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[\*] *Notice required by statute*

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## **NOTICE OF COPYRIGHT**

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**Introduction:**

**Welcome to the Round Lake/Brewster School District 2907:**

Thank you for your trust in allowing us to provide a quality education to your child. We look forward to working with each of you during the school year.

Mission Statement: **To provide a safe, innovative, educational environment for students guided by parents, staff and community working together to achieve academic success**

Handbook Description (layout, navigation, references to school district policies, etc.)

**1) Information;**

**2) Academics;**

**3) Rules and Discipline; and**

**4) Health and Safety.**

**Policy Information**

All policies listed in this student handbook and the school website will be followed during the 2015-2016 school year.

**Hours for School District Buildings and Facilities \***

Round Lake/Brewster School Office Hours are **7:30am – 4:00 pm** on Monday thru Friday throughout the school year.

**Round Lake/Brewster Middle School Daily Class Schedule for Grades 7-8\***

MCA MATH AND READING/STUDY HALL: 8:00 AM-8:30 AM

Period 1:	8:30-9:40	RECESS/ICU:	1:00-1:20
Period 2:	9:40-10:50	Period 5:	1:20-2:10
Period 3:	10:50-11:40	Period 6:	2:10-3:00
Period 4:	11:40-12:30		
LUNCH :	12:30-1:00		

**2 Hour Late Start Schedule for Middle School Grades 7-8**

Period 1: 10:00-10:50

Period 2: 10:50-11:40

Lunch/PREP 12:00-12:30

RECESS 12:30-1:00

Period 3: 1:00-2:00

Period 4: 2:00-3:00

**Round Lake/Brewster Elementary School Schedule for Grades PreK-6:**

Class: 8:00 am-3:00 pm

**Round Lake/Brewster Elementary School 2 Hour Late Schedule for Grades PreK-6:**

All classes begin at 10:00 am. Day will run 10:00 am- 3:00 pm.

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

School building hours are **7:30 a.m. to 4:00 p.m. in the Round Lake/Brewster Building in Brewster. No students will be allowed in the building before 7:30 a.m., because there is no supervision. All students are to be out of the school building by 3:20 p.m., unless they are under faculty/supervision for after school activities. If there is a late start due to weather, classes will begin at 10:00 a.m. in the building. Students will not be allowed in the building before 9:30 a.m. on these days.**

### **Calendar**

The school calendar is adopted annually by the school board. A copy of the school calendar can be found **the school's administrative office** and on the school district's website at [www.rlb.mntm.org](http://www.rlb.mntm.org).

### **Class Assignments**

**Classroom assignments are within the school district's discretion. Students will be informed of classroom assignments in early August for the upcoming school year. Requests for changes to classroom assignments will be considered, if there are more than one section of a class, and/or more than one teacher of a class or grade level. Any change is required to have a parent meeting with the school administrator before a change can be made.**

### **Complaints**

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

### **Employment Background Checks**

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



## Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school persons will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

## Fees

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

## ACTIVITY FEES

There is a \$60 fee per activity participation for Grades 6-8 with a maximum of \$300 per family/or \$240 per individual. All checks should be wrote out to HLO/SSC Schools.

- The fee is to be paid before the student is allowed to practice or participate in an activity.
- Free and Reduced Students, who qualify, will be asked to pay \$30 for activity fees.
- No one will be denied participation because of inability to pay. Please contact your advisor/coach or Activities Director if this is the case. These students must complete the Free and Reduced Lunch Application.
- The family cap is \$300 per year.

- Fees will be paid for the following activities: baseball, basketball, cheerleading, cross country, football, golf, gymnastics, hockey, drama, softball, speech, track, volleyball, and wrestling.

**ACTIVITY TICKETS:**

Activity tickets may be purchased in the business office. The cost of an activity ticket is as follows: K-12 students : \$40.00, Adult - \$60.00, Senior Citizen (62 and older) - \$40.00, and Family Pass - \$200.

Activity tickets entitle the holder to admission to all home athletic contests (except tournaments), and afternoon performance of class plays and musicals and one act plays. The activity ticket MUST BE presented at the door upon entering an event or an entry fee will be required.

**Admission prices** to home athletic games are \$4.00 for students, and \$6.00 for adults. Once a student enters the arena of an activity she/he will not be allowed to re-enter the event once she/he leave. No Re-admission.

**ACTIVITY/CLASS MEETINGS:** Student groups must contact the advisor and obtain a request form from the Activities Director to schedule student activity meetings. The request form must be approved by the advisor and signed by the Activities Director and the Principal. *All activities must be scheduled through the Activities Director and added to the central calendar.*

**ACTIVITY PAYMENT POLICY FOR ADVISORS AND STUDENTS:** This policy is for students and advisors participating in competition for our school at extra-curricular events. No meals will be paid for students or advisors. Students and advisors participating in state and national events will have their motel room paid for by the district. Advisors should submit their registration fees and expenses to staff development for approval.

**ACTIVITY FUND:** The funds of all classes, clubs, or organizations in any way directly associated with the school are part of the activity fund. Such funds are directly under the supervision of the superintendent, who is bonded. All receipts must be deposited in the activity fund. All expenditures must be paid from the activity fund by check. The superintendent must first approve all purchases.

**BAD CHECK POLICY**

A \$30.00 charge will be assessed on all returned check written to the school and returned for insufficient funds or any other reason.

**BAND INSTRUMENT RENTAL**

Students who rent band instruments from the school will be required to pay \$60.00 in rental fees upon receipt of the instrument.

**BOOKS/LIBRARY MATERIALS**

Textbooks and library materials are loaned to the students by the schools. Any damage to a borrowed book or materials will be assessed against the borrower. The school will furnish required workbooks. Lost books/materials will be paid for by the student.

**Food in the Classrooms**

***No food or drink, except for bottled water is allowed within either school. Students may have water in the classrooms, unless it becomes a nuisance item to the classroom teacher, and the teacher will then have the right to enforce no water in the classroom. No food is to be eaten, except in the school cafeterias. At the elementary level if you plan to bring a food treat to school, please notify the teacher***

***prior to bringing the food item, and make sure it is in a sealed wrapped condition. At the high school, no pop/sports drinks/fruit drinks are allowed.***

### **Fundraising**

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

### **Gifts to Employees**

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

### **Holiday Celebrations and Parties**

Throughout the school year there will be holiday observances, classroom holiday parties, and classroom parties. There are in general set up by the classroom teacher. Teachers will notify the parents prior to these parties, and if a parent has any concerns, the parent should then contact the teacher and/or school administrator to have their child removed from these situations.

### **Interviews of Students by Outside Agencies**

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

### **Library and Media Center**

The library/media center is open ***during the school day***. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

#### ***General Rules of the Library:***

- 1.** Students are to be quiet when in the library/media center.
- 2.** Students are to reading, studying, or looking for a book when in the media center.
- 3.** No food or beverages are allowed in the library.
- 4.** Facebook is not allowed during the use of library time.

## Lunch

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. **Round Lake Brewster Elementary will have three lunch sections. Grades Pre-k-2 will eat from 11:00-11:30, Grades 3-6 will eat from 11:30-12:00, and Grades 7-8 will eat from 12:00-12:30.** Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home.

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available **in the school office**. For more information regarding eligibility for free and reduced price meals, contact **the school office. Please ask Kay Schmitz to discuss this program.**

### **LUNCH PROGRAM**

**Round Lake/ Brewster schools provide hot lunch programs offered as a convenience to the students. The following guidelines for lunch will be followed:**

- 1. Student will not be allowed to eat lunch in any downtown businesses.**
- 2. Students living in town may be excused to go home for lunch. This does not mean they can go downtown. The student must eat at home or at a family member's home. A note from a parent/guardian must be on file in the office if a student may go home for lunch. The student will personally sign out in the main office at the assigned time when leaving and sign in upon returning to the school. Students on academic restrictions will not be allowed to go home for lunch. Students returning late from lunch at home may lose privileges to go home for lunch.**
- 3. Students will not drive home for lunch under any conditions. The school serves lunch or students may bring their lunch to school.**

**Students who qualify for free or reduced lunches will be offered breakfast at no cost.**

**Meals will be served with one ½ pint of milk only. Minnesota School Lunch Program Rules state no carbonated beverages (pop) be allowed in the lunchroom during the lunch period. Do not send pop with your student for a noon beverage. Also, do not send food that needs to be heated.**

**When the school day starts late, breakfast will not be served. Programs are available to anyone having difficulty paying for meals. Please contact your resident district school office for information on reduced price and free meals. Application may be made at any time during the school year.**

### **Round Lake/Brewster Public Schools Food Service Information**

"In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint of discrimination, write

USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, DC 20250-9410

or call (800) 795-3272 or (202) 720-6382 (TTY)."

"USDA is an equal opportunity provider and employer."

## School Lunch

A complete meal as outlined in the “Offer versus Serve Notification” that follows is provided to students each day.

### Lunch Accounts

***Brewster/ Round Lake Schools use a computerized lunch program system. Individual student accounts will be set up and parents can deposit any amount into their child’s account. Please pay for your child’s meals the school office. Students will be allowed to charge a total of five meals. If you have more than one child, you will need to deposit money into each child’s account separately. We no longer will have family accounts.***

Detailed lunch account statements are available upon request by calling your child’s school office. The Brewster Public School office phone number is 842-5951. Account statements will be sent home with elementary students. All students will be informed of their account balance in the lunch line. When an account balance is low, students receive a minimum of three reminders to bring lunch money.

**Shown below are prices for the 2016-2017 school year.**

	<b>Paid Students</b>	<b>Reduced Price Students</b>	<b>Free Students</b>
Pre-K-6 Breakfast	\$1.15	\$0	\$0
Extra Breakfast			
Entrée	\$1.00	\$1.00	\$1.00
Pre-K-8 Lunch	\$2.55	\$0	\$0
Extra Entrée			
\$1.45			
Staff Breakfast	\$2.00		
Staff Lunch	\$3.50		

**\*\*\* All Kindergarten breakfasts are free, as state funds cover this for this age group.**

**Checks** for lunch money should be **written to Round Lake/Brewster Public School** for children in grades Pre-K thru 8<sup>th</sup> grade.

## Special Diets

Families are responsible for notifying the School Food Service if their child requires a diet modification because of a certified disability. A licensed physician must provide specific written medical documentation. This documentation must be updated every school year. Please contact the School Food Service office for more information.

### You are Welcome!

Please feel welcome to join your child for lunch on any day. The cost for an adult lunch is \$3.35. Please pay for your lunch at the school office. We hope to see you there!

### **OFFER VERSUS SERVE NOTIFICATION TO PARENTS** **RL/B SCHOOLS**

Dear Parent or Guardian:

In 1976, the "School Lunch Pattern Requirements" were amended to include the "offer versus serve" provision. This provision is required at the senior high level. At the beginning of the 1981-82 school year, the offer versus serve provision was extended to all students, if the local school food authority so desired. Our district provides "offer versus serve" to grades PreK through 8<sup>th</sup> Grade at the Brewster building. Offer versus serve is designed to decrease plate waste and reduce food cost while maintaining the nutritional integrity of the lunch.

**Under the offer versus serve provision, students must be offered the five food items of the school lunch pattern in the required amounts but have the option of selecting, at a minimum, three of the five food items offered at the Brewster building.** The school lunch pattern that must be offered to all students is:

For grades 7-8 the school lunch includes:

- Fluid Milk 8 ounces
- Meat/Meat Alternate 2 ounces
- Grains/Breads 1/day; 15/week
- Vegetables/Fruits 1 cup

\* At least two different vegetables and/or fruits must be served each day.

For grades K-6\*, the school lunch includes: (\*there is an optional group for K-3)

- Fluid Milk 8 ounces
- Meat/Meat Alternate 2 ounces
- Grains/Breads 1/day; 12/week
- Vegetables/Fruits  $\frac{3}{4}$  c. per day +  $\frac{1}{2}$  c. per week

\*At least two different vegetables and/or fruits must be served each day.

We encourage you to review the school lunch menu to make informed choices.

Please be aware that one set unit price will be charged regardless of whether or not all five-food items are selected.

Because children are in the process of learning to make good food choices, they need help in choosing what they eat. We encourage you to review the school lunch menu with your children to help them decide what to select. If there is an unfamiliar or unpopular food item on the menu, children

should be encouraged to try a “taste” rather than refuse it totally, thus introducing the students to new foods. The five food items were designed specifically to provide a lunch consisting of one-third of a child’s daily needs; therefore, selecting all five-food items daily should be encouraged.

The cooks working with these programs are committed to producing quality meals that are nutritious and appealing to children. Any suggestions you may have to further improve the program are welcome.

According to the July 2001 board policy, no lunch money refunds will be made at the end of the year. The account will be carried over to the next school year, with the exception of seniors. End of year balances for sixth grade students at Brewster Elementary will transfer to their Round Lake lunch account the following year.

Ray Hassing  
Superintendent

### **MILK TICKETS**

***Grades 1-3 will have a milk break in the afternoon. Students may purchase a milk ticket worth 20 punches for \$8.00 in the elementary office. Kindergarten students receive free milk in the afternoon from the Minnesota Special Milk Program.***

### **Messages to Students**

Office telephones are not for students’ personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is also prohibited.

***Cell Phones: are not allowed in the classroom or hallways during the school day, except for during lunch time in the school cafeteria. If a student brings a cell phone to school, it is expected to be shut off and kept in their locker. Teachers will ask students for their cell phones at the beginning of each class period. The students will be expected to turn their phones off and hand them to the teacher at the beginning of each class period, if they have it in their possession. Failure to comply with this policy will result in the following consequences:***

- 1. 1<sup>st</sup> Offense= 2 Detentions. Phone will be turned into the school office for the remainder of the school day, and returned to the student at the end of the day after the administration has been able to contact the parents.***
- 2. 2<sup>nd</sup> Offense=4 detentions and the cell phone will be kept in the school office until the end of the day. Parent will be expected to come to the school office and pick up the phone at the end of the school day.***
- 3. 3<sup>rd</sup> Offense=1 day of in school suspension. School will hold the school phone until the end of the of the next school day, and then will return the phone to the parent, who will be expected to pick up the phone at school.***
- 4. 4<sup>th</sup> Offense: 2 days of in school suspension. School will hold the school phone until the end of the of the next school day, and then will return the phone to the parent, who will be expected to pick up the phone at school.***

5. ***Any student caught using a cell phone during a test or assignment will receive a “0” for a score, and will not have the ability to re-due their assignment.***

**\*\*\*A school staff member has the right to ask a student for their cell phone at any time, if the student refuses to give the staff member their phone when asked the consequence will be an automatic 1 day of in school suspension.\*\*\***

### **Nondiscrimination**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated **Mr. Hassing, Superintendent**, as the district’s human rights officer to handle inquiries regarding nondiscrimination.

### **Notice of Violent Behavior by Students**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student’s parent or guardian that the notice will be given. The student’s parents/guardians have the right to review and challenge their child’s records, including the data documenting the history of violent behavior.

### **Parent and Teacher Conferences**

Parent and teacher conferences will be held ***four times during the school year. School Conferences will be held on November 17, November 22, March 30, and April 6 from 3:30pm-7:00pm.*** For more information, contact the building principal.

### **Parent Volunteers**

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children’s classrooms. To volunteer in the school district, parents/guardians should speak to the ***school administration***. To volunteer in the school building or classroom, parents/guardians should contact the ***school administrator and classroom teacher***. Parents/guardians who visit the school are expected to sign in at the ***school office*** before entering a classroom. ***All parent volunteers must have prior permission from the classroom teacher and school administration before being allowed to volunteer.***

### **Pledge of Allegiance**

Students will recite the Pledge of Allegiance to the flag of the United States of America ***on a daily basis***. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason



may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **School Activities**

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

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

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

The **Round Lake/Brewster** School District will be joined with Heron Lake-Okabena Public Schools for middle school activities. HLO/SSC is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

### **ACADEMIC ELIGIBILITY POLICY**

The academic accountability of our students is of utmost importance in meeting the mission of our school. It is the responsibility of the student, parents, teachers, coaches and administration to recognize that academic achievement should be the primary goal of education. Students who wish to participate in extra-curricular activities must understand that this is a privilege. With this privilege comes the responsibility of maintaining passing grades in order to be eligible to participate.

### **Academic Ineligibility**

In an effort to remind students of their responsibility to maintain passing grades, the Principal will attempt to meet with students who are in danger of losing their academic eligibility approximately one week before grades are checked for eligibility.

Grades will be checked for eligibility eight (8) times throughout the year, every 4 ½ weeks. If a student has one or more failing grade(s) at the time grades are checked, he/she will become ineligible to play or perform in public for one week (7) days. **The (7-day) period of ineligibility will run from Monday through Sunday after grades are checked. Grades will normally be checked on the Friday preceding the ineligibility period.** A student may continue to attend practice while ineligible. If not passing after the initial week of ineligibility, the student will continue to remain ineligible for concurrent one-week intervals of time until they have restored their eligibility. (See Restoring Eligibility)

### **Restoring Eligibility**

Once a student becomes ineligible, he/she must attend a mandatory academic recovery session or study block during the week of ineligibility and achieve a passing grade in order to regain eligibility status. Academic Recovery Sessions or study block times will be held on a designated day after school. Failure to attend the academic

recovery session or comply with study session guidelines will result in an additional week (7 days) of ineligibility. A student becomes eligible to participate only after they have met the following conditions.

1. Attended the required weekly academic recovery session/study block.
2. Served the 7 day period of ineligibility.
3. Achieved a passing grade.

**Note: If a student fails to achieve a passing grade after the initial week of ineligibility, the student will continue to remain ineligible for concurrent one-week intervals until such time a passing grade is achieved.**

- The procedure for petitioning off the restriction list is as follows:
  - Student must secure an *eligibility form* from the high school office.
  - Student must have the teacher(s) requesting the restriction sign the *form* verifying that an acceptable level of performance has been achieved.
  - Student must return the *form* to the office.
  - The Superintendent/Principal/Activities Director will restore privileges and notify coaches/directors of the student’s eligibility.
  - The ineligible period is from Monday to Sunday.
- Appeal process – If a student believes that she/he has grounds to appeal the ineligibility, an appeals board will meet with the student and the student’s parents prior to the restriction period to review the appeal. The appeals board will consist of the student’s teachers, the Activities Director, the Principal, and the guidance instructor. Upon hearing the appeal, the board will vote “yes” or “no” to the appeal. A majority vote stands.

## **ACTIVITIES**

The school board of Round Lake/Brewster recognize the following activities at the RL-B Middle School. Other activities may be added to this list at the discretion of school administration.

Baseball	Basketball	Football	Hockey
Math Counts	Musicals/Plays	National Honor Soc.	Softball
Speech	Student Council	Student Manager	Student Organizations
Volleyball	Wrestling	Soccer	

All students eligible for participation in school activities must meet the following requirements:

- Students must be present for the **second-half of the school day** in order to participate in or attend a school event held that same afternoon or evening. This includes *class parties* or *special events*.
- A student absent on Friday is not eligible for a Saturday activity without specific approval of the administration.
- In order to participate in an activity, students must observe all training rules.
- Students must demonstrate recognized standards of good student conduct.
- Students must follow the Minnesota State High School League rules.

**\*Extra-curricular practices/activities will not be held when school is canceled due to inclement weather.**

**ACTIVITY PAYMENT POLICY FOR ADVISORS AND STUDENTS:** This policy is for students and advisors participating in competition for our school at extra-curricular events. No meals will be paid for students or advisors. Students

and advisors participating in state and national events will have their motel room paid for by the district. Advisors should submit their registration fees and expenses to staff development for approval.

**ACTIVITY FUND:** The funds of all classes, clubs, or organizations in any way directly associated with the school are part of the activity fund. Such funds are directly under the supervision of the superintendent, who is bonded. All receipts must be deposited in the activity fund. All expenditures must be paid from the activity fund by check. The superintendent must first approve all purchases.

**ACTIVITY/CLASS MEETINGS:** Student groups must contact the advisor and obtain a request form from the Activities Director to schedule student activity meetings. The request form must be approved by the advisor and signed by the Activities Director and the Principal. *All activities must be scheduled through the Activities Director and added to the central calendar.*

### **CHURCH NIGHT**

***Wednesday night has been set-aside for church night. Usually no school activities will be scheduled on Wednesday night. Any meeting/practice after school on this night will be concluded in a timely manner to ensure that students are out of the building by 6:00 p.m. If students need earlier dismissal for church-related activities, please speak to the director/coach.***

**EVENTS:** Prom, homecoming, winter-fest and other related activities are considered events and are not subject to activity rules. Exception: candidates and attendants must be eligible at the time of selection.

- Students wishing to bring someone other than RL/B students, as a date, to a dance/special event must register this person in the office using a special form listing name, age, and address. Registration deadline is one day before the event.

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

### **NATIONAL HONOR SOCIETY MEMBERSHIP: (ARTICLE VII)**

***Students are rated in four areas: leadership, service, academic status, and character. A faculty committee will make the final decision.***

***Students are required to:***

- 1. Have a Grade Point Average of 3.5 or higher***
- 2. Complete the necessary application process.***

### **School Closing Procedures**

School may be cancelled when the administration believes the safety of students and employees is threatened by severe weather or other circumstances. The administration will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be broadcast over the Honeywell Instant Alert System, as well as local radio stations, and KELO land and KSFY television stations.

## **Searches**

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

### **Lockers and Personal Possessions Within a Locker**

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

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

### **Desks**

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

### **Personal Possessions and Student's Person**

The personal possessions of a student and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

### **Vehicles on Campus**

-All vehicles on school grounds and on the public streets surrounding each school, which are used for student parking, are subject to be searched.

### **Patrols and Inspections**

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

### **Search of the Interior of a Student's Motor Vehicle**

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

### **Student Publications and Materials**

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non-school-sponsored

### **Distribution of Nonschool-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees" policy in *Appendix 2*.

### **School-Sponsored Student Publications**

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of a faculty advisor and the school

principal. “Official school publications” means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;
- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to editorial control by the school district over the style and content when the school district’s actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

### **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, please see *Appendix 3* in the back of this handbook. A complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at ***the school office***.

### **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, see *Appendix 4* in the back of this handbook. A complete copy of the school district’s “Student Surveys” policy may be obtained at ***the school office***.

### **Transportation of Public School Students**

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

## **BUSING**

Bus students are to be ready to board the bus at the assigned time. If you normally ride the route bus and will not ride on a given morning, call the driver or a student ahead of you on the route. If you do not normally ride the bus and wish to ride, use the same procedure. During inclement weather, all students must be warmly dressed.

All Brewster route buses will arrive at the Brewster building at 7:45 a.m. Route buses will depart from Brewster at 3:10 p.m.

Elementary students wishing to ride a bus other than the one they are assigned to **must have written permission** from a parent/guardian.

***It is a gross misdemeanor to pass or attempt to pass a school bus when the STOP arm is extended and/or warning lights are flashing, to pass or attempt to pass on the right-hand side of the bus, or to pass or attempt to pass when a child is outside the school bus.***

### **Round Lake-Brewster Independent School District No. 2907 Bus Safety and Conduct Rules**

According to Minnesota Law and Round Lake-Brewster Boards of Education Policy, riding the school bus is a privilege. Continued or serious misbehavior is a danger to the safety of all bus riders and can be cause for loss of bus riding privileges and even suspension from school.

1. The bus driver has the authority to assign seats.
2. Please be courteous to your fellow riders and the driver.
3. Profanity is not permitted.
4. There is to be no eating or drinking on the bus except by authorization of driver.
5. Roughhousing is prohibited on the bus.
6. Remain seated unless boarding or leaving the bus.
7. The possession of and use of alcohol, tobacco and/or illegal drugs is prohibited.
8. Keep hands and heads inside the bus at all times.
9. Students destroying or damaging school district property or the property of others will be disciplined and will be required to make restitution. The authorities may be notified.
10. Do not distract the driver.
11. Students are to be on time for morning pick-ups and when leaving school building from classes.
12. The bus aisle must be kept clear at all times.
13. Only the bus driver may authorize the use of the emergency door.
14. Please help keep the bus clean by depositing garbage in the garbage receptacle by the front door.
15. No verbal remarks or printed materials of a sexually suggestive nature will be tolerated.
16. In case of an emergency, students are to remain on the bus until given instructions by the bus driver for evacuation. The driver may request assistance from older students. Please follow the driver's instructions to accomplish a safe evacuation and assemble for a head count in a safe area designated by the driver.
17. The authorities will be called in cases of unlawful, injurious or destructive behavior.
18. You may be monitored by a video and audio surveillance system.

### **BUS RIDING POLICY**

Seating assignment may be assigned by the bus driver or the administration at any given time. This will usually be the first step to correct any inappropriate behavior or concerns. After this step has been taken, any further behavior problems will usually result in the following order of action:

1. a verbal warning to the student
2. student will sit in the front seat
3. the student will meet with the administration regarding the inappropriate behavior

4. a conference will be held with the student, parent/guardian, bus driver, and administration
5. student will not be allowed to ride the bus

**\*\*\*The administration reserves the right to alter from this normal course of action if so warranted by the students.**

### **Extracurricular Transportation**

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

### **BUSES TO OUT OF TOWN SCHOOL-RELATED ACTIVITIES**

*A student who rides a bus to an activity, either as a spectator or participant, will return on the bus. The only exception will be if a student returns with his/her parent or guardian. The parent/ guardian must personally talk to the coach/chaperone, giving a signed statement that the student is leaving with him/her. This does not mean a brother, a sister, other relatives, or a boyfriend or girlfriend. A student who rides the bus to an event/activity will be delivered to the door and will remain at the event/activity until it is over. A student participating in an out-of-town activity will never drive to that activity him/herself.*

*Advisors or coaches to the activities may use their discretion regarding the rule of riding the bus. Decisions to allow exceptions to the rule may be allowed for unusual family situations, or when the miles incurred by the bus trip are not reasonable. Students will, in all special circumstances, be brought to the activity by their parents, and students will not drive themselves to the activities.*

*The cost to ride the spectator bus is \$1.00. A minimum number of riders may be required.*

### **Video and Audio Recording**

#### **School Buses**

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

#### **Places Other Than Buses**

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent and/or principal.





## **PART II — ACADEMICS**

### **Cheating and Plagiarism**

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district’s “Student Discipline” policy.

### **Extended School Year Opportunities**

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

### **Field Trips**

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

### **Grades**

Students’ grades will be reported ***4x at the middle school and 4x at the elementary school*** during the year. Report cards will be ***available on-line*** for review. Online grade reports may be reviewed at ***[www.rlb.mntm.org](http://www.rlb.mntm.org)***. ***You will need to have your login to access your child’s grades. If questions, please call the office at each respective school.***

Grading System: All teachers in grades 7 – 12 will use the following grading system.

97-100 = A+	93 – 96 = A	90 – 92 = A-	87 – 89 = B+
83 – 86 = B	80 – 82 = B-	77 – 79 = C+	73 – 76 = C
70 – 72 = C-	67 – 69 = D+	63 – 66 = D	60 – 62 = D-

59 and below is failing

**Incompletes:** It is the student’s responsibility to contact his/her teacher regarding incomplete assignments. Incompletes must be made up no later than the end of the second week following the completion of the previous nine-week grading period. Failure to make up the work satisfactorily by the end of the two week period will result in the incomplete becoming a failing grade.

**Failing students:** Students receive notices every two weeks if they are failing a class. Notices are given by paper copy and progress is reported on the internet. Options for failing are to retake the class or to take a similar course at the Area Learning Center when available.

**7<sup>th</sup> and 8<sup>th</sup> grade academic requirements:**

RL-B High School requires 7<sup>th</sup> and 8<sup>th</sup> grade students to pass 7<sup>th</sup> and 8<sup>th</sup> grade math, English, social studies, and science, or the equivalent thereof, before taking core curriculum classes in the high school level.

An **academic letter** will be awarded to students in grades seven through eighth who have a 3.5 GPA or higher for the school year.

- First time award winners will receive an academic letter.
- For each award thereafter, students will receive a chevron or bar.

**Minnesota Academic Standards**

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

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards, Arts K-12
<b><i>[Note: Beginning in the 2010-2011 school year, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in the arts.]</i></b>
<b><i>[Note: Beginning in the 2012-2013 school year, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in language arts and physical education.]</i></b>
<b><i>[Note: Beginning in the 2013-2014 school year, students will be required to satisfactorily complete revised Minnesota Academic Standards and high school graduation requirements in social studies.]</i></b>

## **School District Required and Elective Standards**

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

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

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the ***counselor, principal, special education teacher, or ELL teacher***.

## **Homework**

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Homework is to be completed by each student on a timely basis. Each student will receive 2 days for each day of school missed to complete that day of absence assignments for full credit. Anything after this is at the discretion of the classroom teacher. Parents can assist by contacting the classroom teacher in a timely manner, and by tracking your child's progress online by checking their grades.

## **Promotion and Retention**

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

## **Summer School**

The school district may provide summer school learning opportunities. ***Requirements for summer school are a student must be below grade level in reading and math.***

## **Learning Year Program**

The school district offers to its students a learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. If a student participates in the program, the student may accelerate attainment of grade level requirements or graduation requirements. Students interested in participating in the learning year program should contact ***Mr. Hassing, School Principal***.

## **Parent Right to Know**

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

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

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

## **PART III — RULES AND DISCIPLINE**

### **Attendance**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability. For detailed information, see the "Student Attendance" policy in *Appendix 5*.

### ***RELEASE OF STUDENTS DURING SCHOOL - APPOINTMENTS***

***Any student leaving the building during the school day for a scheduled appointment must have a note from a parent/guardian. If a note is not brought in, a phone call from a parent/guardian is required before permission to leave will be given. Students leaving for reasons other than a scheduled appointment or for emergency reasons must have the approval of the Administration. All students are required to sign out in the main office before leaving. When a student returns, he/she is required to sign in at the main office and will be given a pass to return to class. Students who fail to sign out before leaving the school building will serve detention.***

***Students leaving for the day will be released to a custodial parent/guardian only. If a student is to leave with anyone other than a parent/guardian, the main office must receive written permission from the parent/guardian. During school hours students may not be visited by***

*extended family members or non-custodial parent without written permission of a custodial parent/guardian.*

### **Bullying Prohibition**

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, and by misuse of technology. For detailed information regarding the school district's "Bullying Prohibition" policy, see *Appendix 6*.

### **Buses – Conduct on School Buses and Consequences for Misbehavior**

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

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

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

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

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

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

- Do not damage the school bus.

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

### **Cell Phones, Pagers, and Other Electronic Communication Devices**

Students are prohibited from using cell phones, pagers, and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

### **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, see the complete "Student Discipline" policy in *Appendix 7*.

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

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

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.

- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats are not to be worn in the building except with the approval of the building principal (i.e., student undergoing chemotherapy, medical situations).

If the administration believes a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

### **Drug-Free School and Workplace**

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician’s prescription for the substance. Students who have prescriptions must comply with the school district’s “Student Medication” policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

### **Harassment and Violence Prohibition**

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. For detailed information on the school district’s “Harassment and Violence Prohibition” policy, see *Appendix 8*.

### **Hazing Prohibition**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district’s “Student Discipline” policy. For detailed information on the school district’s “Hazing Prohibition” policy, see *Appendix 9*.



## **Internet Responsible Use**

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available at ***the school office***.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form ***each school year***.

### **RL-B ACCEPTABLE USE POLICY** **REVISED 5-2007**

Many students in the RL-B School District have, or soon will have, access to the Internet and Electronic Mail (E-mail). The Internet, a global electronic information structure, is a network of networks used by educators, businesses, the government, the military, and organizations. In schools and libraries, the Internet can be used to educate, to inform, and to entertain. As a learning resource, the Internet is similar to books, magazines, video, CD-ROM, and other information sources.

Students at RL-B can use the Internet and E-mail to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. All educators have a professional responsibility to work together to help students develop the skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.

Making Internet and E-mail access available to students carries with it the potential that some students might encounter information that some have identified as controversial and of potential harm to students. Because information on the Internet appears, disappears, and changes, it is not possible to predict or control what students may locate. While it is possible to select some resources which will be more easily available to students, school officials cannot promise to control the Internet or E-mail environment for students. RL-B educators will take an active role in ensuring that students and their parents or guardians are aware of the individual student's responsibility to use Internet and E-mail resources in an ethical and educational manner. Our focus is less in controlling the environment, but more in providing individual users with the understanding and skills needed to use the Internet and E-mail in ways appropriate to their individual educational needs. Concerns about Internet and E-mail information will be handled the same ways that concerns about other educational resources are now

handled, and policies now dealing with other educational resources all pertain to Internet and E-mail resources.

The RL-B School District has guidelines for student use of Internet and E-mail accounts. These guidelines are included in the RL-B Student Handbook. To protect the due process rights of students, these guidelines define appropriate educational and ethical uses of the Internet, identify individual student responsibilities, and outline procedures for enforcing behavior on the Internet and handling violations. Students, staff, and parents are advised that some systems may contain inappropriate material. School administrators and staff do not condone the use of such materials and do not permit usage of such materials in the school environment. Students who knowingly bring such materials into the school environment, regardless of format, will be dealt with according to the discipline policies of the individual school building. The building administrators, at their sole discretion, reserve the right to terminate immediately the account of any student who misuses the account.

The use of Internet and E-mail is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Students will be taught appropriate use of E-mail and other general use of the Internet. The system administrators will deem what is inappropriate and their decision is final.

**GUIDELINES FOR STUDENT USE OF THE  
RL-B LOCAL NETWORK AND INTERNET ACCESS**

**REVISED 5-2007**

**Educational Access**

The purpose of LAN and Internet access is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication. The RL-B network system will not serve as a public forum. Therefore, materials that students access or post are susceptible to restrictions by the Round Lake and Brewster school districts.

Elementary students (grades K-6) have access to the Internet under the direct supervision of their classroom teacher.

All students in grades 7 through 12 have access to the RL-B LAN. They may also obtain Internet access upon successful orientation and written parental consent. Denial of Internet access can be placed on a student by their parent or guardian at any time.

**Student Ethical and Moral Conduct**

The RL-B network utilizes various methods of monitoring and detection to maintain the integrity of the system. These methods are in no way foolproof. Students must not expect the network to always perform in a logical manner. For example, if the student does not have Internet rights, he or she should not access the Internet even if the network allows. It is the responsibility of the student user to utilize the network in a fashion that is consistent with the RL-B Acceptable Use Policy.

Each student account is secured by means of a user ID and a user password. User passwords are to remain private at all times. It is the student's responsibility to protect their password from being revealed or discovered by any other person. Should a student feel that their password has been discovered, they should contact the network administrator immediately to prevent unauthorized access to the account.

It is possible, in a network environment, to unintentionally access inappropriate material. If this should happen, the user must immediately exit from the site and report the occurrence to the classroom or lab supervisor. If this is done, the student will remain in good standing should any question arise dealing with inappropriate material access. However, if a student accesses multiple inappropriate sites for more than a few seconds, it will be considered a violation of the policy. In summary, the student should back out and exit immediately from any sites that may be considered by the network or building administrator inappropriate as described in this policy. The classroom or lab supervisor should then be notified by the student.

Software packages, called filtering systems, have been designed that restrict access to certain, usually pornographic websites. Some people see filtering systems as the best defense to student access to obscenity and pornography. Others see them as paramount to book banning because they can be over broad in some of the material they filter (such as artwork), yet fail to filter out certain clearly inappropriate material. The law and technology in this area is still developing, but courts are almost certain to uphold the use of filtering systems which restrict access to lewd, vulgar, and obscene material on the Internet. CIPA compliant content filtering systems are in place at both the Round Lake and Brewster sites.

#### **Network Disclaimer**

RL-B will not be responsible for any unauthorized purchases made over the network or any damages suffered as a result of network crashes or problems. Users should back up their individual data on floppy disks to ensure the security of their documents.

#### **E-Mail**

As of the 1999-2000 school year, RL-B School District will not provide E-mail addresses to the students. Personal use of E-mail will be restricted during school (8:00 a.m. - 3:00 p.m.) Students will not be allowed to use their E-mail during class time unless their teacher gives them specific permission. Students may access their E-mail during Academic Enhancement. However, each student must yield the computer to another student needing to do school work should a shortage of computers occur. Schoolwork will take precedence over self-discovery. If a student receives inappropriate E-mail in school, it should not be printed or forwarded. That E-mail message should be deleted and the student should send a message to the sender asking them not to send such E-mail in the future because the school district has a policy which strictly prohibits E-mail of that nature, and the district monitors its systems to ensure that the rules are not violated. Students will be expected to abide by the RL-B Acceptable Use Policy.

### **Administrative Action**

The building administrator, with input from the network administrator, will deem what is inappropriate and his/her decision is final. Each case will be made in a fair and non-discriminatory manner.

Violations of the Acceptable Use Policy, or Guidelines For Student Use Policy, will subject the violator to discipline up to and including expulsion from school. Additionally, violations may subject the violator to civil or criminal legal action.

Consequences that cannot effectively be administered due to the upcoming graduation date or other circumstances may be alternatively applied through school suspension as determined by the building administrator. For example, if a senior knowingly violates the policy during the last month of school, the building administrator may, if deemed necessary, choose to suspend the student from school in lieu of the network suspension.

The building administrator, if deemed necessary, may appropriate a lesser consequence or penalty to any violation of this policy if circumstances warrant.

### **Student Rights**

Computer networks, by nature, are not private. The network administrator has access to any and all files on the system. Student files are routinely monitored in order to maintain the integrity of the network. Students with material in their file that is not in-line with the RL-B Acceptable Use Policy run the risk of being discovered during routine maintenance and will be handled according to the policy. A specific, individual search of a student's file will take place if probable cause exists. Parents may, at any time, request to see the contents of their student's file.

RL-B has the right to restrict student speech for educational reasons. The network has been established as a limited forum. Therefore, student speech can be restricted in the interest of education.

### **Student Use of the Network**

Network users are expected to abide by acceptable rules of computer etiquette. These rules include, but are not limited to, the following:

1. **BE POLITE:** Never send, or encourage others to send, abusive messages.
2. **USE APPROPRIATE LANGUAGE:** You may be alone with your computer, but what you say and do can be viewed globally. Never swear, use vulgarities, or any other inappropriate language. Illegal activities of any kind are strictly forbidden and are subject to disciplinary action
3. **PRIVACY:** There will be no expectation of privacy on the Internet or other computerized information resources at the school. School personnel have the right to monitor computer use and Internet sessions.
4. Do not reveal your home address or telephone number or the addresses or telephone numbers of students or colleagues. Do not reveal other personal information, such as your age, marital status, financial information, or your work address or telephone number.
5. **ELECTRONIC MAIL:** Electronic mail (E-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities must be reported to the authorities.

6. **DISRUPTIONS:** Do not use the network in any way that would disrupt use of the network by others. Do not read other users' mail or files or attempt to interfere with other user' abilities to send or receive electronic mail. Do not attempt to read, delete, copy, modify, or forge other users' mail.
7. **BULLETIN BOARDS:** Never respond to messages or bulletin board items that are suggestive, obscene, belligerent, threatening, or make you feel uncomfortable.

The following are acceptable uses of the computers/LAN/Internet:

- Research for a class assignment or project
- Collaboration via E-mail for a school project or assignment
- Inquiry via E-mail dealing with a class project
- Career development activities
- Classroom web activities

The following are unacceptable uses of the computers/LAN/Internet:

- Using the network for any illegal activity, including violation of copyright or other laws.
- Using language or images that are inappropriate in the educational setting or disruptive to the educational process.
- Information or materials that could cause damage or danger of the disruption to the educational process.
- Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment or discrimination.
- Using an account of another person, with or without permission.
- Accessing web sites that contain obscene, profane, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, including graphics, pictures or pornography.
- Gaining unauthorized access to resources or entities.
- Wasting technology resources, including bandwidth, file space, and printers.
- Using the network for financial or commercial gain.
- Using the network in ways which violate school policies and behavior standards.
- Invading the privacy of other individuals by accessing and/or vandalizing their computerized data.
- Degrading or disrupting equipment of system performance.
- Accessing web sites that distribute "hate mail" or chain letters that are of little or no educational value.
- Plagiarizing the work of other people.
- In order to reduce unnecessary system traffic, system users may not use real-time conference features such as talk/chat/Internet relay chat.
- To engage in any illegal act or violating any local, state, or federal statute or law.
- 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 a person's identity easily traceable, and will not repost a message that was sent to the user privately without the permission of the person who sent the message.

### **Security:**

Security on any computer system is a high priority because there are so many users. If you identify a security problem, notify the teacher, network administrator, or the building administrator at once. Never demonstrate the problem to other users. Any user identified as a security risk will be denied access to the information system.

### **Consequences**

Students not complying with this policy will experience the following consequences:

**1<sup>st</sup> offense:** Lose all computer, LAN, and Internet rights for ten (10) school days. Parents will be notified via letter or telephone by the network administrator or building administrator. Students who are attending classes that require computer, LAN, or Internet access will have access only during the regularly scheduled class period. An essay will be required from the student before reinstatement of full access. The network administrator will choose the topic and determine successful completion.

**2<sup>nd</sup> offense:** Lose all computer, LAN, and Internet rights for eighty (80) school days. Parents will be notified via letter or telephone by the network administrator or building administrator. Students who are attending classes that require computer, LAN, or Internet access will have access only during the regularly scheduled class period. An essay will be required from the student before reinstatement of full access. The network administrator will choose the topic and determine successful completion.

**3<sup>rd</sup> offense:** Lose all computer, LAN, and Internet rights for one calendar year.

**Additional offenses:** School suspension or expulsion as deemed appropriate by the building administrator.

**RL-B ACCEPTABLE USE POLICY: Parent/Guardian Consent and Student Agreement**

Dear Parent or Guardian:

Your son or daughter will soon have access to the Internet. The Internet is a global information system with great information and educational potential, and we see the skills required for its use as vital to the productivity and citizenship of your students when they enter higher education and the work force. Attached is the RL-B Acceptable Use Policy. Please read the document, discuss it with your child(ren), and sign below to acknowledge that you understand the policy.

No student will be allowed access to the Internet until this form has been returned to the Technology Coordinator.

- I have read the Acceptable Use Policy and agree to follow its terms.
- I understand that access to the Internet and building network is a privilege that will be revoked if it is abused.
- I understand that violations of the policy will subject me to discipline up to and including expulsion, and may subject me to civil or criminal action.
- I understand that the school district will enforce its policies but that it is simply technically and administratively impossible to guarantee that no inappropriate use will ever occur. I also understand that the primary responsibility for avoiding inappropriate information rests with myself.
- I understand that the school district will not be held responsible for any fees, damages, claims, or harm incurred as a result of unauthorized or improper usage of the Internet or building network.

I hereby authorize RL-B to issue my child a free account for access to the Internet. This account will be used for educational endeavors as specified in the Acceptable Use Policy. If my child violates this policy, he/she will experience consequences as described in the Acceptable Use Policy and above, and these consequences will affect his/her access to educational material and opportunities.

ACCEPTABLE USE AGREEMENT

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

Date\_\_\_\_\_

Student Signature\_\_\_\_\_

Date\_\_\_\_\_

Parent(s)/Guardian(s)

Names\_\_\_\_\_

Home Phone\_\_\_\_\_ Work Phone\_\_\_\_\_

**RL-B Website Consent**

I, \_\_\_\_\_, parent/guardian of \_\_\_\_\_

(parent/guardian)

(student)

give my permission to include my son(s)/daughter(s) full name and school work on the RLB school website.

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

Date \_\_\_\_\_

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent(s)/Guardian(s) Names \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_



## ALL OFFENSES ACCUMULATE FROM GRADES 7 THROUGH 8.

### Definition of Terms

**LAN** – a data communications network, which is geographically limited (typically to a 1 km radius) allowing easy interconnection of terminals, microprocessors, and computers within adjacent buildings.

**PASSWORD** – An arbitrary string of characters chosen by a user or system administrator and used to authenticate the user when he attempts to log on in order to prevent unauthorized access to his account.

**INTERNET** – Any set of networks interconnected with routers. The Internet is the biggest example of an internet.

**INTRANET** – any network which provides similar services within an organization to those provided by the Internet outside it but which is not necessarily connected to the Internet. The most common example is a company, which sets up one or more World-Wide Web servers on an internal network for distribution of information within the company.

**E-MAIL** – Messages automatically passed from one computer user to another, often through computer networks and/or via modems over telephone lines.

**SERVER** – A computer, which provides some service for other computers, connected to it via a network. The most common example is a file server, which has a local disk and services requests from remote clients to read and write files on that disk, often using Sun's Network Filing System (NFS) protocol or Novell Netware on IBM PCs.

### Parking on School District Property

#### Students

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit. For information, contact the **School Principal, Mr. Hassing**.
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by the **Building Principal**;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

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

to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy.

### **Visitors**

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

### **Tobacco-Free Schools**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or electronic cigarettes in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic cigarette in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, see *Appendix 10*. Contact the **Building Principal** if you have questions or wish to report violations.

### **Vandalism**

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

### **Weapons Prohibition**

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact **Mr. Hassing, Principal**.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

All student injuries that occur at school or school-sponsored activities should be reported to the *school administration office and/or school nurse*. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

### **Asbestos Management Update [\*]**

The school district has developed an asbestos management plan. A copy of this plan can be found in the *school office of each respective building* and is available on the district's website.

### **2016-2017 SCHOOL YEAR ASBESTOS NOTIFICATION**

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Round Lake/Brewster Public School has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, Round Lake/Brewster Public School shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, Round Lake/Brewster Public School has completed its 3-year Re-inspection required by AHERA. Round Lake/Brewster Public School buildings, where asbestos-containing materials were found, is under repair, removal and Operations and Maintenance.

This past year, Round Lake/Brewster Public School conducted the following with respect to its asbestos containing building materials:

- \*implemented our Operations and Maintenance Program

Federal law requires a periodic walk-through (called "surveillance") every 6 months of each area containing asbestos. Also the law requires for all buildings to be re-inspected three years after a management plan is in effect. This will be accomplished under contract by Air-tech Environmental, Inc.

Short-term workers (outside contractors – i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may

come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

Round Lake/Brewster Public School has a list of the location(s), type(s) of asbestos-containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Steve Musser, designated Asbestos Program Manager under contract with AirTech Environmental, Inc., 6989 N. 55<sup>th</sup> Street-Suite C, St. Paul, MN 55128.

### **Crisis Management**

The school district has developed a “Crisis Management” policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The “Crisis Management” policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

### **Health Information**

#### **First Aid**

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

The district has installed automated external defibrillators (AEDs) in ***the fitness center and cafeteria of the High School and one is located in the hallway of the gymnasium at the Elementary School.***

Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases**

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

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school

district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

### **Health Service**

The student health office is staffed by a trained ***by paraprofessionals within our building. Our health paraprofessionals work under the direction and supervision of Nobles County Health.***

Students who become sick at school should ***tell their teacher and ask to go to the health center.*** In the event of an emergency, ***parents or emergency contacts will be contacted.*** The ***health service provider*** will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. ***Parent/guardians should contact the school office of the school of attendance when your child will not be in school.***

### **Health Services**

The Round Lake/Brewster School District works to provide a safe and healthy environment for your children while they are in school. Please feel free to contact us with any health concerns.

**Healthy kids make better learners.** Make sure your child gets plenty of rest. Provide your family with a nutritious breakfast each morning or use the school breakfast program (at the elementary school). Frequent bathing, hair washings, teeth brushing and clean clothing help to promote good personal hygiene habits. To prevent the spread of head lice, tell your child not to share combs, hairbrushes, hats, etc.

**Health Screenings** – Hearing, vision, color blindness, and scoliosis screenings may be given at various times during the school year. These screenings do not replace medical check-ups by your family doctor. Parents will be notified if the screening results are not within normal limits for your child's age. If you do not want your child to participate in the health screenings, please contact the school in writing at the beginning of the school year.

**Immunization Requirements** – Parents are required to provide the school with the month, day, and year of all required immunizations. If there is a medical reason why the child cannot be vaccinated, or if a parent objects to the immunizations, proper documentation must be provided to the school.

**Illness** – Children who become ill at school will be sent home only after a parent/guardian or designated person has been notified. Please keep your child at home if they show any signs of illness. Some common childhood diseases are listed below. Written permission from the doctor should be sent to the school if a student returns before the recommended time.

<b>Disease</b>	<b>Symptoms</b>	<b>School Attendance Restriction</b>
Chicken Pox	Slight fever, general feeling of illness, eruption of blisters	Excluded from school usually 7 days from appearance of rash or until all are completely dry
Fifth Disease/Slap Cheek	blotchy rash on the cheeks, arms, and legs	No exclusion necessary
Head Lice	Itching, nits, lice	Excluded from school until medicated shampoo is used on the hair and <u>all nits (eggs) are removed</u>
Impetigo	“Water Blister” like eruption	Excluded from school until treated with antibiotics for at least a full 24 hours
Pink Eye (Conjunctivitis)	Pink, mattery eyes	Excluded from school until medication has been used 24 hours
Ring Worm	Round, reddened area with light center	Excluded from school until 24 hours after treatment has been started
Scarlet Fever or Strep Throat	Nausea, fever, sore throat and fine rash	If medication is given, child may return to school after 24 hours. Physician should advise

**Medical Emergency** – Please inform the school if your child has a health condition or need that may require medical or emergency care during the school day. In case of an emergency at school, first aid will be administered promptly. Emergency medical care will be initiated if appropriate. An attempt will be made to notify the parent or guardian before seeking additional medical attention, if any is needed. Please notify the school office with emergency numbers for your child.

**Medications at School** – Please review the following pages outlining our school policy for administering medications and our medical administration forms.

### **Immunizations**

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the **health service provider or school office staff**.

### **Medications at School During the School Day**

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

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## Administering Medication in School

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### I. Purpose

It is not the responsibility of the school or its employees to prescribe drugs, medications or home remedies. Medications should be administered at home under the supervision of the parent/guardian when possible. However, some students require administration of medications to be performed during the regular school day. In those situations, the following procedure will be followed:

### II. Physician Order for Medication and Parent/Guardian Authorization

Before any medication will be dispensed by school staff, a **Physician Order for Medication** and **Parent/Guardian Authorization** form signed by the parent/guardian of the student must be on file with the school nurse. The forms are available from the school nurse, school website or student handbook.

### III. Parent/Guardian needs to bring the medication to school

#### A. Prescription Medications

Prescription medications must be provided in an original pharmacy container with a current label. Prescription medications brought to school in any other container will not be administered. Questions regarding dosage and administration of the medications will be directed to the prescribing physician or the parent/guardian, at the discretion of the school staff. Medications will be administered after questions have been resolved.

#### B. Over-the Counter Medications (OTC)

Parent/guardians must complete and sign an **Authorization of Administration of Medication** form before school staff will administer over-the-counter medications. OTC must be provided by the family in the original labeled container. OTC will only be administered to a student according to the label directions, unless contrary written directions from a physician are provided. Students in grade 7-12 will be allowed to carry only Tylenol and ibuprofen.

### IV. Physician Authorization for Self-Administration of Medication

For prescriptions or over-the-counter medications that are carried by the student for self-administration, a **Physician Authorization for Self-Administration of Medication** form must be completed by the physician and signed by the parent/guardian.

### V. Sharing of Medication of Prohibited

Students may not share prescription or over-the-counter medication with other students. Appropriate disciplinary action may be taken if necessary, upon the determination by the principal or his/her designee, after investigation that a violation of this policy has taken place.

### VI. Unused Medication

When use of a medication has ceased or is no longer needed by the student, it is the parent/guardian's responsibility to retrieve unused medications from the school. Any unused medications will be disposed of by the school upon the written request of the parent/guardian or at the end of the school year.



**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION**  
**(To Be Renewed Annually)**

PRESCRIPTION MEDICATION REQUIRES A PHYSICIAN'S SIGNATURE.

Student \_\_\_\_\_ Date of Birth \_\_\_\_\_

School \_\_\_\_\_ Teacher/Grade \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Work \_\_\_\_\_

***I hereby request and authorize you to administer to the above-named student:***

<i>Medication</i>	<i>Dosage</i>	<i>Time</i>	<i>Duration</i>	<i>Prescription</i>	<i>Self-administer</i>
1. _____				<b>Yes/No</b>	<b>Yes/No</b>
2. _____				Yes/No	Yes/No
3. _____				Yes/No	Yes/No

Diagnosis/medical reason for medication \_\_\_\_\_

Restrictions and/or Side Effects \_\_\_\_\_

**Required for Prescription Medications and Over-the-Counter Medications that exceed package recommendations:**

Physician's signature \_\_\_\_\_ Date \_\_\_\_\_

Print physician's name \_\_\_\_\_ Phone No. \_\_\_\_\_

Clinic \_\_\_\_\_ Fax No. \_\_\_\_\_

**PARENT/GUARDIAN AUTHORIZATION FOR STAFF ADMINISTRATION**

1. I request that the above medication(s) be given to my student during school hours.

2. I will immediately notify the school of any change in the medication or physician’s order, dosage change, frequency, or duration of administration.

*3. I give permission for the school nurse to consult with this student’s physician concerning any questions that arise with regard to the listed medication, medical condition, or side effects of this medication.*

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

4. Field Trips – I give permission for school personnel to administer the medication(s) on a field trip, as necessary, following school procedure.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

***I give my permission for my child’s medical office to fax this form to my child’s school. ( ) Yes ( ) No***

***Round Lake/Brewster Elementary and Middle School – Fax 1-507-842-5365***

**For Self-Administration of Medications**

**For Insulin, Epi-pen, inhalers & nebulizers:** This form needs to accompany a physician’s authorization on the “Authorization for Administration of Medication” form, which can be found in the Student Handbook or school website ([www.rlb.mntm.org](http://www.rlb.mntm.org)).

**PARENT/GUARDIAN AUTHORIZATION FOR SELF-ADMINISTRATION OF MEDICATION**

I/we hereby authorize my student to self-administer the above-named medication(s) during school hours. I/we have read the student agreement below.

I/we understand my/our student will carry this medication at school. I/we also understand my/our student is entirely responsible for the use of this medication and use of this medication will not be monitored by school personnel.

\_\_\_\_\_  
Parent(s)/Guardian(s) Signature

\_\_\_\_\_  
Date

Please refer to: Administering Medication in School Procedure

**SELF-ADMINISTRATION OF MEDICATION – STUDENT AGREEMENT**

Inhaler     Over-The-Counter (OTC)     Other: \_\_\_\_\_  
*(7-12 Graders can only self carry Tylenol & ibuprofen)*

*I agree to:*

- Follow my prescribing health professional’s medication orders.
- Use correct medication administration technique.
- Not allow anyone else to use my medication.
- Keep a supply of my medication with me in school and on field trips.
- Notify the school nurse or health office personnel if the following occurs:
  - My symptoms continue or get worse after taking the medication
  - My symptoms reoccur within 2-3 hours after taking my medication
  - I suspect that I am experiencing side effects from my medication
  - If I have any symptoms of an allergic reaction

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Pesticide Application Notice**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides, the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting **Christine Schmitt at 507-537-2262**.

### **Safety**

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

***No walking or running in hallways is allowed during the school day.***

### **Visitors in District Buildings**

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the **School Building's Administration Office** upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the **School Office** and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

**APPENDIXES**

**1. Policy Cross Reference Table**

<b>Topic .....</b>	<b>Model Policy Number(s)</b>
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## **2. Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees [\*\*]**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.



- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.
- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;

6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
1. whether the material is educationally related;
  2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  4. the quantity or size of materials to be distributed;
  5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  6. whether distribution would require that non-school persons be present on the school grounds;
  7. whether the materials are a solicitation for goods or services not requested by the recipients.

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

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

## **VI. PROCEDURES**

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
  - 2. Date(s) and time(s) of day intended for distribution.
  - 3. Location where material will be distributed.
  - 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days (not counting Saturdays, Sundays, and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## **VII. DISCIPLINARY ACTION**

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

### **3. Student Records**

The school district gives notice to parents/guardians and eligible students of their rights regarding student records.

Parents/guardians and eligible students have the following rights:

1. That a parent or eligible student has a right to inspect and review the student's education record. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
2. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
3. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
4. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

5. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind Act and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
6. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, S.W.

Washington, D.C. 20202

7. That the parent or eligible student has a right to obtain a copy of the school district's policy regarding the protection and privacy of pupil records; and
8. That copies of the school district's policy regarding the protection and privacy of school records are located at ***the school administration office***.

The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

1. It classifies records as public, private, or confidential.
2. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
3. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
4. It establishes procedures and regulations for access to and disclosure of education records.
5. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.

Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

Pursuant to applicable law, **Round Lake/Brewster School** gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding “directory information.”

“Directory information” includes the following information relating to a student: the student’s name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors, and awards received; the most recent educational agency or institution attended by the student; and other similar information.

“Directory information” also includes the name, address, and telephone number of the student’s parent(s). “Directory information” does not include a student’s social security number or a student’s identification number (“ID”) if the ID may be used to access education records without use of one or more factors that authenticate the student’s identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student’s religion, race, color, social position, or nationality.

1. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
2. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent’s or eligible student’s prior written consent except to school officials as provided under federal law.
3. In order to make any or all of the directory information listed above “private” (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
  - Name of student and parent, as appropriate;
  - Home address;
  - School presently attended by student;
  - Parent’s legal relationship to student, if applicable;
  - Specific category or categories of directory information which is not to be made public without the parent’s or eligible student’s prior written consent.

Pursuant to applicable law, **Round Lake/Brewster School** gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans’

education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

**Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.**

**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, [designate title of individual, i.e., building principal], by [insert date] each year. This written request must include the following information:**

- **Name of student and parent, as appropriate;**
- **Home address;**
- **Student's grade level;**
- **School presently attended by student;**
- **Parent's legal relationship to student, if applicable;**
- **Specific category or categories of information which are not to be released to military recruiters without prior consent;**
- **Specific category or categories of directory information which are not to be released to the public, including military recruiters.**
- 

#### REPORT CARDS

Middle school report cards are issued semester. Elementary report cards are issued every trimester. Report cards will not be mailed to parents. Parents will be able to access report cards on the student information software. If you do not have internet access, call the Round Lake/ Brewster School office and a report card will be printed for you.

#### **4. Student Surveys**

**Independent School District No. 2907** gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

1. Parents, eligible students, and students are hereby informed that they have the following rights:
  - a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
  - b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- (1) political affiliations or beliefs of the student or the student's parent;
  - (2) mental and psychological problems of the student or the student's family;
  - (3) sex behavior or attitudes;
  - (4) illegal, antisocial, self-incriminating, or demeaning behavior;
  - (5) critical appraisals of other individuals with whom respondents have close family relationships;
  - (6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
  - (7) religious practices, affiliations, or beliefs of the student or the student's parent;  
or
  - (8) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
- (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
  - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
  - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.



- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year, of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
  - (1) Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
  - (2) Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
  - (3) Any nonemergency, invasive physical examination or screening as described above.

*[See consent/opt-out for specific activities attached hereto.]*

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue SW

Washington, DC 20202-460

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law).

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*Date:*

*Grades:* [see sample activity notices attached]

*Activity:*

*Summary:*

*Consent or Opt-out:* [or both depending on situation]

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If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to **Mr. Hassing, Superintendent**. **Mr. Hassing, School Superintendent** will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

## **5. Student Attendance**

### **I. PURPOSE**

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher, and administrators. This policy will assist students in attending class.

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

#### **A. Responsibilities**

##### **1. Student's Responsibility**

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

##### **2. Parent or Guardian's Responsibility**

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

##### **3. Teacher's Responsibility**

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

##### **4. Administrator's Responsibility**

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous day's absences stating the status of each. Finally, it is the

administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

- b. In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval. When approved by the school board, the attendance procedures will be included as an addendum to this policy.

1. Excused Absences

- a. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- b. The following reasons shall be sufficient to constitute excused absences:
  - (1) Illness.
  - (2) Serious illness in the student's immediate family.
  - (3) A death or funeral in the student's immediate family or of a close friend or relative.
  - (4) Medical, dental, or orthodontic treatment, or a counseling appointment.
  - (5) Court appearances occasioned by family or personal action.
  - (6) Religious instruction not to exceed three hours in any week.
  - (7) Physical emergency conditions such as fire, flood, storm, etc.
  - (8) Official school field trip or other school-sponsored outing.
  - (9) 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.
  - (10) Family emergencies.

- (11) Active duty in any military branch of the United States.
- (12) A student's condition that requires ongoing treatment for a mental health diagnosis.

c. Consequences of Excused Absences

- (1) Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments deemed appropriate by the classroom teacher.
- (2) Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

2. Unexcused Absences

a. The following are examples of absences which will not be excused:

- (1) Truancy. An absence by a student which was not approved by the parent and/or the school district.
- (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- (3) Work at home.
- (4) Work at a business, except under a school-sponsored work release program.
- (5) Vacations with family.
- (6) Personal trips to schools or colleges.
- (7) Absences resulting from cumulated unexcused tardies (**3 tardies** equal one unexcused absence).
- (8) Any other absence not included under the attendance procedures set out in this policy.

b. Consequences of Unexcused Absences

- (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

- (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- (3) 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) Students with unexcused absences shall be subject to discipline in the following manner:
  - (a) From the first through the 3 cumulated unexcused absence in a semester the student will not be allowed to make up work missed due to such absence.
  - (b) After the 5 cumulated unexcused absence in a semester a student's parent or guardian will be notified by certified mail that his or her child is nearing a total of 10 unexcused absences and that, after the 8 unexcused absence, the student's grade shall be reduced by one increment for each unexcused absence thereafter.
  - (c) After such notification, the student or his or her parent or guardian may, within a reasonable time, request a conference with school officials regarding the student's absences and the prescribed discipline. The notification will state that the school strongly urges the student's parent or guardian to request such a conference.
  - (d) After 7 consecutive unexcused absences by the student will be reported to Nobles County Family Human Services, and a truancy petition will be completed by the school with human services.
  - (e) After 8 cumulative unexcused absences in a semester the teacher will reduce the student's letter grade by one increment for each unexcused absence thereafter (i.e. A to A-). However, prior to reducing the student's grade, an administrative conference must be held among the principal, student and parent.
  - (f) After 10 cumulated unexcused absences in a semester the administration may impose the loss of academic credit in the class or classes from which the student has been absent. However, prior to loss of credit, an administrative conference must be held among the principal, student, and parent.

- (g) If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

C. Tardiness

1. Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
2. Procedures for Reporting Tardiness
  - a. Students tardy at the start of school must report to the school office for an admission slip.
  - b. Tardiness between periods will be handled by the teacher.
3. Excused Tardiness

Valid excuses for tardiness are:

  - a. Illness.
  - b. Serious illness in the student's immediate family.
  - c. A death or funeral in the student's immediate family or of a close friend or relative.
  - d. Medical, dental, orthodontic, or mental health treatment.
  - e. Court appearances occasioned by family or personal action.
  - f. Physical emergency conditions such as fire, flood, storm, etc.
  - g. Any tardiness for which the student has been excused in writing by an administrator or faculty member.
4. Unexcused Tardiness
  - a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
  - b. Consequences of tardiness may include detention after 3 unexcused tardies. In addition 2 unexcused tardies are equivalent to one unexcused absence.

D. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. **If a student is suspended from any class, he or she may not participate in any activity or program that day.**
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

E. **Attendance Regulations for Extracurricular Activities**

- A. A student must be in attendance at school for the second ½ of the school day to be eligible to participate in extra-curricular activities that day whether it is a practice, a meeting, a rehearsal, a contest, or a performance.
- B. A student absent on Friday is not eligible for a Saturday activity without specific approval of the high school principal or activities director.

Make-Up Slips

1. A make-up slip must be obtained immediately upon a student's return to school.
2. The make-up slip will serve as a student's re-admission to class.
3. When presented with a make-up slip, each individual teacher will record the class and missed assignments on the slip.
4. Upon completion of the missed assignments, the student will submit the completed work to their teacher, who will then sign the slip indicating the missed work has been completed.
5. After the make-up slip has been signed by all of the student's teachers, the signed slip must be turned into the office for verification.
6. If a signed make-slip is not turned in within the time allowed for make-up work, the student will receive a zero (0) for those missed assignments.

**Missed Work**

- C. **ALL** work must be made up.
- D. Any quiz, test, report, etc. that was assigned prior to the student's absence is due the day the student returns to class. The class instructor **may** grant an extension. If the work is not completed or turned in on the day of return or after the extension if so granted; that quiz, test, report, etc., will be given a zero.
- E. The following days will be allowed to make up work missed due to absences:
  - \*1-day absence will be given two (2) days to make up the work
  - \*2-day absence will be given four (4) days to make up the work
  - \*3-day absence will be given six (6) days to make up the work



Exceptions will be allowed pending administration approval where hospitalization, lengthy illness, or exceptional circumstances occur. In many of these situations, homework will be sent home or tutoring will occur. The school will work with the student and parents/guardian in these rare cases.

- F. When it is known that a student will be absent for two (2) or more days, homework may be requested by calling the office at (507) 945-8123.
- G. A teacher may require a student to make up class work after school or during the student's study hall.
- H. Work not made up in the given time will result in a zero (0) for that work.

### **ATTENDANCE APPEALS PROCESS**

If notified that a student has accumulated ten (10) absences in a semester or five (5) in a quarter, and "no credit status" is given, the parent/student may appeal the loss of credit. The parent/guardian and student must request an appeal process.

The procedure is as follows:

1. Within five (5) school days of parent/guardian notification by telephone or mail of "no credit status", the parent/guardian and student must request a date and time for an Appeals Committee Meeting.
2. The student will remain in the class and continue to complete all assigned work pending the decision of the appeal.
3. All long-term (chronic) illnesses must be verified by a doctor's signed statement.
4. The Appeals Committee will consist of the following staff, with membership constant for the entire year:

Three (3) members of faculty/staff

One (1) administrator

One (1) board member

5. The decision of the Appeals Committee will be final.

### **III. DISSEMINATION OF POLICY**

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

### **IV. REQUIRED REPORTING**

- A. Continuing Truant

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:

1. Three days if the child is in elementary school; or
2. **Three or more class periods on three days if the child is in middle school, junior high school, or high school.**

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
4. That this notification serves as the notification required by Minn. Stat. § 120A.34;
5. That alternative educational programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with the child for one day.

C. Habitual Truant

1. A habitual truant is a child under the age of 16 years 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.

2. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 2606.

### **Bullying Prohibition**

#### **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 students' ability to learn and teachers' 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, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline 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, and other similar disruptive 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 district property or at school-related functions. 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 that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 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, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

1. The developmental 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 positive behavioral interventions up to and including **suspension and/or expulsion**. 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 and/or termination of services and/or contracts.

G. The school district will act to investigate all complaints of bullying 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 any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or a group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student or a group of students that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students;
2. damaging a student's or a group of students' property;
3. placing a student or a group of students in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a student or a group of students;  
or

- 5. intimidating a student or a group of students.
- B. “Immediately” means as soon as possible but in no event longer than 24 hours.
- C. “On school district property or at school-related functions” 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.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying 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’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. 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.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of bullying at the building level. Any person may report bullying 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.
- 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 receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or 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. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to 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; school district policies; and regulations.
- D. 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 involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

**VI. REPRISAL**

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

**VII. TRAINING AND EDUCATION**

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. 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.

- C. 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 victim, and to make resources or referrals to resources available to victims of bullying.
- D. 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.

**VIII. NOTICE**

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

## **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; 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. 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 Non-school-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. 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.

- 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.

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

1. *Teacher will ask the student to go to the school office, then contact the office administration staff, and fill out a paper report of the incident.*
2. *If this is for an ongoing situation, the teacher is to have spoken with the parent and student about the student's behaviors.*
3. *Teacher will fill out the school discipline form and return it to the office staff.*

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

1. *When removed from the class the student is to go to the school office and/or principal's office.*
2. *Student may be escorted or allowed to walk on their own directly to the office.*
3. *The severity of the incident will dictate if the student is to accompanied, and if the student has special needs.*
4. *The student will complete all work while removed from class. Also the student will write up a plan to return to class, and turn this into school administration for approval before being allowed to return to class.*
5. *The school office staff will have responsibility for the student when not in class.*

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

1. *The student will complete a plan to return to class.*
2. *Student and parent will meet with the teacher and/or school administrator prior to returning to class.*

**F. Procedures for Notification.**

1. *Teacher/and or School Administrator will notify students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;*
2. *Student will meet with teacher and administrator prior to returning to class.*
3. *Student will complete a re-entry plan to class.*

**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.

**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 sixteen (16) 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.8.

#### **Use of Peace Officers to and Crisis Teams to Remove Students with IEP's from School Grounds: 532**

- A. Purpose: The purpose of this policy is to describe the appropriate use of peace officers and crisis teams to remove, if necessary, a student with an individualized education program (IEP) from student grounds.**
- B. General Statement of Policy**
  - a. If a student with an IEP engages in conduct which, in judgment of school personnel endangers or may endanger the healthy, safety, or property of the student, other students, staff members, or school property that student may be removed from school grounds in accordance with this policy.**
    - 1. Removal by Crisis Team: The crisis team and school administrator may attempt to de-escalate the student's behavior by means including, but not limited to, those described in the student's IEP and/or behavior intervention plan. When such measures fail, or when the crisis team determines that the student's behavior continues to endanger or may endanger the health, safety, or property of the student , other students, staff members, or school property, the crisis team may remove the student from school grounds. If the student's behavior cannot be safely managed, school personnel may immediately request assistance from the police liaison officer or peace officer.**
  - b. Removal by Police Liaison Officer of Peace Officer: If a student with an IEP engages in conduct which, in judgment of school personnel endangers or may endanger the healthy, safety, or property of the student, other students, staff members, or school property, the school building's crisis team, building administrator, or the building administrator designee, may request that the police liaison officer or a peace officer remove the student from school grounds. If a student with an IEP is restrained or removed from the classroom, school building, or school grounds by a peace officer at the request of the school administrator or staff person during the school day twice in a 30 day period, the student's IEP team must meet to determine if the student's IEP is adequate or if additional evaluation is needed. School district personnel may report a crime committed by the student with an IEP to the appropriate authorities. If the school district reports a crime to authorities, the school district shall transmit copies of the special education an disciplinary records of the student for consideration by appropriate authorities to whom it reports the crime, to the extent that the transmission is permitted by the Family Education Rights and Privacy Act, the Minnesota Government Act, and school district's policy, Protection and Privacy of Pupil Records. The fact that a student with an IEP is covered by the special education law does not prevent state law enforcement and judicial authorities from exercising**



their responsibilities with regard to the application of federal and state law to crimes committed by a student with an individualized education program.

- c. **Reasonable Force Permitted:** In removing a student with an IEP from school grounds, a school administrator, other crisis team members, or the police liaison officer or other agents of the school district, whether or not members of a crisis team, 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. In removing a student with an IEP from school grounds, police liaison officers and school district personnel are further prohibited from engaging in the following conduct:
  - i. Corporal punishment prohibited by Minn. Stat. 121A.58.
  - ii. Requiring a child to assume and maintain a specified physical position, activity, or posture that induces physical pain.
  - iii. Totally or partially restricting a child's senses as punishment;
  - iv. Denying or restricting a child's access to equipment and devices such as walkers, wheel chairs, hearing aids, and communication boards that facilitate the child's functioning except when temporarily removing the equipment or device is needed to prevent injury to the child or others or serious damage to the equipment or device, in which case the equipment or device shall be returned to the child as soon as possible;
  - v. Interacting with a child in a manner that constitutes sexual abuse, neglect, or physical abuse under Minn. Stat. 626.556;
  - vi. Physical holding that restricts or impairs a child's ability to breathe;
  - vii. Withholding regularly scheduled meals or water; and/or
  - viii. Denying a child access to the toilet facilities.

### **Harassment and Violence Prohibition**

#### **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, 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, 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, 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, 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, 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, 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, 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 or retaining employment, or of obtaining an education; or
  - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or
  - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
2. Sexual harassment may include but is not limited to:
  - a. unwelcome verbal harassment or abuse;
  - b. unwelcome pressure for sexual activity;
  - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
  - d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual’s employment or educational status;
  - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status; or
  - f. unwelcome behavior or words directed at an individual because of gender.

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 a 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, 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 Mr. Hassing 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.
- 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.

**9. Hazing Prohibition**

**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. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

### **III. DEFINITIONS**

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other 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.
- B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

#### **IV. REPORTING PROCEDURES**

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent. 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.
- C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute 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, or work assignments.
- 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 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. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory

authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

- D. 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 involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

**VI. REPRISAL**

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

**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.

## **10. Tobacco-Free Environment**

### **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. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes 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. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette 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 and includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. 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.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or electronic cigarettes on school property or at school-sponsored events.

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

- A. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.

- A B “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; 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.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights 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.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

#### **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/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**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.

**Acknowledgement Form**

We have received a copy of the 2016-2017 Student Handbook for the Round Lake/Brewster School District.

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Student Printed Name

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Student Signature

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Parent/Guardian Printed Name

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Parent/Guardian Signature

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Date

## Appendix 7: Discipline Policy

### **DISCIPLINE POLICY – STATEMENT OF POLICY**

It is the position of the school districts that a fair and equitable school discipline policy will contribute to the quality of a student's educational experience. Without discipline in our school, learning cannot occur. Therefore, this school district policy has been adopted.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statute, State Board of Education regulations, and this policy.

### **CHAIN OF CONSEQUENCES**

The chain of consequences as used in the following *student behavior guidelines* goes as follows: noon detention – after school detention – ISS – 1 day out of school suspension – 3 day out of school suspension – 5 day out of school suspension. The chain may be preceded by a conference with the teacher and/or the principal.

### **MISCONDUCT RELATED TO DISABILITY**

A student shall not be excluded or expelled when the misconduct is related to the student's disability. When it is determined in a team meeting or a Pupil Fair Dismissal Act preceding that a student's misconduct is related to the student's disability, then the assessment, IEP, and least restrictive alternative shall be reviewed according to Minnesota Rules, part 3525.0200 to 3525.4700. M.R. 3525.2470, Subp. 3.

A suspension or expulsion of a special education student may be construed as a change of the student's IEP and may not occur without a special education staffing. The team shall:

- determine whether the misconduct is related to the handicapping condition.
- review any assessments and determine the need for further assessment.
- review the IEP and amend the goals and objectives to develop an alternative IEP program.

The team shall include at minimum a school administrator or designee, the student's regular classroom teacher, appropriate special education personnel, other support personnel, the parent/guardian and, when appropriate, the student. The IEP team will meet as soon as possible, but no later than 5 days after the incident.

### **STUDENT BEHAVIOR GUIDELINES**

We expect students to use appropriate language.

- Language that is abusive or threatening will result in an in school suspension (ISS). Tobacco, alcohol, or other illegal drugs (chemical abuse) are not allowed on school grounds, school vehicles, during the school day or during school related activities.

- First offense is a three-day out-of-school suspension.



- Second offense is a five-day out-of-school suspension.
- Law enforcement will be contacted.
- The Family Advocate will be notified when students are referred as having a chemical abuse problem. The Family Advocate is responsible for addressing those reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.

The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school and school sponsored activities.

- Consequences will range from noon detention to 5-day out-of-school suspension with report to law enforcement.

### **PreK-8 Code of Conduct**

In any community, a system of rules is necessary for successful work and learning to take place and to ensure personal safety. It is crucial that students learn the school rules and understand the value and importance of following them. Another key lesson that everyone needs to understand is the importance of staying in one's own personal space (both verbally and physically) and to respect the personal space of others. We want students to accept and understand when they have made a poor choice or have done something wrong, and accept the consequences for their behavior as part of their learning experience.

Students need to develop skill that will help them to become good citizens and community members. Included are a basic knowledge of personal rights and responsibilities, learning to resolve conflict in appropriate ways and learning to make safe, healthy choices in their daily lives. It is important for students to learn to show common courtesy and respect to others. All students need to behave in a way that allows everyone, regardless of gender, race, disability, ethnicity, personal identity, and religious affiliation, to feel free of fear and intimidation.

The consequences for misbehavior described in this regulation are designed to be fair, firm and consistent for all students in grades K-12 in the Round Lake-Brewster School Districts. They apply to the students while they are in school or any district building during regular school hours or at times they are attending district events outside the regular school day. They also apply when students are on any district property or in any district vehicle.

Because it is not possible to list every misbehavior that occurs, misbehaviors not included in this regulation will be responded to as necessary by district staff.

Administrators may involve law enforcement authorities as necessary. If a student violates a district rule which is also a violation of the law, the student will be referred to law enforcement in addition to being dealt with by district staff.

## Grades PreK-8 Behavior Expectations

### **Be Prompt and Prepared**

1. Be on time
2. Bring the following to class on a regular basis:
  - Appropriate text(s)/other materials (example: gym clothes)
  - Notebook/folder
  - Pencil/pen
  - Daily planner (7-12)
  - Completed homework
  - A leisure reading book (accelerated reader)

### **Respect Authority**

1. Listen to authority
2. Follow directions promptly
3. Accept responsibility for your behavior

### **Respect Rights of Others**

1. Use appropriate voices
2. Listen to speaker
3. Respect the opinion and point of view of others
4. Respect the right of others to learn
5. Respect the personal space of others

### **Respect Property**

### **Display a Concern for Learning**

1. Remain on task (pay attention, work on assignment)
2. Allow others to remain focused and on task
3. Allow the teacher to teach without disruption

### **Display Appropriate Social Skills**

1. Accept disagreement, criticism, and compliments gracefully
2. Display courtesy

3. Use appropriate language

**ROUND LAKE/BREWSTER SCHOOLS**  
**CHEMICAL HEALTH POLICY**

1. Statement of Philosophy. The Round Lake/Brewster Public School District believes that the health and well being of students are of vital importance and recognizes its responsibility in responding to chemical health issues.

a. We believe that the school environment is negatively affected by the presence of alcohol and harmful chemicals.

b. We believe that the district staff and administration need to be well informed about chemical health issues and need to be able to respond to the needs of students.

c. We believe that a chemical awareness curriculum can affect patterns of student use and will decrease the likelihood of chemical problems.

d. We believe that adolescent chemical use may result in a broad spectrum of problems, ranging from the harmful consequences of experimentation to dependence and after care. We also recognize that chemical misuse/abuse seldom occurs in isolation from other problems such as teen pregnancy, depression, suicide, and school failure.

2. Policy Objectives. This policy is adopted to pursue the following objectives:

a. School environment:

1. To strive to provide a chemically free learning environment for students.

2. To provide consistent, clear-cut rules and consequences for student behavior with individualized help and support for underlying problems.

b. Staff and Family Involvement:

1. To have a staff informed about chemical issues.

2. To secure the cooperation of staff in the referral process.

3. To familiarize staff members and parents with their responsibilities as role models.

c. Curriculum:

To provide a prevention curriculum to students district-wide to encourage healthy behavior

d. Assistance for students:

To provide district-wide student assistance programs with an emphasis on early intervention and appropriate referrals.

3. Implementation Program

a. School environment

1. A student shall not use, be in possession, sell, give away or be under the influence of alcohol or other harmful chemicals while on school property or at a school sponsored event.

2. Schools will follow the written consequences for student chemical violations with individualized help and support for underlying problems.

b. Staff involvement

1. The district will provide on a regular basis in service education for all staff on chemical health issues.

2. Staff will be actively involved in the student assistance process by following the referral procedures identified in each building.

3. Staff, parents and guardians are models for student behavior and should recognize the importance of positive role modeling.

4. The district will offer opportunities for families to gain information about chemical issues and family development.

c. Curriculum

1. The prevention curriculum will be reviewed and assessed as part of the cyclical review process.

2. At the secondary level the district's Chemical Health Coordinator and designated personnel will work with staff in the delivery of a chemical awareness unit such as Project Charlie at the elementary level and through health classes at the junior and senior high schools.

d. Assistance for students

1. The Chemical Health Coordinator will be available to building principals and other staff members when chemical/health problems are suspected.

2. At the secondary level the district's Chemical Health Coordinator will help students who are experiencing problems with chemicals or whose family members/friends may be chemically involved. These services include: early intervention, direct intervention, referrals, liaison with agencies, after-care and a variety of related work with individuals, families and support groups.

3. Groups will be provided for students to meet special needs (e.g., skill building, support, after-care and concerned persons.)

**MANAGEMENT REGULATION**  
**CHEMICAL WELLNESS**

**EXPECTED BEHAVIOR**

Students shall not use, be in possession, sell, give away or be under the influence of alcohol or other harmful chemicals while on school property or at school sponsored activities. In addition, students shall not be in possession of chemical related paraphernalia.

DEFINITIONS – When used in this document, the following terms will have these meanings:

1. Chemicals are defined to be; federally controlled substances (narcotics, depressants, stimulants, hallucinogens, marijuana and its derivatives), alcohol, inhalant and solvents, prescription drugs other than as directed, and any other mood altering substances used inappropriately.

2. Possession – to bring any chemical into a school, on to school grounds or to a school activity, to have any chemical on one's person, among one's belongings or under one's control while in school, on school grounds or at a school activity.

3. Provider – Any person selling chemicals or providing chemicals for other persons shall be considered a provider, whether money is involved or not.

4. Consumption – Ingestion of any chemical in any form; being under the influence of any chemical.

**CONSEQUENCES FOR VIOLATIONS**

Students who violate the district's Chemical Wellness Policy will face the following consequences:

1. If the principal or designee determines that a student is consuming, in possession, under the influence, or providing alcohol or other illegal drugs while in school, on school grounds or at a school activity, the student will be immediately suspended for a minimum of three (3) days. The school district will start the expulsion process if the student possesses illegal drugs on school property. Possession of paraphernalia will result in a minimum of three-days suspension.

2. The principal or designee will notify the parent/guardian of the incident and make arrangements for the student's removal from the regular school program. At this time the principal or designee will explain to the parent/guardian the complete procedure for readmission.

3. The principal or designee will notify the appropriate law enforcement agency, if deemed

necessary.

4. The principal or designee will acquire all information possible about the incident and will work with the district's Chemical Health Coordinator to determine appropriate follow-up action.

5. Prior to readmission, the student must have a pre-assessment interview with the Chemical Health Coordinator.

6. Following the pre-assessment interview, the student, parent/guardian, Chemical Health Coordinator and principal or designee will meet to discuss the results of the interview.

7. Based upon the advice or recommendation of involved school personnel, the parent/guardian is expected to seek help either in or outside the school at their own expense.

#### GENERAL NOTICE OF NONDISCRIMINATION

The Round Lake/Brewster School District is committed to the practice of nondiscrimination on the basis of disability in all of its services, programs, activities and policies.

#### REQUEST FOR COMMENTS

The Americans with Disabilities Act offers comprehensive protections for individuals with disabilities. Round Lake/Brewster School District 2907, in their commitment to the practice of nondiscrimination, are in the process of evaluating its services, programs, activities and policies for nondiscrimination on the basis of disability. If you are a disabled individual, represent an individual with a disability, or are otherwise interested in this process, please contact your local school official or district superintendent for more information.

#### GUN FREE SCHOOL RESOLUTION

Be it resolved that the Round Lake/Brewster School District 2907 shall comply with the Gun Free Schools Act passed March 31, 1994.

In compliance with this act any student who brings a firearm to school shall be expelled for a period of not less than one year.

Students with disabilities shall be disciplined in accordance with requirements of Part B of the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

This plan became effective immediately upon adoption by the Boards of Education.

All incidents of possession of a dangerous weapon in school zones shall be kept on record.

### **2016-2017 RL/B MIDDLE SCHOOL ACTIVITIES ELIGIBILITY REGULATIONS AND PROCEDURES**

The following is a summary of the basic regulations for anyone competing in, or participating in, and all extra-curricular activities in the Round Lake/Brewster Middle School.

**ALCOHOL:** A student shall not use or have in possession a beverage containing alcohol, regardless of quantity at any time during the year.

**TOBACCO:** A student shall not use or have in possession tobacco, in any form, at any time during the year.

**DRUGS:** A student shall not use or consume, have in possession, buy, sell or give away marijuana or any other controlled substance, unless specifically prescribed for the student's own use by his/her doctor.

**PENALTY:** For violation of any of the above-mentioned rules, the student shall be suspended from participation in all of the above-mentioned and inferred school-sponsored activities, during his/her activity season for the time specified.

A) **FIRST OFFENSE:** After determination of the violation the student shall be suspended from competition and participation in interscholastic contests and public appearances for four (4) consecutive

weeks or 4 events whichever is greater during the student's season of activity. The four-week suspension period also applies for anyone not in Minnesota State High School League activities.

B) SECOND OFFENSE: After determination of the violation the student shall be suspended from competition and participation in interscholastic contests and public appearances for six (6) consecutive weeks or 6 events whichever is greater during the student's season of activity. The 6-week suspension period also applies for anyone not in Minnesota State High School League activities.

C) THIRD OFFENSE: After determination of the violation the student shall be suspended from competition and participation in interscholastic contests and public appearances for twelve (12) consecutive weeks or 12 events whichever is greater during the student's season of activity. The twelve-week suspension period also applies for anyone not in Minnesota State High School League activities. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. The director or a counselor or a chemical dependency treatment center must issue such certification.

D) DENIAL DISQUALIFICATION: A student shall be disqualified for all Category I and Category II events for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation eligibility Regulations and Procedures continued:

ALL VIOLATIONS ARE ACCUMULATIVE, GRADES 7 THROUGH 12.

These rules and regulations shall be applicable throughout the entire calendar year.

ALL STUDENTS IN GRADES 7-8 AND ALL NEW STUDENTS at Round Lake/Brewster Middle School must attend, with at least one parent/guardian, a pre-activity meeting in which the above rules and regulations, as well as the Minnesota State High School policies will be discussed. If, for some good reason, this meeting cannot be attended, the parent/guardian must make arrangements to meet with the Principal or Athletic Director for this purpose.

This meeting will be held shortly after the new school year opens and the students involved will be informed at the school.

TITLE IX AND TITLE VI GRIEVANCE PROCEDURE

A. Any person who has a complaint alleging that Independent School District #2907, Round Lake/Brewster, are not complying with their policy pursuant to Title IX and Title VI of the Civil Rights Act of 1964 or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Superintendent of schools who has been designated to handle such complaints.

B. The Superintendent shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by him/her and such decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.

C. If the Superintendent finds that the complaint is justified he/she shall initiate action to rectify the complaint.

D. If he finds that the complaint is not justified, he shall so notify the complainant in written communication.

E. If the complainant is not satisfied with the findings of the Superintendent, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the chairperson of the Board of Education no later than 15 days after receipt of the written decision of the

Superintendent.

F. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify and may request that others testify in the complainant's behalf. The Superintendent will present the findings of the investigation called for in Step B.

B. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.

G. If the complainant is not satisfied with the decision of the board, appeal may be made to one or more of the following offices:

Director of the Office  
For Civil Rights  
300 South Wacker Drive  
Chicago, IL 60606

Comm. Of Human Rights  
200 Capitol Sq.Bldg.  
St. Paul, MN 55101  
(612) 296-5663

Equal Employment Opportunity Commission  
Regional Office, 342 N. Water Street  
Milwaukee, Wisconsin 53202 224-1111

#### MINNESOTA WEAPONS-FREE SCHOOL ZONE RESOLUTION

A. Gun Free Schools Act of 1994, 20 U.S.C. 8921

1. Definition of weapon

The Act covers any weapon (including a starter gun) which is designated to or may readily be converted to expel a projectile by the action of an explosive. 18 U.S.C. 921

2. Mandatory Expulsion for Regular Education Students

Students may be expelled from school for a period of not less than one year in the event they bring a weapon to school. 20 U.S.C. 8921 (b)

3. Students with disabilities

Students with disabilities shall be disciplined in accordance with requirement of Part B and the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act.

B. Modification to Pupil Fair Dismissal Act

During the 1995 legislative session, the Minnesota Legislature amended the Pupil Fair Dismissal Act to conform to federal legislation requiring expulsion of students who bring firearms to school for a period of at least one year. The new Minnesota amendments provide that:

1. A student who brings a firearm to school must be expelled for one year, except that the school board may modify this expulsion requirement for a pupil on a case-by-case basis. Minn. Stat. 121A.44 (a)

2. The Minnesota law refers to the federal law for purposed of defining "firearm."

C. Minnesota Weapons-Free School Zone

1. The Criminal Statute: It is a crime to possess a dangerous weapon on school property. Legislative amendments to Minn. Stat. 609.66 have expanded the law to prohibit the using or brandishing of a replica firearm or BB gun on school property. School property is defined as school building and grounds, and the area within a school bus. Minn Stat. 609.66, Subd. 1d.

The Minnesota criminal law reads as follows:

(a) Whoever possesses, stores, or keeps a dangerous weapon or uses or brandishes a replica firearm of a BB gun on school property is guilty of a felony and may be sentenced to imprisonment for not more than two years or to a payment of a fine of not more than \$5,000, or both.

(b) Whoever possesses, stores, or keeps a replica firearm or a BB gun on school property is guilty

of a gross misdemeanor.

Prepared by Minnesota School Boards Association July 1993

ATTENTION

INDEPENDENT SCHOOL DISTRICT #2907 POLICY AGAINST RELIGIONS,  
RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at Independent School District #2907 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender
  - a. name calling, jokes or rumors;
  - b. pulling on clothing;
  - c. graffiti;
  - d. notes or cartoons;
  - e. unwelcome touching of a person or clothing;
  - f. offensive or graphic posters or book covers; or
  - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment of violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. A report form is available upon request at the Superintendent's office in the above mentioned school offices.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT  
AND VIOLENCE ARE AGAINST THE LAW.  
DISCRIMINATION IS AGAINST THE LAW.

CONTACT: Superintendent  
(Human Rights Officer)  
915 4<sup>th</sup> Ave.  
Brewster, MN 56119  
1-507-842-5951



## HARASSMENT AND VIOLENCE

### I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School Districts 516 and 513 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School Districts prohibit any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School Districts to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or person subject to the supervision and control of the District).

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School Districts to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

The School District in which the offense took place will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

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

A. SEXUAL HARASSMENT; DEFINITION. Sexual harassment consists of unwelcome advances, requests for sexual favors, sexual motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when

- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- (ii) 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
- (iii) 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.

Sexual harassment may include but is not limited to:

- (i) unwelcome verbal harassment or abuse;
- (ii) unwelcome pressure for sexual activity;
- (iii) 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 person or property.
- (iv) unwelcome sexual behavior or word, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (v) unwelcome behavior or words directed at an individual because of gender.

B. RACIAL HARASSMENT: DEFINITION. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

C. RELIGIOUS HARASSMENT; DEFINITION. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.

D. SEXUAL VIOLENCE; DEFINITION. 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 Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. RACIAL VIOLENCE; DEFINITION. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to race.

F. RELIGIOUS VIOLENCE, DEFINITION. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to religion.

G. ASSAULT; DEFINITION. Assault is:

- (i) an act done with intent to cause fear in another of immediate bodily harm or death;
- (ii) the intentional infliction of or attempt to inflict bodily harm or death;
- (iii) the threat to do bodily harm to another with present ability to carry out the threat.

### III. REPORTING PROCEDURE

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or

written reports of religious, racial or sexual harassment or violence at the building level. Any adult School District personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complainant.

B. In the District. The School Board hereby designates the Superintendent as the School District Human Rights Officer to receive reports of complaints of religious, racial or sexual harassment or violence. If the complaint involves the Human Rights Officer, the complaint shall be filed directly with the Superintendent. \*

The School District shall conspicuously post the name of the Human Rights Officer including mailing address and telephone number.

C. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. 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.

\*In some School Districts the superintendent may also be the Human Rights Officer. If so, an alternative individual should be designated by the School Board.

#### IV. INVESTIGATION

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

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) of circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

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.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an

investigation of alleged religious, racial or sexual harassment or violence.

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 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 policy.

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 action against any pupil, teacher, administrator or other school personnel who retaliates against any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### 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.

#### VIII. HARASSMENT OR VIOLENCE AS ABUSE

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. 629.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

#### IX. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each building in areas accessible to pupils and staff members.

B. This policy shall appear in the student handbook.

C. The School District will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

### **HAZING PROHIBITION**

#### 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. This policy applies to behavior that occurs on or off school property and during and after school hours.

E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

## III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affect the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, class 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.

C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.

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

## IV. SCHOOL DISTRICT ACTION

A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The school district may take immediate steps, at its discretion, to protect the complainant,

reporter, students, or others pending completion of an investigation of hazing.

C. Upon completion of the investigation, the school district will take appropriate action. Such action may include but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulation.

#### V. REPRISAL

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

#### VI. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's building and staff handbook, starting at the 1998-99 school year.

LEGAL REFERENCES: Minn. Stat. #127.465 (Hazing Policy)  
Minn. Stat. #127.39 (Pupil Fair Dismissal Act)

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 506 (Student Discipline)  
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Adopted: Brewster Dist. #513 11-11-97 – Round Lake Dist. #516 11-19-97

#### PROMOTION AND RETENTION POLICY

**In general, if a student in grades 6-8 is not mastering the material taught at his instructional level (not grade level), and is not being responsible for his/her assignments, the student will not be promoted with his/her age group.**

#### FIRE AND TORNADO DRILLS

Fire and tornado drills are held periodically. Each room has an escape plan that is to be followed. Disorderly conduct during fire drills or the tampering of fire apparatus by students will result in severe disciplinary action.

INDEPENDENT SCHOOL DISTRICT 2907  
ROUND LAKE/BREWSTER PUBLIC SCHOOL  
Series number ESU-DP10 Date of Adoption 9/9/86

PUBLIC NOTICE

ANNUAL NOTIFICATION OF RIGHTS, PROTECTIONS, AND PRIVACY OF STUDENT RECORDS,

Pursuant to the requirements of ROUND LAKE/ BREWSTER School District's Policy on data privacy regarding the "Protection and Privacy of Student Records" and the requirements of Federal law (45 Code of Federal Regulations Section 99.6) the following constitutes the School District's Annual Notification to parents and students regarding data privacy practices of the school district.

The School District has adopted a Student Records Data Privacy Policy incorporating state and federal requirements as to data privacy rights in student educational records. In summary the policy provides:

A. Privacy Rights

Educational information which is collected on all students such as standardized tests (ESU-DP) will be obtained without the prior written permission of the student's parent, guardian, or the eligible student if he or she is eighteen or over or attends a post-secondary institution. This type of information is collected to assist in educational planning or evaluation. The parents, guardian, or eligible student are not legally required to allow the collection of this information. However, if the parent, guardian, or eligible student refuses to allow the school to collect the information, the school will be unable to adequately plan and evaluate the educational program of the student in question. Under limited circumstances, specific person or entities such as the State Department of Education are authorized to review this information without the consent of the parents, guardian, or eligible student. These exceptions are set out in Policy 505.1 R. In general, however, educational records which identify or could be used to identify a student, other than directory information, may not be released to members of the public without the written permission of the student's parent, guardian, or the eligible student. Copies of the ROUND LAKE/BREWSTER School District's data privacy policies and all forms used to comply with the Data Privacy Laws are available in the district office on request.

B. Inspection of Records

Parents of a student or a student who is 18 or older may request to inspect and review any of the student's educational records except those, which are, by state or federal law, made confidential. The school district will comply with the request immediately, if possible, and if not, within five days exclusive of weekends and holidays. In certain circumstances an additional five days may be required in order to comply. Copies of records may be obtained at \$.10 per page.

C. Challenge of Accuracy of Records

A parent of student age 18 or older who believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student, may request that the School District amend the record in question.

If the Superintendent, within a period of 30 days, declines to amend the record as requested, the parent or student who is 18 or older will be advised in writing of their right to request and obtain a hearing.

If either the Superintendent or, after hearing, the hearing officer appointed by the School Districts, determines that the record in question is inaccurate, misleading, incomplete or violates the privacy or other rights of the student, the record will be amended, the parents or student age 21 or older will be notified of the change, and an attempt will be made to notify past recipients of the data.

If, as a result of the hearing, it is determined that the challenged record is not inaccurate,

misleading, incomplete or in violation of the privacy or other rights of the student, the parent or student of age 18 or older will be notified of their rights to place a statement with the record commenting upon it and setting out any reason for disagreeing with the decision of the School District.

The decision of the Superintendent or hearing officer is the final decision of the School District and may be appealed under the provisions of the State Administrative Procedure Act, Minn Stat. C 15, relating to contested cases.

D. Transfer of Records to Other Schools

Independent School Districts No. 2907 forwards educational records of students to other school and school districts in which a student seeks or intends to enroll upon request of the school or school district. A parent or student who is 18 years of age may request and receive a copy of the records, which are transferred and may, pursuant to this policy, challenge the accuracy of the records. However, any request for copies of or challenges to records transferred must be received prior to the forwarding of records. The district does not, however notify parents or students of age 18 or older prior to such transfer.

E. Complaints for Non-Compliance

Parents and students of age 18 or older may submit written complaints of violation of rights accorded them by 20 U.S.C. Section 1232 (g) to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Room 4511, Switzer Bldg., Washington D.C. 20202

This review of the data privacy rights of students and parents in the educational records maintained by Independent School District 513 and Independent School District 516 is intended only to be a summary of the provisions of School District Policy on data privacy and applicable state and federal law.

Requests for copies of the Policy and questions should be addressed to:

Jerry Luinenberg  
Brewster, MN 56119

Diane Larson  
Round Lake, MN 56167

Superintendent  
Round Lake/Brewster Public School  
Round Lake, MN 56119

**SPECIAL EDUCATION**

***Children may be eligible for special instruction services if they are between the ages of birth and 22, have not graduated from high school, and have a significant disability in one or more areas identified by the Minnesota Department of Education. Any person who is aware of a child who appears to need special services should contact the local school district. If an educational assessment is determined to be necessary, the parents/guardians will be involved and informed of the learners' need and special instruction and services that may be provided. Any parent/guardian or person who has questions may contact the Director of Special Education, SW/WC Co-op, Box 265, Windom, MN 56101.***

***Copies of the SWCS Co-op's data privacy policy are available at the local school districts or the Red Rock Ridge office. Any questions you have concerning the policy should be referred to the Director of Special Education.***



### INFORMATION REGARDING SECTION 504 of the REHABILITATION ACT of 1973

Section 504 is an Act, which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment

In order to fulfill its obligation under Section 504, the RL/B Public Schools recognize responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices of the school system.

If the parents or legal guardian disagrees with the determination made by the professional staff of the district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specifies rights related to educational records. This Act gives the parent or guardian the right to:

- (1) inspect and review his/her child's educational records;
- (2) make copies of these records;
- (3) receive a list of all individuals having access to those records;
- (4) ask for an explanation of any item in the records;
- (5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and
- (6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please contact the Round Lake/Brewster School at (507) 842-5951.

### TENNESSEN POLICY

(Periodic Tennesen Warning to Students and Parents)

The parents would be advised that:

1. Students attending school in the Round Lake/Brewster school districts will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions, and questions during the course of classroom activities.
2. The information will be collected by the school districts in order to evaluate the student's current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her education program.
3. Students are not required by any law or regulation to supply data. However, the school districts expect and require that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school districts from assessing the student's needs and incorporating the student's preferences into the student's education program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade being given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district employee's investigation on an alleged rule violation may result in action being taken without benefit of information they could have provided.
4. Data collected will be provided to school personnel having a legitimate education interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

Date adopted: Brewster 12-9-97

Round Lake 12-17-97

### STUDENT DISCIPLINE: REASONABLE FORCE

It is the policy of the RL/B Schools that the reasonable force standard be followed.

Subd. 1. Reasonable force standard. Allows for use of reasonable force by a teacher, school employee, school bus driver, or other agent of the district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

Subd. 2. Civil liability. Provides for a defense against a civil action for damages under section 123B.25 when reasonable force is used within the lawful authority of a teacher, school employee, school bus driver, or school employee.

Subd. 3. Criminal prosecution. Provides for a defense against a criminal prosecution under section 609.06, subdivision 1, when reasonable force is used within the lawful authority of a teacher, school bus driver, or school employee.

Subd. 4. Supplementary rights and defense. Provides that any right or defense in this section supplements those specified in 121A.58, 121A.67, 123B.25, or 609.06, subdivision 1.

Data Adopted: 7-17-00

NOTICE TO STUDENT WITNESSES

Name of Student: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ Date: \_\_\_\_\_ School: Round Lake/Brewster

1. You are being interviewed by \_\_\_\_\_.
2. The purpose of this interview is to collect information regarding possible violations of school rules and policies relating to \_\_\_\_\_

\_\_\_\_\_.

3. The information collected may be used by the School Districts in administration proceedings and disciplinary actions including suspensions, expulsions or other actions. The information may also be used in civil litigation (law suits) or other similar proceedings.

4. You are not legally required to provide any information in this interview.

5. Your failure or refusal to provide information in the interview may result in the School Districts being unable to adequately investigate the allegations, and may result in having decisions made based on incomplete information without your input.

6. You may ask to have your parent or guardian present during the interview.

7. The information which you provide during this interview may be released to the Minnesota Department of Education, The Minnesota Attorney General's Office, Law Enforcement, the Minnesota Department of Human Rights, your parents, School District administrators, and teachers, the School Board and other individuals, including other students, directly or indirectly involved in the matters discussed.

For more information regarding this matter, parents may contact:  
Superintendent of Round Lake-Brewster Schools at 507-842-5951

Date adopted: Brewster 12/9/97