Excessive absences, excused/unexcused, may result in the school sending parents/guardians a letter requesting that all further absences related to illness be verified with a doctor's slip. Failure to do this will result in a meeting with the building principal and school social worker. A plan/contract for improved school attendance will be developed.

In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

## **4. Tardiness:**

It is the responsibility of the classroom teacher to report absenteeism and tardiness. It is the responsibility of the parents/guardians to assure students arrive to school on time. Being on time is a good habit and classroom interruptions are held to a minimum by regularity and promptness. School starts at 8:00\_a.m. Students who are not in their classrooms at that time are tardy. When a student arrives to school after 9:30 a.m., it will be considered an unexcused absence for a ½ day. Three tardies equals one unexcused absence.

## **5. Truancy:**

Minn. Stat. 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. 120A.05 without valid excuse

within a single school year for three days if the child is in elementary school.

Upon a child's initial classification as a continuing truant, the designated school official shall notify the child's parent or legal guardian, by first class mail or other reasonable means, of the following:

- (1) The child is a truant.
- (2) The parent or guardian should notify the school if there is a valid excuse for the child's absences.
- (3) The parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. 120A.22 and 120A.34.
- (4) This notification serves, as the notification required by Minn. Stat. 120A.34.
- (5) Alternative educational programs and services may be available in the district.
- (6) The parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
- (7) If the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minnesota Statute 260C.
- (8) It is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

**6. Habitual Truancy:**

K-4 child under the age of 16 years who is absent from attendance at school without lawful excuse for seven days. A student who is determined to be a habitual truant will have a truancy petition filed with the county court system.

K-4 Child Truant	Absent 3 days	Parent letter sent (See above)
K-4 Child Habitual Truant	Absent 7 days	Truancy petition filed.

**ENROLLMENT OF NONRESIDENT STUDENTS (OPEN ENROLLMENT) (POLICY 509)**

A. Purpose

The school district desires to participate in the Enrollment Options Program established by Minn. Stat. § 124D.03. All families must apply yearly.

B. General Statement of Policy

1. Eligibility. Applications for enrollment under the Enrollment Options (Open Enrollment) Law will be approved provided that acceptance of the application will not exceed the capacity of a program, class, grade level, or school building as established by school board resolution and provided that:

- a. space is available for the applicant under enrollment cap standards established by school board policy or other directive; and
- b. in considering the capacity of a grade level, the school district may only limit the enrollment of nonresident students to a number not less than the lesser of: (a) one percent of the total enrollment at each grade level in the school district; or (b) the number of school district resident students at that grade level enrolled in a

nonresident school district in accordance with Minn. Stat. § 124D.03.

- c. the applicant is not otherwise excluded by action of the school district because of previous conduct in another school district.

2. Standards that may be used for rejection of application. In addition to the provisions of Paragraph IIA, the school district may refuse to allow a pupil who is expelled under Section 121A.45 to enroll during the term of the expulsion if the student was expelled for:

- a. possessing a dangerous weapon, including a weapon, device, instruments, material, or substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury, with the exception of a pocket knife with a blade less than two and one-half inches in length, at school or a school function;
- b. possessing or using an illegal drug at school or a school function;
- c. selling or soliciting the sale of a controlled substance while at school or a school function; or
- d. committing a third-degree assault involving assaulting another and inflicting substantial bodily harm.

3. Standards that may not be used for rejection of application. The school district may not use the following standards in determining whether to accept or reject an application for open enrollment:

- a. previous academic achievement of a student;
- b. athletic or extracurricular ability of a student;
- c. disabling conditions of a student;
- d. a student's proficiency in the English language;
- e. the student's district of residence; or
- f. previous disciplinary proceedings involving the student. This shall not preclude the school district from proceeding with exclusion as set out in Section 5 of this policy.

4. The student and parent or guardian must complete and submit an Application for Enrollment School District Enrollment Options Program developed by the Minnesota Department of Education (that enrollment form follows this policy).

#### 5. Exclusion.

- a. Administrator's initial determination. If a school district administrator knows or has reason to believe that an applicant has engaged in conduct that has or could subject the applicant to expulsion or exclusion under law or school district policy, the administrator will transmit the application to the superintendent with a recommendation of whether exclusion proceedings should be initiated.
- b. Superintendent's review. The superintendent may make further inquiries. If the superintendent determines that the applicant should be admitted, he or she will notify the applicant and the school board chair. If the superintendent determines that the applicant should be excluded, the superintendent will notify the applicant and determine whether the applicant wishes to

continue the application process. Although an application may not be rejected based on previous disciplinary proceedings, the school district reserves the right to initiate exclusion procedures pursuant to the Minnesota Pupil Fair Dismissal Act as warranted on a case-by-case basis.

#### 6. Termination of Enrollment.

- a. The school district may terminate the enrollment of a nonresident student enrolled under an enrollment options program pursuant to Minn. Stat. § 124D.03, or 124D.08 at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy under Minn. Ch. 260A, and the student's case has been referred to juvenile court. A "habitual truant" is a child under 16 years of age who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.
- b. The school district may also terminate the enrollment of a nonresident student over 16 years of age if the student is absent without lawful excuse for one or more periods on 15 school days and has not lawfully withdrawn from school under Minn. Stat. § 120A.22, Subd. 8.

### **BALLOONS**

Due to latex allergies, we will not accept delivery of latex balloons at the elementary school.

### **BUS SERVICE AND GUIDELINES (Policy 707, 709)**

Bus service is provided by the Ready Bus Line and is available at no charge to students who qualify. Transportation requests should be directed to the district office. Pick up and drop times are mailed to parents.

**Bus Guidelines for Student Behavior:** Bus transportation is a privilege, not a right (Minn. Statute Section 1-6). Section 6 states that riding a school bus is a privilege and not a right. A district may revoke a student's bus-riding privileges under a local discipline policy, which is not subject to laws governing suspension and expulsion. Section 1 specifies that a school district is not obligated to provide transportation for a student whose bus-riding privileges have been revoked due to violating the district's discipline policy or who fails to meet the student safety competencies to be developed by the training state statutes. Provisions must be made for students with disabilities.

As a bus passenger and student of District 300, students are expected to do the following:

1. Remain seated, load and unload in an orderly fashion, and be polite to his/her fellow students.
2. Keep the bus clean and not bring any food or drink on the bus.
3. Not bring guns, animals, skateboards, or dangerous objects on the bus.
4. Not swear, fight, throw objects, make loud noises, smoke, harass, or personally offend any of his/her fellow students.
5. Follow all directions from school bus driver. If a student is responsible for any vandalism, that student will pay for any damage and/or lose his/her bus privileges.

Please report any behavioral concerns to the elementary office. Violation of these rules will result in the following disciplinary action:

All offenses will be the responsibility of the elementary principal.

<u>First Offense:</u>	Discussion between principal and student, and parent notification, possible assigned seat.
<u>Second Offense:</u>	Notification to parents
<u>Third Offense:</u>	Loss of bus privileges for up to 5 days.
<u>Fourth Offense:</u>	Loss of bus privileges for 5 or 10 days.
<u>Fifth Offense:</u>	Loss of bus privileges for 10 to 90 days.

In addition to the above, the expectations for student behavior/student code of conduct (Policy 506) in the school setting will apply to the bus as well. At any point in time, the building principal may choose to advance the disciplinary action to a higher level of offense relative to the nature of the student's behavior.

If student behavior on the school bus is of such a degree that loss of bus privileges beyond the policy is deemed necessary, the principal must confer with the superintendent before final disposition is made.

If, in the determination of the driver, a student needs to be removed from the bus immediately because of behavior problems, the local police may be called to help with the removal. If parents are not immediately available to transport their child home that student will be taken to the police station and held until parents are available.

Other State Department rules and regulations also hold bus drivers responsible for the care and protection of student passengers. They direct and authorize drivers to maintain order among the pupils at all times and to report all cases of disobedience, improper conduct or speech.

### **ELEMENTARY SCHOOL CITIZENSHIP AND DISCIPLINE PLAN**

The staff at La Crescent-Hokah Elementary will continue attending PBIS Cohort 12 training throughout the 2018-2019 school year. PBIS is Positive Behavioral Interventions and Supports that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Throughout this process, staff will work with students to further develop our school citizenship plan.

The development of responsible behavior and self-discipline among students occurs at two levels within a school. First, the classroom teacher must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. Students causing a significant disruption may be asked to take a break within the classroom or another designated area with a buddy teacher. Upon the student's agreement and ability to rejoin the class, he/she will be allowed to re-enter the classroom. If a student is unable to continue their day without disruption, the parent/guardian may be called to pick up the student.

At other times, disciplinary problems occur which are beyond the scope of the classroom teacher's area of responsibility (i.e. between classes, lunchtime, before and after school) or are of a serious enough nature to require further assistance. In such cases, the principal has been given the power to make reasonable rules and regulations, consistent with school board policy, concerning the conduct of the students while they are in the building and on school property. Refer to Code of Conduct in Policy 506.

Regardless of the setting, our school is committed to a proactive approach to discipline, which models and teaches appropriate behavior to students. Our school behavior program is based upon Responsive Classroom's social curriculum and program and employs positive behavioral interventions and supports. It is the goal of the La Crescent-Hokah Elementary School to provide a learning environment in which all students feel safe and respected.

In implementing our discipline program students participate in the development of the school-wide expectations for positive behavior. Typical examples of behavior expectations fall into the areas of

- Be Respectful
- Be Responsible
- Be Safe

The goal of our discipline program is to promote a safe and caring environment where all students are taught the difference between appropriate and inappropriate behavior. Students will receive direct instruction on expected (appropriate) behaviors and specific expectations are posted throughout the building. Students will demonstrate expected behaviors in all settings.

**Expected (Appropriate) Behaviors:**

Respecting People and Property  
Being Prepared and Ready to Learn  
Using Polite Words and Actions

Working and Playing Safe  
Cooperating with Others  
Listening and Following Directions

**Unexpected (Inappropriate) Behaviors:**

Swearing  
Teasing  
Budging in Line

Running in the School  
Being Uncooperative  
Wasting Time

If a student makes an inappropriate choice, the student will assume responsibility for his/her behavior. Unexpected (inappropriate) behaviors will result in consequences and

actions relevant to the inappropriate behavior.

Teachers and school staff will model and provide direct instruction on expected (appropriate) behaviors. Unexpected behavior (inappropriate) will result in relevant consequences and actions: When significant behaviors occur, parent notification a discipline report will be sent home and/or a phone call may be made. Actions may include one or more of the steps listed in the discipline report; a copy of the discipline report is included at the end of this handbook.

We take great pride in respecting the rights of all. We also recognize that no single disciplinary action is effective for all students. Therefore, a consequence will be generated for each situation following these guiding principles. The consequence must be related to the behavior, delivered respectfully, and it must be reasonable.

There are some behaviors that are considered totally inappropriate at school. When a student demonstrates behavior that is a violation of state law, district policy, it will require involvement by the principal, parent(s)/guardian(s) and perhaps legal authority. These behaviors are as follows:

- |                    |                    |
|--------------------|--------------------|
| *Weapons           | *Assault           |
| *Vandalism         | *Use of Drugs      |
| *Racial Harassment | *Sexual Harassment |

### **EMERGENCY DRILLS & PROCEDURES**

La Crescent-Hokah Public Schools have implemented emergency procedures that align with ALICE training and protocol. ALICE is a program that is designed to equip students and staff with skills and knowledge to respond in an emergency situation to maximize safety. This includes Alert, Lockdown, Inform, Counter and Evacuate. It is important that students and staff are informed and equipped with options should an emergency situation occur.

Elementary students will participate in age-appropriate lessons that will inform them of emergency procedures and practice drills focused on safety.

Fire, emergency procedures, and severe weather drills are conducted according to state law. Evacuation schedules are posted in each room and the students learn and practice these routes.

### **FIELD TRIPS (Policy 610)**

Field trips are planned during the school year to enhance materials presented in the curriculum. The Elementary Parent Teacher Organization/PTO provides funding for field trips to the extent possible. Classroom teachers may need to charge a small fee for some field trips. If a fee is charged, classroom teachers will notify parents in advance. If a field trip fee presents financial hardship, financial support may be available. For information please contact the elementary office. **A signed field trip permission slip must be on file at school.**

### **GUIDELINES FOR ELEMENTARY STUDENTS**

**Dress:** The word “appropriate” is the key word in deciding what your child should wear to school. In order to give you some guidelines, we have considered the student’s health, safety, and learning environment. The following are basic guidelines: 1) Students are expected to come to school neat and clean, wearing clothing that provides for safety as well as for comfort and freedom of movement; 2) Parents are asked to dress their child in proper clothing for the season. Be sure that your child is dressed warmly during the wintertime. Your child should have boots, mittens, coat, snow pants and a hat when they come to school in the morning. 3) Hats/bandanas/head scarves and make-up that is distracting are not to be worn in school. 4) Footwear is to be worn at all times. Students are to have tennis shoes at school on days they have physical education class; 5) No exposed undergarments showing, such as boxers; 6) No spaghetti straps or halter tops or low-cut tops are allowed. (Tank tops with one inch or more wide straps are permitted.)

Clothing or accessories which are too revealing or have objectionable pictures, sayings, or gestures or which promote violence or misbehavior, sexual permissiveness or substance abuse (tobacco, drugs or alcohol) or a disrespect for school are not permitted. Students wearing this type of clothing will be asked to change or cover-up. If this is not possible, parents will be called to bring in appropriate clothing or students may be asked to turn the clothing inside out.

**Scents:** Students and staff are asked to not wear perfumes, scented lotions, etc. at school due to student and staff allergies.

**Personal Belongings:** Personal items brought to school are sometimes lost, stolen or broken. The school cannot assume responsibility for such items as toys, money or electronic devices. The best way to prevent loss of personal items is to leave them at home. All items deemed by the staff to be inappropriate or unsafe will be confiscated and may not be returned.

**Lost and Found:** Lost and found items will be stored in the basement cafeteria. Two times a year the bins will be emptied and put on tables for students/parents to claim. All unclaimed articles will then be given to charity. **Important:** Mark all articles of clothing with your child’s name. This makes it possible to return lost items as they are found. Each year, many unclaimed articles remain in the lost and found.

**Chewing Gum:** Chewing gum is not allowed at school due to the significant work to clean improperly discarded gum on school property.

### **HEALTH GUIDELINES**

In order to provide for the health and well-being of all individuals, the nursing department has developed the following health guidelines which can be used to identify when a student’s health may require him/her to stay home. If a child develops these symptoms they will be sent home from school. Should your child become ill at school we will contact parents first. If we are not able to reach parents, we will call the people listed under emergency contacts.

- **Fever:** Temperature greater than 100 degrees. Your child must be free of fever (without fever-reducing medication) for 24 hours before returning to school.



- Vomiting: Any episodes of vomiting- a child can return to school once they have not vomited within the previous 12 hours
- Diarrhea: Uncontrolled diarrhea
- Contagious Diseases: Strep throat, impetigo, pink eye—your child may return to school after being on antibiotic treatment for 24 hours.
- Rash: Rash that is open and draining or a rash accompanied by a fever.
- Chicken Pox: All blisters have dried into scabs; usually 5-7 days.
- Students with special health needs may have additional guidelines listed on an Individual Health Plan.

**Immunizations:** In accordance with the School Immunization Law (Minn Stat., Section 123.70), students may not enroll or remain enroll in school without having provided documentation of immunizations allowing for certain legal exemptions. All students are required to be in compliance the first day of school. A 30 day grace period may be permitted for students transferring into the school district. Minnesota laws require that we have written recorded evidence of your child’s protection from the following diseases. Parents need to provide the month, day, and year of each dose.

Diphtheria-Tetanus-Pertussis (DTP)---(5) doses under the age of seven, then (3) doses are adequate.

Polio---(4) doses under the age of seven, then (3) doses are adequate

Measles-Mumps---Rubella--(2) doses

Hepatitis B---(3) doses

Varicella (chicken pox)---(2) doses

If you conscientiously object to any immunization, we need a signed and notarized form on file. If your child has a medical exemption to any immunization, we need a signed physician statement or form on file. The immunization forms are found on our website.

**Medications:** All medications should be given at home whenever possible. Parents/Guardians are to notify the school if their child must take medication during the school day. The school nurse or trained designated personnel will administer medication through the health office. For Prescription Medication, both a physician and parent must fill out and sign a Medication Physician Order/ Parent Authorization Form before any prescription medication will be given. Prescription medication must be in a currently labeled prescription bottle. Over-the-counter medication/non-prescription medication requires only a parent signature on the authorization form. Over-the-counter medication must be in the original container with your child’s name on it. We are only able to give the recommended dose on the bottle to your child. For safety reasons, an adult must bring all medication to school. Inhalers for asthma or allergy kits (Epi Pen, Auvi-Q) may be carried by student if the health office has a medication form on file, signed by a physician and parent giving the student permission. The Medication Physician Order/Parent Authorization forms are available in the health office, area clinics and on the website. The health office does not have a stock supply of Tylenol or ibuprofen or other over the counter medications available to students.

**Health Screening Programs:** Vision and hearing screening will be done for students in grades K-4. Both screenings occur in the fall of the school year with the help of volunteers.

## HOMEWORK

There will be times when children will have homework. The amount of homework may vary with the teacher and grade level. The student should do his/her own work and, if help is needed, parents should try to guide their children as a teacher would. Your interest can help your student develop positive attitudes toward studies. Many students receive help with their homework by attending Oak Street Academy after school.

## MONEY

When money is sent to school with children, it is a good practice to place the money in an envelope, write the child's name, child's teacher's name, grade, the amount of money, and the intended use of the money on the envelope. Generally, students should not have **other** money at school.

## PARENT INVOLVEMENT

There are many ways in which parents/guardians can be actively involved in their child's education. Studies demonstrate that students perform better academically with involved parents. A copy of our parent involvement plan is available on our building website. As a public school, a background check will be conducted on all volunteers. See form at end of this handbook that must be submitted to the district office so a background check can be conducted.

**Parent Teacher Organization:** The mission of this organization is to create a working environment among the school, the home and the community. It is the goal of PTO to reinforce pride, create enthusiasm and promote positive relationships and activities that enhance our children's educational environment. This is an opportunity to be involved in your child's school environment. PTO is open to all parents and/or legal guardians of students who currently attend La Crescent-Hokah Elementary School. Community members who do not have students currently enrolled but have a vested interest can also be involved. This group has one meeting per month. PTO meeting minutes are posted on the school website.

**Highly Qualified Teachers:** Parents can request the professional qualifications of their student's teacher. These areas include: area of licensure, grade level of licensure, degree of major and graduate work, field of discipline. Parents can request information about the paraprofessional qualifications. Please contact the district office in writing when requesting this information.

**Fundraisers:** The elementary Parent Teacher Organization sponsors an annual fundraiser for the entire EC-4 program. This fundraising activity is approved by the school board and profits are used to fund field trips, enrichment programs and other approved school projects.

**Parent Volunteers:** La Crescent-Hokah Elementary School encourages parents to become volunteers in its schools. Please contact your child's teacher or the elementary office if you're interested in volunteering at school. See the form at the end of this handbook for the background check form required of all volunteers. A background

check must be completed by the district office before a volunteer will be allowed to work within the school or attend field trips with students.

**Classroom Visitation:** We encourage you to visit your child's class. Simply follow the guidelines below so you and your child gain the most you can from this time:

- ❖ We request that you call your child's teacher to schedule a classroom visit in advance of your visit. The teacher can suggest appropriate choices of times.
- ❖ Experience tells us that an observation session of an hour or so will present a good picture to you of how your child is performing.
- ❖ We encourage you to make your visit alone. Pre-school youngsters can be quite distracting to a learning environment.
- ❖ If you have any further questions about visitation, contact your principal.
- ❖ Reminder: Students and teachers are busy with classroom activities during school hours. If you would like to have a conference with the teacher, please make arrangements for a meeting outside of the school day.

**Parent-Teacher Conferences:** Parent-Teacher conferences are typically held twice yearly. Specific details regarding times and locations will be sent to parents as the dates approach.

### **PARTIES AND CELEBRATIONS**

***(Also refer to the School Nutrition and Smart Snack Standards found on pages 18 - 22 of the handbook.)***

The district strongly encourages parents and staff to follow the USDA Smart Snack Standards when providing birthday or celebration treats. By state law, all foods brought from home must be prepared in, or purchased from, a licensed kitchen facility or commercially prepared. No homemade foods will be allowed. Please ask your child's teacher if there are any food allergies in the classroom before selecting treats. Non-food items are encouraged as an alternative treat for parties/celebrations. Students who bring treats should not share with other students outside of their own classroom due to food allergies other students may have.

**Please do not send birthday invitations to school for distribution.**

### **PETS**

Due to health and air quality concerns dogs, cats, rodents, rabbits, reptiles, birds or exotic animals are not allowed in school. Exceptions are pets visiting from home for a short time. Any animals entering the school building need to be approved by the building administrator prior to arrival. Science curriculum approved by the district and organized educational groups that are pre-approved by the principal may bring in any of the above listed animals. Organizations that may be approved for these presentations may include but not be limited to the Raptor Center and the Humane Society.

### **PROGRESS REPORTS/REPORT CARDS**

Progress reports/report cards are given out at the end of each term in grades K-4. Progress reports are either given to parents/guardians at conferences or mailed home to parents/guardians. We use a standards based reporting system. When a student has been absent, work must be made up in order to demonstrate standards. Mid-term

reports will be made to parents when deemed necessary or appropriate by the classroom teacher.

### **RECESS**

Students will be restricted from going outside if it is raining or the temperature and wind chill factors combined are below 0 degrees Fahrenheit. This determination will be made on a daily basis by checking the <http://www.weather.com>.

Students are required to be outside during the noon recess. If your child does need to stay indoors because of illness, you will need to send a dated note with your child. This note will be honored for up to three days. If you feel your child needs to stay in for more than three days, please contact the nurse or send a note signed by a physician. Staying indoors at school should never be an alternative to staying home. Appropriate clothing for the weather should always be considered.

### **SAFETY AND SECURITY**

**School Security Program:** A parent or guardian removing their child from school during the school day must come to the office and sign out their child. A form is available in the office for the parent/guardian to complete including the time of the child's return if applicable. We do not release your child to the car or to a location outside of the school. We must release the child to the adult registered in the office.

If a parent or guardian or other adult would like to visit our school or be on school property during school hours, they must report to the elementary office and sign in. After they have signed in, they will be given an identification badge. Any person in our school that is not a regular member of our school staff must have an identification badge. If you would like to visit your child during play time/noon recess, we ask that you come to the office and register. All visitors should wear a visitor's badge while they are on the playgrounds. Please note that all doors except the front entrance door remain locked during school hours. **Visitors to our school are prohibited from photographing any students during their visit here.**

**\*\*If there are people/persons restricted from having contact with your child, the office must be made aware of this by official court papers (orders for protection, restraining orders). A copy of these papers must be filed in our school office.**

**Civil Authorities:** We cooperate with the following authorities who may be involved with students: police, juvenile court, social services, or any other authority as directed by the legal system.

**Electronic Devices:** Electronic devices (e.g. computers, laptops, iPads, iTouch, tablets etc.) capable of connecting to the school network must adhere to the Internet Acceptable Use and Guest Device Agreement form (See form in the back of this handbook). The use of guest devices in the classroom is subject to teacher discretion. Student cell phone and electronic device use is prohibited during the course of the school day unless connected to classroom or curricular activities. Students who need to make phone calls will need to use office phones during school hours. Parents who need to contact students will need to do so by calling the elementary school office.

**Lockers and Desks:** School lockers, desks and computer files 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. School authorities for any reason may conduct inspection of the interior of lockers, desks or computer files at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students within a school locker, desk or computer files may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers, desks or computer files were searched unless disclosure would impede an ongoing investigation by police or school officials.

Each student is issued a locker at the beginning of the school year; classroom teachers assign all lockers. Locks on lockers are not allowed, with the exception of principal approval if a student has a personal electronic device connected to the district network. We discourage students from bringing valuable possessions to school to leave in desks or lockers. The school does not have any safeguards for valuable personal possessions.

**Crossing Guard:** The elementary school provides a crossing guard at the intersection of 3<sup>rd</sup> and Oak Streets in the morning from 7:40 a.m. to 7:55 a.m. and in the afternoon from 2:50 p.m. to 3:00 p.m.



## **SCHOOL MEALS PROGRAM – SMART EATS!**

School Meals are healthier than ever with more whole grains, dark green, red and orange vegetables, less sodium, larger fruit and vegetable portions and no trans fats thanks to a fresh meal pattern. We also participate in Farm 2 School!

Students must have a fruit or vegetable on their plate when they leave the lunch and breakfast line this year. Students will be offered a full cup of fruit at breakfast and must select at least ½ cup.

Our nutrition program offers both breakfast and lunch daily. Students are offered a variety of entrees, fruits, vegetables, salads and milk, plus ala carte selections. Meals meet strict nutrition guidelines. We know good nutrition is linked to classroom performance and school meals are the best value in town, more economical than bringing it from home!

### **Supervision/Program Management**

Lyn Halvorson, SNS Supervisor of School Nutrition  
Manager 507-895-5065  
Marilyn Volden, School Nutrition Specialist

### **Cafeteria Management**

Terri Williams, Cook

**Free and Reduced Meal Applications:** The application for the Free or Reduced-price meals is available in the school office and online at [www.isd300.k12.mn.us](http://www.isd300.k12.mn.us). It is also published in *the Houston County News Back-to-School* issue. A new application must be filled out each year because income guideline qualifications change annually. Qualifying students can eat breakfast and lunch. The Minnesota Legislature has made it possible through funding that all reduced students no longer need to pay \$.40 for a lunch. Lunch for reduced students is now free. In addition the Minnesota Legislature has provided funding so that all kindergarten students may eat breakfast at no charge.

**Payment Options – Webstore, Cash or Check:** For your convenience, we accept debit card payments for food purchases. VISA or MASTERCARD will be accepted online through the La Crescent-Hokah webstore.

### **Webstore**

- Go to [www.isd300.k12.mn.us](http://www.isd300.k12.mn.us).
- Click **Parents** then **Parent & Student Access**.
- Log in to Skyward using your Family Access information (provided by your school secretary).
- Choose which child you wish to make a payment for (if you have more than one student).
- Click on **Food Service** and then the **Make On-line Payment** button.
- Enter the amount you wish to apply to this account and click on the **Pay with RevTrack** button.
- The first time you access RevTrack, you will be asked to create a username and password. This is not your Family Access user name and password.

- Set up your personal account. The school district does not keep track of this information, nor does it have access to any personal account information you provide.
- Enter your credit or debit card information and then your email address and a password that you choose. \* Keep a record of your password!

**Cash or Checks:** Send payment with your child to his/her classroom teacher. The teacher will turn in the payment to the office. The checks are collected and entered in your child's account each morning.

- ✓ Make checks payable to **La Crescent School Nutrition Program**.
- ✓ Write your student's name and grade on the check.
- ✓ Send only **one** check per family if there is more than one child – simply indicate the names/grades/amounts at the bottom of the check for how you want the total check divided.

**Keep Enough Money in Your Child's Account for All Meals Purchased – Charging is not allowed:** Accounts with a negative balance will be notified daily via email from Skyward. Also, statements will be sent home with your child via mail or a phone call. A student is also given a hand stamp through the lunch line as a friendly reminder. Parents who choose not to make payments will be asked to send a bag lunch with their child. There are charges for extra entrees and snacks.

The School District of La Crescent may file a claim with small claims court or utilize the services of a collection agency and/or legal counsel to secure collection on unpaid debts not paid within thirty days, unless an alternative payment plan has been approved by the principal. The charges for filing claims with small claims courts or for securing the services of a collection agency shall be added to the unpaid debt due the District.

**Semester Milk Program (Grade 1-4):** \$56.00/Year or two payments of \$28.00 at beginning of the year and in January. Your child will receive one 8 oz. carton of milk

**Semester Milk Program (Kindergarten):** Kindergarten does receive milk; however it is **free for kindergarten** children.

Please send a separate check for the beverage break payment. No milk will be given until payment is received. No refunds after November 1<sup>st</sup> for the first semester and March 21<sup>st</sup> for the second semester.

**Questions:** For questions concerning your child's account, please call Deb at 895-5143 from 10:00 a.m. – 12:30 p.m.

<u>Meal Prices for 2018-2019</u>	
<b>Breakfast</b>	
Full-Pay Students	– \$1.50 (Kdg. – No charge)
All Reduced-Price	– No charge
<b>Lunch</b>	
Full-Pay Students	– \$2.60
All Reduced-Price	– No charge

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) Mail: U.S. Department of agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;
- (2) Fax: (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

### **SCHOOL NUTRITION AND SMART SNACK STANDARDS**

La Crescent-Hokah Elementary has adopted a healthy snack and celebrations plan based on the ISD 300 wellness policy, state guidelines and current nutrition recommendations. Healthy, well-nourished students are better learners! Students who consume healthier foods and beverages are more likely to get the nutrients they need to learn, play and grow. Children who are repeatedly exposed to fruits, vegetables and other healthy foods are more likely to develop lifelong healthy eating behaviors.

Did you know?



A 2016 survey of La Crescent-Hokah Elementary parents indicated that 83% were interested in a healthy snack program? In the same survey, 73% of teachers and staff also indicated interest in a healthy snack program!

Many classrooms ask parents to bring snacks to school to share. For all snacks brought to school, please refer to the Snack Stoplight list below. Some classrooms may have further restrictions based on food allergies (nuts, gluten, food dyes, etc.), please confirm with your child's teacher. Please note that Minnesota state law prohibits homemade foods of any type from being shared at school. Homemade foods that do not meet these guidelines will be sent home. \*Sliced or cut fruits or vegetables are allowed based on health department guidelines.

Families are strongly encouraged to refer to the Smart Snack Stoplight when choosing snacks to share with the classroom. \*Check with your student's teacher about possible food allergies within the classroom as well.

GREEN LIGHT FOODS  
(Choose these foods most often)

Dried fruit without added sugar (raisins, mango, prunes, etc.)  
Unsweetened squeezable fruit/veggie pouches  
Unsweetened fruit strips or leather  
Fruit cups packed in juice or water  
Canned fruit packed in juice or water  
Grapes – fresh or frozen  
Freeze dried fruits  
Diced mixed fruit  
Unsweetened applesauce  
Cut watermelon  
Cut cantaloupe  
Kiwi  
Diced mango  
Oranges  
Clementines  
Apples  
Blueberries  
Raspberries  
Blackberries  
Strawberries  
Peaches  
Plums  
Cherries  
Bananas  
Dates  
Edamame  
Cut broccoli, cauliflower, or celery  
Raw green beans  
Sliced cucumbers  
Baby carrots  
Sliced peppers

Grape tomatoes  
Sugar snap peas  
Guacamole  
Hummus  
Bean Dip  
Other fruits or vegetables  
YELLOW LIGHT FOODS  
(Choose these snacks on occasion.)

100% whole grain crackers (Triscuit, ak-mak, etc.)  
Cubed or sliced part skim mozzarella cheese  
Nuts (almonds, cashews, etc.)  
Commercially prepared hardboiled eggs  
Air popped popcorn  
Part skim string cheese  
Sunflower seeds  
Sunflower seed butter  
Nut butters  
Greek or regular yogurt (Choose yogurt without artificial sweeteners or dyes,  
with less than 8g or sugar per 2 oz.)  
Green and Yellow Light foods can be combined for a Smart Snack.

RED LIGHT FOODS  
(Red light foods that do not meet the healthy snack guidelines are strongly  
discouraged.)

USDA Smart Snack Guidelines include:

Calorie limits: Less than 200 calories

Sodium limits: Less than 200mg

Fat limits: Total fat less than 35% of calories

Saturated fat: Less than 10% of calories

Sugar limit: Less than 35% of weight from total sugars in foods

Birthdays and Special Occasions:

We understand that many students enjoy bringing a treat to share with their class on birthdays or special occasions. Many common birthday treats exceed nutrition recommendations and food allergies can mean some students are left out. If a student does bring something to share with the class, the family is encouraged to consider non-food items or items from the healthy snack list.

NON-FOOD IDEAS MAY INCLUDE:

Keychains  
Seed packets and/or small pots or cups  
A book to keep in the classroom  
Pencils, pens, erasers  
Stickers

Notepads  
Coloring books  
Etc.

### **SCHOOL PICTURES AND YEARBOOK**

Student pictures are taken at the beginning of the school year. This activity is sponsored by the elementary Parent Teacher Organization (PTO). A yearbook is also generated in the spring from the student's fall school pictures. Parents are notified with specific information (cost, date, etc.) for fall pictures and for spring yearbook. Spring pictures are also available for those parents and students who are interested.

### **SPECIAL SERVICES**

**ADSIS:** The Alternative Delivery of Specialized Instructional Services program has certified teachers and trained paraprofessionals work with classroom teachers to provide supplemental reading and math instruction to children who meet eligibility requirements. This supplemental program is carefully coordinated with the regular reading and math curriculum.

**Reading Corps:** Reading Corps tutors provide one to one reading practice for 20 minutes a day.

**Family Support Worker:** The family support worker is available to work with children and families in conjunction with other agencies to assure their special needs are met. Direct services to children might include social skills training, small group or individual counseling and classroom presentation.

**K.I.D.S. Team:** The K.I.D.S. Team is a school-based group made up of a variety of school personnel. The membership includes classroom teachers, school nurse, family support worker, school psychologist, principal, Title 1 coordinator, special education teachers, and alternative delivery of specialized instructional services (ADSIS) teachers. This team meets with classroom teachers and/or parents to work together to address the academic, behavioral, or social/emotional difficulties that children may be having in school. In collaboration with the referring person, the KIDS Team utilizes a problem-solving approach to identify on-going concerns and develop intervention plans to help meet student's needs. This process requires close collaboration between classroom teachers, support staff, and parents to implement interventions aimed at helping students to be successful in school.

**Library Media Center (LMC):** The LMC is for the use of students as well as staff, and consists of a diverse collection of fiction and non-fiction material. In addition to the print collection, there is an extensive collection of media software to complement most curriculum areas. Students may also do online research at computer stations in the Media Center.

Material is checked out to students for a two-week period and most items may be renewed. While fines are not charged for overdue books, notices are sent out to "remind" the students to return or renew their books. If a book is lost or damaged, we require payment for a replacement copy.

**Nursing Services:** Health office duties are shared by a health assistant and licensed school nurse. They are available to care for your child if he/she becomes ill or injured during the school day. The school nurse is also available to develop individual health care plans if your child has a health concern that may impact his/her school day. Contact the nurse at 895-5102.

**Oak Street Academy:** The Oak Street Academy is an after school program designed to meet the academic and social needs of students in our building. The program was established to help at-risk students become more successful in school. Certified staff and assistants help children with homework, basic math skills, and incorporate “The Read Naturally” and the IXL programs to help students improve their reading skills. There will be a snack break at the beginning of the afternoon. Children may bring in their own snack, but no pop or candy is allowed. There will also be a short recess around 2:50, providing that the weather cooperates. The academy runs from October through May from 2:55 – 4:30 P.M. The program is offered to the children Monday through Thursday of each week. All children are expected to follow the same rules that have been established for the school day.

**Read LIVE:** Read LIVE is a research based, supplemental reading program, offered in K-4<sup>th</sup> grades. The program is computer-based and focuses on improving reading fluency; reading fluency being the bridge between word recognition and comprehension.

**School Psychologist:** School psychology services are available to all students from birth through 21 years old. The school psychologist collaborates with teachers, parents, and administrators to understand child development and how it affects learning and behavior. They promote positive mental health and a safe and effective learning environment for all. The school psychologist uses a wide variety of techniques to conduct evaluations in the areas of academic skills, learning aptitudes, personality and emotional development, and social skills. School psychologists can provide information related to behavior management, social skills, study skills, different learning styles or a variety of other topics. Direct services to children might include social skills training, small group or individual counseling, classroom presentations, or implementing positive behavior intervention plans. The school psychologist works with other support staff to help families and school staff deal with crises, such as separation and loss.

**Special Education Services:** Through a process of referral and assessment, students may be determined to qualify for Special Education services due to their unique learning, behavioral, health, or other needs. These services are then described either in an Individual Educational Plan, or an Individual Interagency Intervention Plan by a team that includes parents, regular and special education staff, administrative staff, other service providers/stakeholders, and, if appropriate, the student who is the focus of the plan. Services may be delivered within the regular classroom or in other school settings, as determined to be appropriate for the child. The individual plan is reviewed periodically, and revised at least annually.

**Speech Pathologist:** Children with speech and language problems can be referred for testing and identification. Students with needs in the areas of voice, fluency, articulation, augmentative communication and language are offered services to develop or improve their communication skills. A speech-language pathologist offers services on a regular basis.

**Student Support Groups:** We offer support groups to children who are experiencing personal, behavioral, social, or medical problems that have an adverse effect on their performance in school.

Support groups give students the opportunity to deal with their problems in a healthy way. They help children realize they are not alone with the problem. These groups help children unravel confusion and talk about their feelings and behavior. The adult facilitators (family support worker, school psychologist, nurse or other trained facilitators) and other group members provide support and encouragement as the children are learning positive ways of coping and adjusting. Examples of groups are family change groups, friendship groups, social competency groups, behavior change groups, and self-esteem groups.

**Title I:** A certified teacher and trained paraprofessionals work with classroom teachers to provide supplemental reading instruction to children who meet eligibility requirements. This supplemental program is carefully coordinated with the regular reading curriculum.

### **SUPPLIES**

All textbooks and workbooks are furnished by the school district. However, the student must pay for books that are lost or badly damaged. Items to be supplied by the student vary from grade to grade; a list is published at the beginning of each school year and is mailed to students with class placement letters.

### **TELEPHONE**

The school telephone number is **895-4484**. The school office is the center of activity at school. Students in case of emergency may use the telephone; however, it should be used with discretion, not for obtaining permission to visit with a friend after school, etc. Students and teachers will not be called to answer a telephone call at any time during the school day. Messages for students will be taken in emergency situations; however, classroom interruptions must be kept at a minimum, so please try to avoid calling the school with messages for your child. Teachers may be called between 7:30 and 7:50 a.m. and after 2:50 until 3:45 p.m. You may leave a message for a teacher on their voice mail. Voice mail numbers will be published on the school district website:  
[www.isd300.k12.mn.us](http://www.isd300.k12.mn.us).

# **SCHOOL DISTRICT POLICIES**

## **ALCOHOL, TOBACCO AND DRUGS POLICY**

The use or sale of any non-prescription drugs, alcoholic beverages and tobacco is prohibited on school grounds, as well as at or before school-sponsored activities. A consequence for possession or use of alcohol or drugs is suspension.

## **514 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 LaCrescent-Hokah Public Schools.

#### **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**

- A. 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.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. 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.
- D. 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.
- E. 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.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### **IX. POLICY REVIEW**

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)  
Minn. Stat. § 121A.031 (School Student Bullying Policy)  
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.69 (Hazing Policy)  
Minn. Stat. § 124D.10 (Charter School)  
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)  
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)  
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)  
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)  
MSBA/MASA Model Policy 423 (Employee-Student Relationships)  
MSBA/MASA Model Policy 501 (School Weapons Policy)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 507 (Corporal Punishment)  
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)  
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)  
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**I.        PURPOSE**

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well-being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

**II.       GENERAL STATEMENT OF POLICY**

- A.     Use of controlled substances, medical cannabis, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a Drug-Free Workplace/Drug-Free School.
- B.     It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C.     The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D.     It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E.     The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

**III.      DEFINITIONS**

- A.     “Chemical abuse” means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the student’s normal function in academic, school, or social activities is chronically impaired.
- B.     “Chemicals” includes but is not limited to alcohol, toxic substances, medical cannabis, and controlled substances as defined in the school district’s Drug-Free Workplace/Drug-Free School policy.
- C.     “School location” includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle



used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### IV. STUDENTS

##### A. Instruction.

1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, health care professionals, state department staff, and members of the community in developing the curriculum.
2. Each school shall have age-appropriate, and developmentally based activities that;
  - a. address the consequences of violence and the illegal use of drugs, as appropriate.
  - b. promote a sense of individual responsibility;
  - c. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - d. teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
  - e. teach students about the dangers of emerging drugs;
  - f. engage students in the learning process; and
  - g. incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs,
4. Each school shall disseminate drug and violence prevention information within the school and to the
5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel,

parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence-prevention.

5. Each school shall have drug and violence prevention activities that may include the following:
  - a. Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
  - b. The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school,
  - c. Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities,
  - d. Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
  - e. Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse.

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
  - a. The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
  - b. The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.

c. The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.

d. The administrator and/or law enforcement officials will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.

e. The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.

2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:

a. The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.

b. The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.

3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. §121A.40-121A.56, and proposed for expulsion.

4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-assessment Team.

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
  2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
  3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices.

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. § 13.32 and applicable federal law and regulations.

2. Destruction of Records

- a. If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
- b. If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
- c. This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. § 138.163.

E. Consent.

Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team.

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
  - a. build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
  - b. develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

**V. EMPLOYEES**

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
  1. The dangers and health risks of chemical abuse in the workplace/school.
  2. The school district's drug-free workplace/drug-free school policy.
  3. Any available drug or alcohol counseling, treatment, rehabilitation, re-entry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

**Legal References:** Minn. Stat. § 121A.25-121A.29 (Chemical Abuse)  
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 144.343 (Pregnancy, Venereal Disease, Alcohol or Drug Abuse, Abortion)  
Minn Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn Stat. § 152.23 (Medical Cannabis; Limitations)  
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act of 1988)  
20 U.S.C. §§ 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)  
34 C.F.R. Part 85 (Government wide Requirements for Drug-Free  
Workplace)

**Cross References:** MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug Free School)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions,  
and Student's Person)  
MSBA/MASA Model Policy 527 (Student Motor Vehicles; Use; Parking: Search)

## **506   STUDENT DISCIPLINE**

### **I.      PURPOSE**

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

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

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

### **III.    AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.



- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

#### **IV. STUDENT RIGHTS**

All students have the right to an education and the right to learn.

#### **V. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

## **VI. CODE OF STUDENT CONDUCT**

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; 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 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 unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
  - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
  - 2. The use of profanity or obscene language, or the possession of obscene materials;
  - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
  - 4. Violation of the school district's Hazing Prohibition Policy;
  - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
  - 6. Violation of the school district's Student Attendance Policy;

7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure

to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion,

- including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
  36. Violation of the school district's Harassment and Violence Policy;
  37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
  38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
  39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
  40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
  41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
  42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
  43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
  44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
  45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of

the school district or the safety or welfare of students or employees.

## **VII. DISCIPLINARY ACTION OPTIONS**

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;

- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

### **VIII. REMOVAL OF STUDENTS FROM CLASS**

- A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

- B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

**[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]**

**C. Procedures for Removal of a Student From a Class.**

1. Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;
2. Specify required approvals necessary;
3. Specify paperwork and reporting procedures.

**D. Responsibility for and Custody of a Student Removed From Class.**

1. Designation of where student is to go when removed;
2. Designation of how student is to get to designated destination;
3. Whether student must be accompanied;
4. Statement of what student is to do when and while removed;
5. Designation of who has control over and responsibility for student after removal from class.

**E. Procedures for Return of a Student to a Class From Which the Student Was Removed.**

1. Specification of procedures;
2. Actions or approvals required such as notes, conferences, readmission plans.

**F. Procedures for Notification.**



1. *Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;*
2. *Actions or approvals required, such as notes, conferences, readmission plans.*

**G. *Disabled Students; Special Provisions.***

1. *Procedures for consideration of whether there is a need for further assessment;*
2. *Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and*
3. *Any procedures determined appropriate for referring students in need of special education services to those services.*

**H. *Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.***

1. *Establishment of a chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.26;*
2. *Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and*
3. *Establishment of teacher reporting procedures to the chemical abuse pre-assessment team pursuant to Minn. Stat. § 121A.29.*

**I. *Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.***

**J. *Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.***

**K. *Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.***

**IX. DISMISSAL**

- A. "Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing

alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference

shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided

that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

#### **X. ADMISSION OR READMISSION PLAN**

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XI. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other

applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

## **XII. STUDENT DISCIPLINE RECORDS**

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

## **XIII. DISABLED STUDENTS**

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

## **XIV. OPEN ENROLLED STUDENTS**



The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XV. DISTRIBUTION OF POLICY**

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

#### **XVI. REVIEW OF POLICY**

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

**Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)  
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)  
Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.26 (School Preassessment Teams)  
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)  
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)  
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)  
Minn. Stat. § 121A.582 (Reasonable Force)  
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)  
Minn. Stat. § 122A.42 (General Control of Schools)  
Minn. Stat. § 123A.05 (Area Learning Center Organization)  
Minn. Stat. § 124D.03 (Enrollment Options Program)  
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)  
Minn. Stat. Ch.125A (Students With Disabilities)  
Minn. Stat. Ch. 260A (Truancy)  
Minn. Stat. Ch. 260C (Juvenile Court Act)  
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)  
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)  
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

**Cross References:** MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 501 (School Weapons)  
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions,  
and Student's Person)  
MSBA/MASA Model Policy 503 (Student Attendance)  
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored  
Materials on School Premises by Students and Employees)  
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)  
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)  
MSBA/MASA Model Policy 525 (Violence Prevention)  
MSBA/MASA Model Policy 526 (Hazing Prohibition)  
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols,  
Inspections, and Searches)  
MSBA/MASA Model Policy 610 (Field Trips)  
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)  
MSBA/MASA Model Policy 711 (Video Recording on School Buses)  
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

**I.     PURPOSE**

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, and controlled substances without a physician’s prescription.

**II.    GENERAL STATEMENT OF POLICY**

- A.    Use or possession of controlled substances, toxic substances, medical cannabis, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B.    It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use, or possess, alcohol, toxic substances, controlled substances, or medical cannabis in any school location.
- C.    The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

**III.   DEFINITIONS**

- A.    “Alcohol” includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B.    “Controlled substances” include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C.    “Medical cannabis” means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; or (4) any other method, excluding smoking, approved by the commissioner.

- D. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- E. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

#### **IV. EXCEPTIONS**

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance, except medical cannabis, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

#### **V. PROCEDURES**

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.

- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis on a school bus or van;  
or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility.
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

## **VI. ENFORCEMENT**

### **A. Students.**

1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.

### **B. Employees.**

1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.

3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.

C. The Public.

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

**Legal References:** Minn. Stat. § 121 A.22 (Administrartion of Drugs and Medicine)  
Minn Stat. § 152.22 (Medical Cannabis; Definitions)  
Minn Stat. § 152.23 (Medical Cannabis; Limitations)  
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)  
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)  
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)  
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)  
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)  
20 U.S.C. § 7101-7144 (Safe and Drug-Free Schools and Communities Act of 1994)  
21 U.S.C. § 812 (Schedules of Controlled Substances)  
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)  
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

**Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)  
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)  
MSBA/MASA Model Policy 417 (Chemical Use/Abuse)  
MSBA/MASA Model Policy 506 (Student Discipline)  
MSBA/MASA Model Policy 516 (Student Medication)

## **413 HARASSMENT AND VIOLENCE**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

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

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district harasses a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any pupil, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, 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. DEFINITIONS**

- A. "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.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability 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. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
    - b. has a record of such an impairment; or
    - c. is regarded as having such an impairment.
  2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. their parent or parents or the minor's legal guardian; or
    - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is



in the process of securing legal custody of an individual who has not attained the age of majority.

3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

E. 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 employment or 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.

F. 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.

G. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

#### IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability 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 harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, 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, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. 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. School district personnel who fail to inform the building report taker of a report of harassment or violence in a timely manner may be subject to disciplinary action.
- C. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker 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 building report taker to the human rights officer. If the report was given verbally, the building report taker 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 may result in disciplinary action against the building report taker.
- D. In the District. The school board hereby designates Abby Kemp as the school district human rights officer(s) to receive reports or complaints of

harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. Reports of harassment or violence prohibited by this policy 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 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 legal obligations to investigate, to take appropriate action, and to comply 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 harassment or violence prohibited by this policy, 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 harassment or violence prohibited by this policy.

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<sup>1</sup> In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- 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 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. 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 harassment or violence prohibited by this policy 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, harassment, or intentional disparate treatment.

## **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.

## **X. DISSEMINATION OF POLICY AND TRAINING**

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and 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.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

**Legal References:** Minn. Stat. § 120B.232 (Character Development Education)  
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

Minn. Stat. § 609.341 (Definitions)

Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)

29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)

29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)

42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)

42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)

42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)

MSBA/MASA Model Policy 401 (Equal Employment Opportunity)

MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)

MSBA/MASA Model Policy 406 (Public and Private Personnel Data)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

## **HAZING PROHIBITION (Policy 526)**

### **I. PURPOSE**

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

### **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. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. 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.
- I. 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

- into  
for  
any
- A. "Hazing" means committing an act against a student, or coercing a student committing an act, that creates a substantial risk of harm to a person, in order the student to be initiated into or affiliated with a student organization, or for any other school-related 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.
- hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- and
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "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 target or victim of hazing or any

person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing 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 to use the report form available

from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to 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 a primary contact on policy and procedural matters.

C. A teacher, administrator, volunteer, contractor, and other school employees shall

be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner

may

be subject to disciplinary action.

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

E. Reports of hazing 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

hazing and the record of any resulting investigation.

F. 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 legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

## **V. SCHOOL DISTRICT ACTION**

A. Within three (3) days of the 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 building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing 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 hazing 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 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; and applicable school district policies and 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where 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 hazing.

## **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 hazing who provides information about hazing, who

testifies, assists, or participates in an investigation of alleged hazing, or 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, 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.

#### **VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
- B. The school district will develop a method of discussing this policy with students and employees.

## **INTERNET/NETWORK USE POLICY (Policy 524)**

### **I. PURPOSE**

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

### **III. LIMITED EDUCATIONAL PURPOSE**

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

### **IV. USE OF SYSTEM IS A PRIVILEGE**

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment; or civil or criminal liability under other applicable laws.

### **V. UNACCEPTABLE USES**

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:

a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;

b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;

c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

d. information or materials that could cause damage or danger of disruption to the educational process;

e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.

4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message. [Note: School districts should consider the impact of this paragraph on present practices and procedures, including, but not limited to, practices pertaining to employee communications, school or classroom websites, and student/employee use of social networking websites. Depending upon school district policies and practices, school districts may wish to add one or more of the following clarifying paragraphs.]

a. This paragraph does not prohibit the posting of employee contact

information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).

b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

(1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information

is

not to be designated as directory information in

accordance

with Policy 515; or

(2) such information is not classified by the school district

as

directory information but written consent for release of

the

information to be posted has been obtained from a parent/guardian or eligible student in accordance with

In addition, prior to posting any personal contact or personally

identifiable information on a school-related webpage,

employees

shall obtain written approval of the content of the

postings from

the building administrator.

c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user

or

another individual on social networks, including, but not limited

to,

social networks such as "MySpace" and "Facebook."

7. Users must keep all account information and passwords on file with

the

designated school district official. Users will not attempt to gain

unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and

records

on the school district system may not be encrypted without the

permission

of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or

usage licensing agreements, or otherwise to use another person's property

without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.

B. A student or employee engaging in the foregoing unacceptable uses of the Internet

when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline

under

other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet

site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user

also

may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

## **VI. FILTER**

A. With respect to any of its computers with Internet access, the school district will

monitor the online activities of both minors and adults and employ technology



protection measures during any use of such computers by minors and adults.

The

technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest

in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect

to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and

3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. Software filtering technology shall be narrowly tailored and shall not discriminate

based on viewpoint.

D. An administrator, supervisor, or other person authorized by the Superintendent

may disable the technology protection measure, during use by an adult, to enable

access for bona fide research or other lawful purposes.

E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

## **VII. CONSISTENCY WITH OTHER SCHOOL POLICIES**

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

## **VIII. LIMITED EXPECTATION OF PRIVACY**

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system.

Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have

a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

#### **IX. INTERNET USE AGREEMENT**

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

#### **X. LIMITATION ON SCHOOL DISTRICT LIABILITY**

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, tapes, hard drives, or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

#### **XI. USER NOTIFICATION**

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
2. Disclaimers limiting the school district's liability relative to:
  - a. Information stored on school district diskettes, hard drives, or servers.
  - b. Information retrieved through school district computers, networks, or online resources.
  - c. Personal property used to access school district computers, networks, or online resources.
  - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

**XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE**

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access.

This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user,  
the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for  
parental review.

### **XIII. IMPLEMENTATION; POLICY REVIEW**

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

## **GUEST DEVICE POLICY (Policy 804)**

All members of the La Crescent-Hokah District community (students and staff) or visitors who would like to connect their technology devices (computers, cameras, etc) to the school district network require approval from the district technology department. Guest devices will meet all software specifications before connecting to the network. Examples of required software may include, but are not limited to, anti-virus/anti-malware, security patches, and any other software required for maintaining compliance with the Child Internet Protection Act (CIPA) while on the district network. Devices incapable of installation of the required software will not be allowed on the district network. Individuals using guest devices are still required to follow the Acceptable Use Policy (524) while on the district network. Guest Device users may be required to pay a nominal fee for setting up access and purchasing software used to decrease possibility of virus transfer from guest devices as well as licensing costs related to Acceptable Use and CIPA compliance while on the school district network.

## **PESTICIDE NOTICE**

Our school district utilizes a licensed, professional pest control service firm for the prevention and control of rodents, insects and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendation for maintenance and sanitation to help eliminate pests without the need for pest control materials;
3. Utilization of non-chemical measures such as traps, caulking and screening; and
4. Application of EPA-registered pest control materials when needed.

Occasionally, it may be necessary for district personnel to apply pest control materials to selected areas. This will generally occur during the summer months when school is no longer in session. Since these applications are dependent on need, as well as weather conditions, a schedule of anticipated applications may not be available. When these circumstances occur, all parents requesting notification will be contacted prior to application.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per federal law.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## **PLEDGE OF ALLEGIANCE (Policy 531)**

### **I. PURPOSE**

The school board recognizes the need to provide instruction in the proper etiquette, display, and respect of the United States flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

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

Students in this school district shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- A. By each individual classroom teacher or the teacher's surrogate; or
- B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

### **III. EXCEPTIONS**

Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

### **IV. INSTRUCTION**

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

## **PROTECTION AND PRIVACY OF PUPIL RECORDS (Policy 515)**

Procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of Family Educational Rights and Privacy Act and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, and Minn. Rules Parts 1205.0100-1205.2000.

**Directory Information:** "Directory information" means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to: the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (i.e. full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended. It also includes the name, address and telephone number of the student's parent(s). Directory information does not include personally identifiable data which references religion, race, color, social position or nationality.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, building

principal by October 1<sup>st</sup> of each year. This written request must include the following information:

1. Name of student and parent, as appropriate
2. Home address
3. Student's grade level
4. School presently attended by student
5. Parents legal relationship to student, if applicable
6. Specific category or categories of information which are not to be released to military recruiters without prior consent
7. Specific category or categories of information which are not to be released to the public, including military recruiters

Prior to the start of each school year, the school district shall publish in the official district newspaper a notice indicating this policy. In addition, parents will be notified through the annual school registration process. For students enrolling after the notice is published, this policy will be given to the student's parents or eligible students at the time and place of enrollment.

The designation of any information as directory information about a student or parents will remain in effect for the remainder of the school year unless the parent or eligible student provides the written notification provided herein.

Copies of this policy may be obtained by parents and eligible students at the office of the Superintendent.

**Student Records:** The records of the school concerning an individual student shall be used for the promotion of the student's welfare. Student records shall be available to parents, legal guardians, and the student upon written request.

**Request to Review Records**

1. A request to see the files must be submitted on an official form by the parent or guardian, or eligible student.
2. Upon receiving the request, authorized personnel will schedule an inspection and review of the records.
3. The parent/student shall examine the student's file in the presence of the principal and/or designee of the superintendent. No one will be permitted to take a record from the building.

**Challenges to Content of Records**

1. If the parent/student challenges any part of the record, the principal and teacher, if applicable should review the part of the record being challenged and may, by mutual agreement with the person making the challenge, destroy, delete, or add the information in question.
2. If the principal, and teacher, if applicable, do not agree regarding the challenge, the parent/student may request a hearing. In all instances where challenges are made, principals are to notify the superintendent.

**Release of Information:** Information from records may be released to officials of other school systems in which the student intends to enroll. Parent may, upon request, receive a copy of the record and have an opportunity for a hearing to challenge the content of the record as previously described.

In cases where a student has applied for financial aid, records may be available to an educational institution, government agency, or organization offering such aid in accordance with the above procedure.

Except at the written request and authorization of the parent/student, records will not be released to prospective employers or any person or agency not specifically named in the “Family Educational Rights and Privacy Act” and the accompanying federal regulations.

## **521 STUDENT DISABILITY NONDISCRIMINATION**

### **I. PURPOSE**

The purpose of this policy is to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

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

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.
- C. For this policy, a learner who is protected under Section 504 is one who:
  - 1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
  - 2. has a record of such impairment; or
  - 3. is regarded as having such impairment.
- D. Learners may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

### **III. COORDINATOR**

Persons who have questions, comments, or complaints should contact Abby Kemp regarding grievances or hearing requests regarding disability issues. This person is the school district’s ADA/504 Coordinator.



## **522 STUDENT SEX NONDISCRIMINATION**

### **I. PURPOSE**

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

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

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. Every school district employee shall be responsible for complying with this policy.
- C. The school board hereby designates Jeffrey Copp, LaCrescent Middle & High School, 1301 Lancer Blvd., LaCrescent, MN, 507/895-5022, jeffrey.copp@isd300.k12.mn.us as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### **III. REPORTING GRIEVANCE PROCEDURES**

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may

constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. 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 unlawful sex discrimination toward a student 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 or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, 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 report or complaint of unlawful sex discrimination toward a student as provided herein may 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. The school board hereby designates Abby Kemp, La Crescent-Hokah Public Schools, 703 South 11<sup>th</sup> Street, La Crescent, MN 55947, 507/895-5467 abby.kemp@isd300.k12.mn.us, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. 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 names of the Title IX coordinator and human rights officer(s), including office addresses and telephone numbers and work e-mail addresses.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student 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.

#### **IV. INVESTIGATION**

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly 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 unlawful sex discrimination toward a student.
- 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.

#### **V. SCHOOL DISTRICT ACTION**

- A. Upon conclusion of the investigation and 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.

## **VI. 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 reports alleged unlawful sex discrimination toward a student 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 unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **VII. 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, or contacting the Office of Civil Rights for the United States Department of Education.

## **VIII. DISSEMINATION OF POLICY AND EVALUATION**

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

**Legal References:** Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)  
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)  
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)  
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

**Cross References:** MSBA/MASA Model Policy 102 (Equal Educational Opportunity)  
MSBA/MASA Model Policy 413 (Harassment and Violence)  
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

**STUDENTS AND EMPLOYEES WITH SEXUALLY TRANSMITTED INFECTIONS AND  
DISEASES AND CERTAIN OTHER COMMUNICABLE DISEASES AND INFECTIOUS  
CONDITIONS**

**(Policy 420)**

**A. Students.**

It is the policy of the school board that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school district.

**B. Employees.**

It is the policy of the school board that employees with communicable diseases not be excluded from attending to their customary employment so long as they are physically, mentally and emotionally able to safely perform tasks assigned to them and so long as their employment does not create a significant risk of the transmission of illness to students, employees, or others in the school district.

**TOBACCO-FREE ENVIRONMENT (Policy 419)**

**I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

**II. GENERAL STATEMENT OF POLICY**

A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district buildings, all school district property, and all off-campus events sponsored by the school district. As of September 1, 2003, there will be no designated smoking areas on any school property.

B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

**III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED**

- A. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. "Smoking" includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

#### **IV. EXCEPTION**

It shall not be a violation of this policy for an Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

#### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

#### **VI. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

## TRESPASSING ORDINANCE

The City Council of the City of La Crescent, Houston County, Minnesota, hereby ordains:

Section I. That the laws of the State of Minnesota defining trespass and prescribing punishment for convictions of violations of such regulations, as contained in Section 609.605, Minnesota General Statutes, as amended, are hereby incorporated herein by this reference as if set out hereto in full.

Section II. ADDITIONAL ACTS CONSTITUTING TRESPASS. In addition to the acts defined as trespass under and pursuant to the laws of the State of Minnesota and acts and omissions elsewhere defined in the City Code as constituting trespass, "trespass" as here intended and defined is extended to include and define as trespassers all persons who, without bona fide purpose, infringe upon any public school property between the time from onehalf hour before until onehalf hour after all scheduled school hours and all supervised extracurricular activity, who have been directed by school authority to leave such premises unless and until the presence thereon of any such person is thereafter authorized in writing.--

Section III. School authority shall include all administrative faculty or other personnel who the School Board, by resolution, shall designate as having the authority to invoke the provisions of Section II supra.

Section IV. Following the due passage and enactment hereof, the foregoing provisions shall be codified and become a part of the City of La Crescent City Code and the citation thereof is Chapter 3, Article 4. Subsections 3.34 through 3.38.

## WEAPON POLICY (Policy 501)

### **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 nonstudent, 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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; 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 nonstudent 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. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes, Sections 624.714 and 624.715 or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; or (2) unloaded and in the closed trunk.



3. firearm safety or marksmanship courses or activities conducted on school property;
4. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
5. a gun or knife show held on school property; or
6. possession of dangerous weapons, BB guns, or replica firearms with written permission of the superintendent.

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 nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. 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 NONSTUDENTS**

A. Employees.

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, 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 Nonstudents.
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.

# **PUBLIC NOTICE OF COMPLIANCE**

## **INDEPENDENT SCHOOL DISTRICT 300**

### **POSTING OF NOTICE**

#### **NOTICE OF NON-DISCRIMINATION**

La Crescent-Hokah School District 300 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

The following person(s) have been designated to handle inquiries regarding the non-discrimination policies;

Steve Smith  
1301 Lancer Blvd  
La Crescent, MN 55947

Jeff Copp  
504 South Oak St.  
La Crescent, MN 55947

Kevin Cardille  
703 South 11th St  
La Crescent, MN 55947

# PUBLIC NOTICE OF COMPLIANCE

## INDEPENDENT SCHOOL DISTRICT 300

### POSTING OF NOTICE

#### GRIEVANCE PROCEDURE FOR COMPLAINTS OF DISCRIMINATION

The following grievance procedure applies to claims of sex, disability, and racial discrimination:

- A. Any person who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct that may constitute unlawful discrimination shall report the alleged acts immediately to an appropriate school district official designated by this policy. The complaint must be filed within 90 calendar days of the alleged violation.
- B. The Human Rights Officer is responsible for receiving oral or written complaints of unlawful discrimination toward an employee or student. However, nothing in this policy shall prevent any person from reporting unlawful discrimination toward an employee or Student directly with the Human Rights Officer, the school board or other school district official.
- C. While the school board has designated the Human Rights Officer to receive complaints of unlawful discrimination, if the complaint involves the Human Rights Officer, the complaint shall be made to the superintendent.
- D. Upon receipt of a complaint, the Human Rights Officer shall immediately notify the Superintendent. If the superintendent is the subject of the complaint, the Human Rights Officer shall immediately notify the school board.
- E. The Human Rights Officer may request but not insist upon a written complaint. Alternative means of filing a complaint, such as through a personal interview or by tape recording, shall be made available upon request for qualified persons with a disability. If the complaint is oral, it shall be reduced to writing within 24 hours and forwarded to the superintendent. Failure to do so may result in disciplinary action. The school district

encourages the reporting party to complete the complete the complaint form for written

complaints. It is available from the principal of each building or the school district office.

F. The school district shall respect the privacy of the complainant, the individual(s) against

whom the complaint is filed, and the witnesses, consistent with the school district's legal

obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

## **INVESTIGATION**

ISD Human Rights Officer is Kevin Cardille, Superintendent.

[kevin.cardille@isd300.k12.mn.us](mailto:kevin.cardille@isd300.k12.mn.us) (507) 895-4484

A. The Human Rights Officer, upon receipt of a complaint alleging unlawful discrimination shall

promptly undertake an investigation if deemed appropriate. The investigation may be

conducted by the Title IX coordinator for complaints of sex discrimination or the Section 504

Coordinator for complaints of disability discrimination, or a school district official or neutral

third party designated by the Title IX coordinator or Human Rights Officer. The investigation

shall be completed within 30 days of the complaint, unless impracticable.

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

other methods deemed pertinent by the investigator.

C. In determining whether the alleged conduct constitutes a violation of this policy, the school

district shall consider the facts and the surrounding circumstances such as the nature of the

behavior, past incidents or continuing patterns of behavior, the relationships between the

parties involved and the context in which the alleged incident occurred.

D. The school district may take immediate steps to protect the parties involved in the complaint

process, pending completion of an investigation of alleged unlawful discrimination.

E. Upon completion of the investigation, the school district investigator shall make a written report to the Human Rights Officer. If the complaint involves the Human Rights Officer, the report may be filed directly with the superintendent or school board. The report shall include the facts, a determination of whether the allegations have been substantiated, whether a violation of this policy has occurred as well as a description of any proposed resolution which may include alternative dispute resolution.

F. The district shall comply with federal and state law pertaining to retention of records.

### **APPEAL**

If the grievance has not been resolved to the satisfaction of the complainant, s/he may appeal to the Human Rights Officer within ten (10) school days of receipt of the findings of the school district investigation. The school district investigator shall conduct a review of the appeal and within ten (10) school days of receipt of the appeal, shall affirm, reverse, or modify the findings of the report. The decision of the school district investigator is final but does not preclude pursuit of alternative complaint procedures noted in the section entitled "Right to Alternative Complaint Procedures."

### **SCHOOL DISTRICT ACTION**

A. Upon conclusion of the investigation and receipt of the findings, the school district shall take appropriate action. If it is determined that a violation has occurred, such action may include, but is not limited to, warning, suspension, expulsion, transfer, remediation or termination.

School district action taken for violation of this policy shall be consistent with the 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 shall be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### **RETALIATION**

The school district shall take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful discrimination toward an employee or student or any person who testifies, assists or participates in an investigation or hearing relating to such unlawful discrimination. Retaliation includes, but is not limited to, any form of intimidation or harassment.

### **CONFLICT OF INTEREST**

If there is a conflict of interest with respect to any party affected by this policy appropriate action shall be taken, such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process by the person for whom a conflict or potential conflict of interest exists.

### **DISSEMINATION OF POLICY**

The school district shall adopt and publish these procedures.

### **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 agencies listed below or initiating action in state or federal court.

**Claims of discrimination may also be pursued through the following agencies where appropriate:**

U.S. Department of Education  
Office for Civil Rights, Region V  
500 W. Madison Street - Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

MN Department of Human Rights  
190 E 5th Street  
St. Paul, MN 55101  
800-657-3704  
651-296-5663  
TDD 651-296-1283

### **For complaints of employment discrimination:**

Equal Employment Opportunity Commission  
330 S. 2nd Avenue  
Suite 430  
Minneapolis, MN 55401  
800-669-4000

612-335-4040  
TDD 612-335-4045

This documents provides general information and is not to be a substitute for legal advice. Changes in the law, including timelines for filing a complaint, may affect your rights.

***Legal References:***

34 C.F.R. Section 104.7(b) (Section 504 of the Rehabilitation Act)  
34 C.F. R. Section 106.8(b) (Title IX of the Education Amendments of 1972)

***Resources:***

U.S. Department of Education  
Office for Civil Rights, Region V  
500 W. Madison Street - Suite 1475  
Chicago, IL 60661  
Tel: 312-730-1560  
TDD: 312-730-1609

Reading Room, U.S. Department of Education, Office for Civil Rights:  
<http://www2ed.gov/about/offices/lisit/ocr/publications.html>

## **PUBLIC NOTICE OF COMPLIANCE**

### **INDEPENDENT SCHOOL DISTRICT 300**

#### **POSTING OF NOTICE**

#### **VOCATIONAL OPPORTUNITIES ANNUAL NOTIFICATION**

La Crescent-Hokah School District offers a variety of vocational opportunities through the Business Education, Industrial Technology and Family and Consumer Science Departments. The purpose of this notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses. The district has designated the following individuals to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.



Section 504 Coordinator:

Coordinator:

Name: Abby Kemp  
Office Address: 1301 Lancer Blvd.  
Blvd  
Office Ph. Number: 507-895-4484 \*5467  
507-895-4484 \*5060  
Email Address: [abby.kemp@isd300.k12.mn.us](mailto:abby.kemp@isd300.k12.mn.us)  
[steve.smith@isd300.k12.mn.us](mailto:steve.smith@isd300.k12.mn.us)

Alternate Section 504

Name: Steve Smith  
Office Address: 1301 Lancer  
Blvd  
Office Ph. Number:  
Email Address:

Title IX Coordinator:

Coordinator:

Name: Josh Mallicoat  
Office Address: 1301 Lancer Blvd  
Blvd  
Office Ph. Number: 507-895-4484 \*5022  
507-895-4484 \*5060  
Email Address: [josh.mallicoat@isd300.k12.mn.us](mailto:josh.mallicoat@isd300.k12.mn.us)  
[steve.smith@isd300.k13.mn.us](mailto:steve.smith@isd300.k13.mn.us)

Alternate Title IX

Name: Steve Smith  
Office Address: 1301 Lancer  
Blvd  
Office Ph. Number:  
Email Address:

A brief summary of program offerings are as follows:

**Business Education:**

Accounting I & II; Computer Applications; Desktop Publishing; Computer Exploration/Ethics; Game Programming; TV and Video Production; Digital Image Editing; Adobe Illustrator; Marketing; Personal Resource Management; Lance I & II

**Family and Consumer Science:**

Cooking 101; Consumer Clothing; Child Development/Parenting; Family Living

**Industrial Technology:**

Computer Assisted Design; Motorcycle Fabrication; Beginning metal Shop; Advanced Metal Shop; Small Engines and Go Carts; Beginning Wood Shop; Advanced Wood Shop; Construction; Electricity; Automotive Repair and Customizing; Beginning Home and Care Maintenance; Design and Production; Bicycle Repair and Maintenance; Furniture and Repurposing.

**LA CRESCENT-HOKAH ELEMENTARY SCHOOL**

**STUDENT-PARENT HANDBOOK FORM**

**GRADES PK – 4**

STUDENT NAME: \_\_\_\_\_

TEACHER AND GRADE: \_\_\_\_\_

We have read the contents of the student-parent handbook and understand the elementary school rules and policies. (The Student-Parent Handbook can be found on the district website ([www.isd300.k12.mn.us](http://www.isd300.k12.mn.us)) under the elementary school tab.

DATE: \_\_\_\_\_

STUDENT SIGNATURE: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_

Please indicate below if you would like to receive a hard copy of the student-parent handbook.

\_\_\_\_\_ Yes, I would like to receive a hard copy of the student-parent handbook.

STUDENT-PARENT HANDBOOK FORM

## INTERNET ACCEPTABLE USE AND STUDENT GUEST/BYOD DEVICE AGREEMENT

**SCHOOL YEAR: 2018-2019**

In order to prepare our students for the global 21st century workplace, we embrace online tools for learning as a means to teach our students strong communication skills, collaboration skills, creative thinking and digital citizenship. All students and staff in the La Crescent-Hokah School District are provided Internet access, Email and Google Apps for Education tools with school district provided devices as well as their personal/guest device. All students, parents and staff have the responsibility to annually review district acceptable use policies and agree to the appropriate use of the district network and Internet resources.

Electronic devices (laptops, netbooks, iPod Touch, iPhone, iPads, Kindles, eBook readers, Smartphones, communications/network-aware technologies, and new technologies ) connected to La Crescent-Hokah School District's guest wireless network will receive filtered access (as per federal law, Child Internet Protection Act-CIPA) to the Internet but will have no access to any internal district resources. Guest/BYOD devices can access Internet, Gmail and only permitted web-based applications. Internal district resources such as network printers, file shares or district-licensed applications (Microsoft Office, etc.) are not available when using a guest/BYOD device. The use of guest devices in the classroom is subject to teacher discretion.

**Please only select one box:**

- I grant permission** (check box) for my student to access the Internet and Google Apps for Education.
  
- I deny permission** (check box) for my student to have access to the internet, which includes Google Apps for Education. Please note that this will affect your student's instruction since most teachers utilize Google Apps for instruction. Students will still access state-mandated testing and specific district required Internet websites.

I affirm that I am the parent and/or legal guardian of the student listed below. I also understand that this letter is valid for the 2018-19 school year only, and I can change permissions at any time by sending a written letter to my student's school office. I have read and agree to abide by the Student Technology Policies (502 and 524) under the parent link located at:

<http://www.isd300.k12.mn.us/board-of-education/board-policies>

Google requires parents to read and understand their privacy and security policy as it relates to students use of Google Apps. Read about it at the website listed below:

<https://edu.google.com/trust/>

Student's Name: \_\_\_\_\_ **Signature:**  
**Date:** \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Signature:

Date: \_\_\_\_\_

## Volunteer Approval Process

There are many ways in which parents/guardians can be actively involved in their child(ren)'s education. Studies demonstrate that students perform better academically with involved parents. As a public school, a background check will be conducted on all volunteers. See the policy for "employment Background Checks" on the district website and find the form that must be submitted to the district office so a background check can be conducted. Applications need to be submitted at least four weeks in advance to assure return of the background check. Please know that staff may be selecting volunteers before that time to be prepared. Volunteers can only be selected to assist with classroom activities if they are on the "Approved Background Check" list found on the district website. If the request is not approved the name will not be added to the list and you will be contacted as to why. Individuals may request a copy of their background check from the school district. Any visitations or volunteering must be pre-arranged with the classroom teacher or building administrator.

Please fill out the Informed Consent Form, which can be found online on our District Website or any of our school offices.

Types or classes of Volunteerism:

A) Volunteer lead and overnight volunteer.

In this case, the volunteer may be in situations where they are leading group of students

and making decisions or creating activities or lessons with the student group.

Teacher,

Coach or district staff member may not be in close proximity to the volunteer.

Ex: same

Building, vehicle, or block.

B) Teacher lead – parent assist chaperones.

In this case, the teacher, coach or district staff member is the one in control of the

group. The parent is not making group decisions but rather following instructions of the

teacher, coach, or district staff in charge. Most volunteer needs fit this class of volunteerism.

Once approved, the option to volunteer is good for four years. The roll over date is August 1 of each year. The first year you will be at Level 1, second year at Level 2, third year at Level 3, and fourth year at Level 4. In Levels 1 and 2, you are able to do both Class A and B activities. In Levels 3 and 4 you are only approved to do Class B activities. Your level will be clearly posted on the Approved Volunteer list on our District website.

Please plan ahead and make sure you are on the Approved Volunteer List. Please do not contact teachers, or make arrangements to volunteer unless you are approved and on the list.

After four years, names are removed from the Approved Volunteer List. You may choose to reapply for continued volunteer opportunities in our district by filling out another Informed consent form and completing another background check.

# INFORMED CONSENT FORM

La Crescent-Hokah School District #300  
703 South 11<sup>th</sup>  
La Crescent, Minnesota 55947  
507/895-4484

Date: \_\_\_\_\_

The following named individual has made application with this School District for volunteer work.

Full Name of Applicant: (Please Print)

\_\_\_\_\_  
\_\_\_\_\_  
(Last) (First)  
(Middle)

Maiden, Previous,  
Alias: \_\_\_\_\_  
\_\_\_\_\_

Email Address:  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number:  
\_\_\_\_\_  
(Month/Day/Year)

Sex (M or F): \_\_\_\_\_ Phone number:  
\_\_\_\_\_

When volunteering, **confidentiality** is a must. There are specific federal and state laws that protect information of a personal nature about children in a school setting. Persons who violate these laws open themselves up to litigation (a lawsuit). If you have concerns, please do not hesitate to speak to the teacher, facilitator or principal.

I authorize the Minnesota Bureau of Criminal Apprehension and/or the Wisconsin Bureau of Criminal Apprehension to disclose criminal history record information to the LaCrescent-Hokah School District pursuant to Minn. Stat. § 123B.03 for the purpose of employment with this school district.

Volunteers are not able to serve until their name appears on the "Approved Volunteer" list.

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(Signature of Applicant)

(Date)

# THINK SHEET

Name \_\_\_\_\_ Date \_\_\_\_\_

Where it happened \_\_\_\_\_

My choices:	Ideas to fix it
Apology Needed Yes/No Who I need to apologize to _____ I am sorry for _____ It was wrong because _____ Next time I will _____ Do you accept my apology?	What is my plan for the rest of the

# La Crescent Hokah Elementary Behavior Incident Report

Name \_\_\_\_\_ Date \_\_\_\_\_

Time \_\_\_\_\_ Grade \_\_\_\_\_

Person Making Referral \_\_\_\_\_

Place \_\_\_\_\_

## **Behavior Infraction** (Choose as many as applicable)

Physical Aggression/Contact  
Lying/Cheating

Fleeing

Disruption

Property Misuse

Tardy

Theft

Technology Violation

Harassment/Teasing/Taunting  
Defiance/Disrespect/Noncompliance

Inappropriate Language

Other \_\_\_\_\_

Further Description of  
Behavior \_\_\_\_\_

\_\_\_\_\_

## **Action Taken (OFFICE USE)**

Major

Minor

Speak with Parent

Speak with Adult

Office Referral

Recess Detention

Loss of privileges



Recess Break

Take a Break

Student Conflict Resolution

Other \_\_\_\_\_

# THINK SHEET-PK-1 version

Name \_\_\_\_\_

Date \_\_\_\_\_

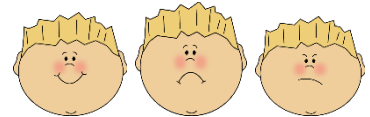
\_\_\_\_\_ Where it  
happened \_\_\_\_\_

My choices:

How I felt:



How others felt:



I need to apologize to  
\_\_\_\_\_

Sorry for \_\_\_\_\_

Do you accept my apology?

What is my plan fo

