STUDENT HANDBOOK
2018-2019

Les Bork
Principal

Jason Boll
Assistant Principal

2025 Texas Avenue South
St. Louis Park, MN 55426

School Information: 952-928-6300

24 Hour Attendance Hotline: 952-928-6394 or msattendance@slpschools.org
www.slpschools.org/ms

Student Name_____________________________________________________

OT Teacher & Room #_____________________________________________

GO Teacher Quarter 1_____________________________________________

Quarter 2_________________________________________________________

Quarter 3_________________________________________________________

Quarter 4_________________________________________________________

2:15 pm________

3:00 pm________

4:30 pm________

After-school Bus
The aim of all IB programmes is to develop internationally minded people who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

As IB learners we strive to be:

**INQUIRERS**
We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

**KNOWLEDGEABLE**
We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

**THINKERS**
We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

**COMMUNICATORS**
We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

**PRINCIPLED**
We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

**OPEN-MINDED**
We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

**CARING**
We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

**RISK-TAKERS**
We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

**BALANCED**
We understand the importance of balancing different aspects of our lives—intellectual, physical, and emotional—to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

**REFLECTIVE**
We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

The IB learner profile represents 10 attributes valued by IB World Schools. We believe these attributes, and others like them, can help individuals and groups become responsible members of local, national and global communities.
Create a peaceful, caring learning community that promotes intercultural respect

Engage students in rigorous academics, relevant inquiry and meaningful action

Ignite individual growth and lifelong learning
St. Louis Park Middle School Handbook

The staff at SLPMS welcomes you to the 2018-2019 school year. The purpose of this handbook/agenda is to inform students and parents/guardians of school policies and procedures, to assist students in organizing their work, and to improve communication between home and school. Shortly after the start of the school year, all students will review the policies contained in this student handbook. In addition, it is important that students discuss these policies with their parents/guardians so that everyone understands them clearly. **The staff encourages parents to set up a schedule for reviewing the agenda with their student on a regular basis.** This will help to ensure the everyday use of the agenda and foster communication between home and school.

“All teachers have the right to teach and all students have the right to learn.”

Your school exists to help you learn. At St. Louis Park Middle School, you will develop many new talents, and learn to use those talents to make life more enjoyable and valuable. Maintaining a positive learning environment is essential, and appropriate behavior will be expected of all students. In order to make progress toward this goal it is necessary to establish rules for an orderly school. The school will help all students develop and maintain a high standard of behavior, a strong sense of responsibility, and high degree of self-discipline. If a student fails to display these characteristics, disciplinary action and supportive measures will be taken to help the student achieve these goals. It is the duty of every member of our school community to know and live within these rules.

**Attendance**

Consistent attendance is critical for school success. Students are expected to be in school everyday, on time, unless there is a legitimate reason to be absent. Students are excused for absences related to illness, family emergencies and religious holidays. Students are not excused for missing the bus or oversleeping. The school reserves the right to determine if an absence is excused.

**Attendance Reporting Line:**
952-928-6394  
or email msattendance@slpschools.org

Absences must be reported to the 24-hour attendance line before 9:30 a.m. If parents/guardians do not report an absence via phone, students are expected to bring a note the following day indicating the reason for the absence. Please use the attendance line only for daily absences, vacation or late arrival.

Students who need to leave school early due to illness, an appointment, or any other reason, must check out through the Health Office or the Front Office. Parents should not use the attendance line for a student leaving early. A note should be sent with the student and brought to the front office prior to the start of school. A pass then will be given to the student to leave class at the designated time. Parents must come into school and sign-out their student.

**Students are not allowed to leave the building without being excused through the office.**

It is the student’s responsibility to make arrangements with teachers for make-up work promptly upon return to school after an absence. Homework requests for longer absences should be made through email to the individual teachers. It may be necessary for a student to spend time after school to make up work that was missed during an extended absence.

**Truancy**

Students who are absent from school for unexcused reasons or whose parents/guardians expect them to be in school and they choose not to attend are considered truant. Contact will be made with parents/guardians of students who are truant. Appropriate support services and/or consequences will be assigned for truancy. Repeated violations of this law will result in a referral to the Hennepin County Truancy System.

**Tardiness**

Every minute counts with learning. Students are expected to arrive to school and to each class on time, prepared and ready to learn. Tardiness is disruptive and reduces learning time. Students who are excessively tardy will be assigned discipline.

A student who is late to school must sign-in at the Student Services Office before going to class. A parent note or phone call is required to excuse a late arrival.

**Student Services**

Student Services: 952-928-6301 or 952-928-6310

The primary focus of Student Services is to assist students, faculty and parents/guardians in facilitating learning. A grade-level dean and a school counselor are available to assist students in a variety of areas including general counseling, academic advising, schedule changes, attendance issues, discipline and mediation.

Grade 6 Dean: Delana Brinkman  952-928-6303  
Grade 7 Dean: Gina Magnuson  952-928-6306  
Grade 8 Dean: Randy Zutz  952-928-6305  
School Social Worker: Kara Fahey  952-928-6389  
Licensed School Counselor:  
Theresa Weber-Sexton  952-928-6295

**Assessments**

The middle school assesses student progress at various times during the school year. The measures that are used are Measures of Academic Progress (MAP) in the fall and the Minnesota Comprehensive Assessment (MCA) in the spring.

Teachers also assess student learning using formative and summative assessments.
Formative: learning that leads up to the summative. Often consists of homework and classwork. These tasks count as 20% of the student’s grade.

Summative: culmination of learning. These tasks count as 80% of the student’s grade.

Incomplete: work that has not been turned in or completed. This scoring mark computes as 50% and can be changed once work has been turned in or completed.

Re-Takes: students are allowed a re-take on a summative assessment. The process (quantity, format, etc.) is at the discretion of the teacher.

Universal Grading Scale/IB Conversion Chart

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>8</td>
<td>A+</td>
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<tr>
<td>7</td>
<td>A</td>
</tr>
<tr>
<td>6</td>
<td>B+</td>
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<td>5</td>
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<td>3</td>
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<td>2</td>
<td>D+</td>
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<tr>
<td>1</td>
<td>D</td>
</tr>
<tr>
<td>0</td>
<td>F</td>
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</tbody>
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Student Learning Resources:
GO: is an enrichment class every Thursday from 9:08-9:58 a.m. for all students. Intensive support for math, reading, and science, dependent on each student’s need, is also provided.

Ninth Hour: From 2:15-2:55 p.m. every day except Wednesday. Teachers can assign students to complete specific assignments, projects or assessments. The 3:00 p.m. bus is available for students who participate.

Grade Reporting
PowerSchool is our online reporting system. Grades, attendance and report cards can be accessed at slpschools.powerschool.com. Please contact the Student Services Office for user and password information at 952-928-6301. Due to online access, paper report cards are not sent home.

Conferences
Parents are encouraged to attend parent/teacher conferences in the fall and spring. Students who are experiencing difficulty in any class are encouraged to seek assistance from the teacher. Additional conferences can be arranged by contacting the teacher or assigned dean.

Lockers
Each student will receive a locker for use during the year. Lockers are not to be used for storage of illegal or dangerous items. For safety purposes, valuable items should not be stored in lockers. Each student is to use his/her own locker, and students are not to share combinations with classmates. The school provides these lockers for students, and it reserves the right to inspect student lockers. Random locker clean outs and locker checks will occur during the school year. If a locker is not working properly, it should be reported to Student Services.

Health Services
Health Office: 952-928-6311

Illness or Injury
Students who become ill or injured during the school day are to get a pass from their teacher and report to the Health Services office. Staff will notify parents/guardians if students are in need of medical care or need to be taken home because of illness or injury. Parents/guardians are requested to provide transportation home as soon as possible when the need arises. All students are to return a health History/Emergency Contact form completely filled out by the parent/guardian so that the school is able to contact the necessary person in the event of an emergency. Parents are to notify the Health Office when any health or contact information changes. Please note that the school does not carry insurance covering student accidents or injuries.

Prescription Medications
Medications prescribed by the doctor must be brought to the Health Services office in the original prescription bottle along with written doctor’s orders and a note signed by the parent/guardian requesting that the medication be given at school. Medications brought in plastic bags or envelopes cannot be accepted. Students may carry an asthma inhaler during the school day if Health Services has received:

1. a written doctor’s order
2. a note from the parent/guardian
3. and if the inhaler is marked with a prescription label

In addition, an extra inhaler should be kept in the health services office to use in an emergency since health service personnel do not have access to students’ lockers.

Non-Prescription Medications
Health Services does not stock over-the-counter medication for student use, thus all medication must be supplied from home. Medication must come in the original container with a written note from a parent/guardian stating when and how much the student is to take. Medication in plastic bags or envelopes cannot be accepted. Medication may NOT be kept in students’ lockers or on their person. Please call the Health Service office if you have any questions regarding medications.

Library Media Center (LMC)
Library Media Center: 952-928-6341

A green Library Media Center pass is required for access to the LMC. You may obtain a green pass from your classroom teacher. Before and after school use of the LMC is considered an extension of the school day. All school rules apply.

The LMC collection includes a wide variety of print resources in addition to several online databases. The library catalog is accessible from home or other remote locations without a password. Online
databases may be accessed from home or other remote locations using the following login/user names and passwords.

**BrainPop**
User: slpmiddleschool
Password: slpms

**Culture Grams**
User: slpms
Password: lmc

**Discovery Education Streaming**
User: missstudent283
Password: orioles

**EBSCO (ELM) collections**
User: slpschools
Password: slpjhs

**Encyclopedia Britannica Online**
User: slpschools
Password: slpjhs

**Gale (ELM) collections**
Password: elm4you

**ProQuest (ELM) newspapers**
Account name: slpschools
Password: WELCOME

**PowerSchool Student**
Login: __________________________
Password: __________________________

**Schoology**
To access Schoology accounts from home, students log into their SLP Google Apps account, then open a new tab and click on the Schoology (for Students and Staff) link down the right "Find it Fast" menu on the Middle School website homepage.

Contact Greg Holmbeck for account set-up at holmbeck.gregory@slpschools.org or 952-928-6338.

### Additional Information

**Oriole Times**
Oriole Times is an electronic tool designed for school staff to communicate to parents and families information regarding schedules, events, and news. This newsletter is emailed to the address provided to the school district. All submissions to the Oriole Times are made through the Main Office.

**Visitors**
Parents/guardians are always welcome and encouraged to visit and/or volunteer at SLPMS. A visitor’s pass will be issued upon check-in at the Main Office. Student guests are not allowed. Check the St. Louis Park Middle School website to arrange a visit for prospective students.

**School Site Council**
The Site Council meets monthly and consists of parents and staff. This organization reviews school procedures and budget allocations. The members also review the strategic plan for teaching and learning at the middle school. Questions about the Site Council should be directed to the Main Office at 952-928-6300.

### Volunteers
SLPMS staff and Site Council welcome the assistance of volunteers. Anyone wishing to help students and staff may contact the Main Office at 952-928-6300.

**“Good Standing” Requirements for Participation**
SLPMS provides educational activities (including fieldtrips) and extra-curricular opportunities for students designed to enhance the learning experience. Students must be in “good-standing” both academically and behaviorally to participate in these activities. Teachers may set criteria for participation in field trips. Specific behavior requirements must be met in order to participate in school parties and events. These criteria and requirements are communicated in advance of the events.

**Consent for Release of Student Information**
Certain information is considered “public” under state and federal laws. Unless parents give specific instructions to the contrary, the following student information may be published in building newsletters, district publications, community newspapers, etc. Schools must also give out this information to anyone who requests it. This public information includes name, address and phone number, date and place of birth, date of attendance, and pictures of school approved publications, newspapers, and videotapes. If you do not wish this information to be given out about your child for the 2018-2019 school year, please contact the office at 952-928-6395. Remember, if you choose not to have this information given out, your child will not appear in the yearbook.

**Lost and Found Articles**
Students who have lost items may inquire at the Main Office. Unclaimed items are periodically donated to charitable organizations. If students find lost items, they are expected to turn them in to the Main Office.

**Substitute Teachers**
Substitute teachers provide a valuable service to our school. Students are expected to be cooperative, complete work and follow all school policies.

**Emergency/Drill Procedures**
During an emergency or a drill, students must stay with their assigned staff person and proceed in an orderly fashion to the designated area. Students should be aware of the posted instructions in each room and listen carefully to directions from staff.

**Cafeteria**
Breakfast is served daily until 7:25 a.m. Students who arrive on a late bus and wish to eat breakfast should get a pass from the staff in the foyer. Students are not permitted to leave the school building during the lunch period. Students should go directly to the cafeteria and remain in the cafeteria during the entire lunch period.
Food lines and snack bar items are available for purchase using a student account. **Students are expected to clean up their area after eating, including bussing their trays and throwing away garbage.**

**School Equipment**
Certain academic classes will issue equipment and supplies to students to enhance their learning. Students are responsible for properly maintaining this equipment and must pay for lost or damaged property.

**After School**
Students are encouraged to stay after school to work with a teacher or participate in athletics or other extra-curricular activities. Students staying after school must be supervised by an adult. Unsupervised students are subject to disciplinary action.

SLPMS offers many clubs, activities, and athletics each quarter. For further information, see contact below:

- **Clubs** – facilitated by Community Education
  slpcommunityed.com or at 952-928-6399 or 952-928-6290

- **Activities** – facilitated by St. Louis Park Middle School staff and communicated via internal announcements and Oriole Times newsletter.
  slpschools.org/ms or at 952-928-6300

- **Athletics** – facilitated by athletic office.
  Registration takes place prior to each season.
  **Students must have a current physical on file to participate.** slpschools.org/ms or at 952-928-6345

**Activity buses** are provided at 3:00 p.m. for students who stay after school to work with a teacher. Another activity bus is available at 4:30 p.m. to take students home if they remain after school to participate in extra-curriculars. **A pass is needed to ride an activity bus.**

**Buses**
Transportation to and from school by bus is provided for students based on the distance they live from the school. Drivers have been charged with the responsibility of operating the bus according to safety rules. Students are urged to cooperate with this effort to furnish transportation that is both safe and efficient. The bus ride to and from school is a part of the school day, and school expectations and rules apply.

**Bus Infraction Guidelines:**
1) Parent notification, dean consultation to review safety guidelines and bus rules
2) Parent notification - assigned seating
3) Parent notification - bus suspension; 1 day - 2 weeks
4) Bus suspension: 1 - 3 weeks; parent notification
5) Individual bus plan; parent notification
   - Flagrant/dangerous behavior could result in immediate suspension
   - Student is responsible for any monetary damages to property

**Hallway Courtesy**
A student must have a staff-signed agenda or pass when in the hallway during class and after school. Students are expected to maintain a safe and courteous hallway environment. To this end, students are required to refrain from:
- Blocking the flow of traffic
- Running, pushing, and other “horseplay”
- Using profanity or making excessive noise
- Any other dangerous or discourteous conduct
- Eating and drinking

**Behavior Policy**
The District 283 School Board has adopted a district-wide behavior rights and responsibility policy. This policy specifically outlines consequences for inappropriate behavior during school. It is the intent of this policy to provide a fair and equitable school discipline process, which will enhance the safety and quality of students’ educational experiences at the middle school. This policy is included in this student handbook. Students are expected to comply with the provisions; failure to comply will result in disciplinary action. For an additional copy or more detailed explanation of the district-wide behavior policy, call the school office. Please note: A violation of school policy may also violate state/city law. School officials and the police may conduct dual investigations.

**School Board Policies**
All policies may be reviewed at the district website www.slpschools.org. Included in the final pages of this student handbook/agenda are the following policies:

- **Section 413 Harassment and Violence**
- **Section 501 Weapons** (partial policy in handbook)
- **Section 502 Search of Student Lockers, Desks, Personal Possessions and Student’s Person** (partial policy in handbook)
- **Section 514 Bullying Prohibition Policy**
- **Section 524 Internet Acceptable Use and Safety** (partial policy in handbook)
- **Section 526 Hazing Prohibition**
- **Section 529 Staff Notification of Violent Behavior** by Students (partial policy in handbook)
- **Section 531 The Pledge of Allegiance**

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**Glossary**

- **Staff Signed Agenda:** A pass issued by a teacher which authorizes a student to remain after school for a specific purpose.
- **Pass:** A card issued by a teacher which authorizes a student to move around campus during school hours.
- **Bus Suspension:** A suspension of a student’s right to ride the bus for a specified period of time.
- **Staff Notification:** A written notification sent to a student’s parents or guardians.

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**Contact Information**

- **Community Education:** slpcommunityed.com or 952-928-6399
- **Athletic Office:** slpschools.org/ms or 952-928-6300
- **Student Support Services:** slpschools.org or 952-928-6345
- **Oriole Times:** slpschools.org/ms or 952-928-6300

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- **Section 526 Hazing Prohibition**
- **Section 529 Staff Notification of Violent Behavior** by Students (partial policy in handbook)
- **Section 531 The Pledge of Allegiance**
Illegal Chemicals/Drugs
Use or possession of tobacco, alcohol or other non-prescribed drugs and/or drug paraphernalia is unlawful. This law applies to school buildings and grounds, the streets and properties adjacent to the school building, bus stops and school-sponsored activities. Students who violate this law should expect disciplinary action and police notification. The school district encourages a chemical health assessment for students using illegal drugs.

Personal Electronic Devices
SLPMS expects responsible use of personal electronic devices. During the school day (from 7:33 a.m. – 2:15 p.m.) all personal electronic devices may only be used with staff permission and supervision. This applies to school sponsored trips during the school day as well as after school.

Staff will confiscate items that are not being used responsibly. Failure to surrender an item may result in a suspension for insubordination.

The school does not assume responsibility for lost, stolen or broken property. The school will not investigate issues related to the above.

Appropriate Dress
Students are responsible for dressing in such a manner that is not disruptive or likely to disrupt the learning environment, is not a health and safety hazard, is not obscene, and is not sexually explicit, discriminatory or associated with threat/hate groups, including gangs. Clothing which displays references to alcohol, chemicals, tobacco or other products which are illegal for use by minors is not permitted.

- All students must wear shoes
- Hats/caps and headwear that limits the ability to identify students are not permitted
- Jackets and coats intended for outerwear must be kept in a locker

Physical Restraint/Redirection
In certain situations, especially when student or staff safety is concerned, it may become necessary for staff to physically redirect or restrain a student. These measures can be used with or without student consent when used by a staff member to exercise lawful authority to restrain or correct individual behavior. (For further information refer to the district’s Student Rights and Responsibilities Policy.)

Academic Honesty Policy
The full Academic Honesty Policy for St. Louis Park Middle School can be found on the school website by clicking on Our School, followed by IB-Middle Years Programme, followed by School Policies. It can also be found at this web address: goo.gl/D2M79j

Academic honesty is integrity in education. Showing academic honesty is a vital part of being an International Baccalaureate (IB) student as described by the learner profile attributes.

Academic misconduct involves any activity that provides a student with an unfair advantage in assessment including these briefly defined forms of cheating:

- **Plagiarism** - using work produced by someone else and submitting it as your own without giving credit where credit is due.
- **Duplication** - submitting the same piece of work for assessment in two or more different courses, without the consent of the teachers involved.
- **Copying** - using the work of another student, with or without their knowledge, and submitting it as your own.
- **Collusion** - helping another student(s) to engage in academic misconduct or knowledge of this happening with other students.

All consequences for academic malpractice infractions will be dealt with on a case-by-case basis by either teachers or front office or a combination of the two parties.
INDEPENDENT SCHOOL DISTRICT NO. 283

TITLE Student Discipline

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. We urge each parent or guardian and each student to review the material carefully and refer any questions to school staff members.

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 that 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. It is the position of the school district 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.

AREAS OF RESPONSIBILITY
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.

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.
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.

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.

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.

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.

Students
All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student conduct and this policy.

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.

STUDENT RIGHTS
All students have the right to:
6) Receive an education and the right to learn.
7) Receive the help they need from staff.
8) Feel comfortable in the school environment.
9) Get involved in school activities.
10) Choose to follow expectations while understand the resulting consequence.
11) Respect others, respect themselves, and stand up for the concept of respect.
12) Develop both academically and socially, at the appropriate times and situations.
13) Have a voice in the school through the Student Council and to the school administration.
14) Express themselves within reasonable limitation while ensuring the comfort of all students and staff in the school.
15) Hold own belief system without fear of discrimination.
16) Be treated as an equal peer among all students.
17) Speak freely and respectfully to all.
18) Understand school policy.

STUDENT RESPONSIBILITIES
All students have the responsibility:
19) For their behavior and for knowing and obeying all school rules, regulations, policies and procedures.
20) To attend school daily, except when excused, and to be on time to all classes and school functions.
21) To pursue and attempt to complete the courses of study prescribed by the state and local school authorities.
22) To make necessary arrangements for making up work when absent from school.
23) To assist the school staff in maintaining a safe school for all students.
24) To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct
themselves in accord with them.
25) To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect.
26) To be aware of and comply with federal, state and local laws.
27) To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate
with school staff as appropriate.
28) To respect and maintain the school’s property and the property of others.
29) 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.
30) To avoid inaccuracies in student newspapers of publications and refrain from indecent or obscene language.
31) To conduct themselves in an appropriate physical or verbal manner.
32) To recognize and respect the rights of others.

CONSEQUENCES
For each inappropriate behavior described, there are specific consequences for first, second and third violations. Those
consequences are shown as suspension for a specified number of days, exclusion or expulsion.

In the chart on the following pages, terms are defined in accordance with the Pupil Fair Dismissal Act of 1974.

(*) is defined as: Consequence for a violation may include but is not limited to, student conference, parent notification,
restitution, confiscation, detention, and suspension.

Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district
rule, which is also a violation of a law, the student may be referred to the police in addition to being dealt with as described
in this regulation.

Principals may use discretion in individual cases. Consequences for a specific offense may be more or less severe than
indicated if staff believe it is appropriate. This document is intended to be a guideline.

Except for serious offenses (such as fighting, assault or chemical violations), the accumulation of consequences shall count
for one school year only. All students begin each year with no carry-over with the exception with the above mentioned
offenses.

SPECIAL EDUCATION
Students who are currently identified as disabled under IDEA or Section 504 will be subject to provisions of this policy,
unless the student’s IEP or 504 plan specifies a necessary modification.
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. Our district is committed to employing restorative practices whenever appropriate and possible. Any student who engages in any of these activities may be disciplined in accordance with this policy. Offenses identified by an asterisk (*) include, but are not limited to, a student conference, parent notification, restitution, confiscation, detention, in-school suspension, suspension or expulsion. School district administrators may use discretion in determining the appropriate disciplinary consequences in individual cases, including consequences, which are not specifically listed, such as conflict resolution. Thus, while these examples provide a guide as to possible disciplinary consequences, consequences for a specific offense may be more or less severe or may differ than those consequences shown. A complete copy of the school district’s Student Rights and Responsibilities Policy may be obtained from the building administrator’s office. This policy applies to all school building, school grounds and school property; school-sponsored activities or trips; school bus stops; school busses, 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. School administration reserves the right to refer any incident to proper authority. Pursuant to the School District’s Student Record Policy, the School District shall forward information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, or disciplinary action resulting in a suspension or expulsion, to officials of other schools or school districts in which a student seeks or intends to enroll.

<table>
<thead>
<tr>
<th>INAPPROPRIATE BEHAVIOR</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. <strong>Alcohol or Chemicals, Possession, Use or under the influence</strong>  – Possessing, using or being under the influence of any narcotic, drug or controlled substance (without prescription), alcohol or other mood-altering substance where is prohibited. (Any prescription medication a student is required to take, with the exception of prescribed inhalers or prescribed non-syringe injectors of epinephrine, must be left with and administered by the school nurse, in accordance with School Board Policy 516 – Student Medication. This includes inappropriate use of over-the-counter medications and look-alike substances. This also includes paraphernalia or look-alike paraphernalia.</td>
<td>grades K–5 1 day susp.</td>
<td>grades 6–12 3 day susp.</td>
<td>move to expel</td>
</tr>
</tbody>
</table>


2. **Alcohol/Chemicals, Possession With Intent to Distribute or Sell** – Selling or distributing, or intending to sell or distribute, alcohol or any narcotic, drug, controlled, look-alike or other mood-altering substance is prohibited. This includes paraphernalia or look-alike paraphernalia. This also includes a student sharing/selling prescription medication or over-the-counter medication for inappropriate use with another student.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>1 day susp.</th>
<th>3 day susp.</th>
<th>5 day susp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>grades K–5</td>
<td></td>
<td></td>
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<tr>
<td>grades 6–12</td>
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</tbody>
</table>

3. **Arson** – Destruction or damage to school or district buildings or property by means of fire.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>3-5 day susp.</th>
<th>5 days or move to expel</th>
<th>move to expel</th>
</tr>
</thead>
<tbody>
<tr>
<td>grades K-5</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>grades 6-12</td>
<td></td>
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</tr>
</tbody>
</table>

4. **Assault, Physical** – Intentionally inflicting bodily harm upon another person or attempting to inflict bodily harm.

<table>
<thead>
<tr>
<th>Action Description</th>
<th>1 day susp.</th>
<th>3 day susp.</th>
<th>5 day susp.</th>
<th>move to expel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon a student</td>
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<tr>
<td>or staff member</td>
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<tr>
<td>- grades K–2</td>
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<td></td>
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<tr>
<td>- grades 3–5</td>
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<tr>
<td>- grades 6–8</td>
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<tr>
<td>Upon a student</td>
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<tr>
<td>or staff member</td>
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<tr>
<td>- grades 6–8</td>
<td>1-3 day suspension</td>
<td>3-5 day susp.</td>
<td>move to expel</td>
<td></td>
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<tr>
<td>- grades 9–12</td>
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<tr>
<td>Upon a staff member</td>
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<tr>
<td>- grades 6–8</td>
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<tr>
<td>Upon a student</td>
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<tr>
<td>or staff member</td>
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<tr>
<td>- grades 9–12</td>
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</tbody>
</table>

5. **Assault, Verbal** - Verbal confrontation with a student or staff member which causes or could cause fear. The language could be but is not limited to, language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people.

<table>
<thead>
<tr>
<th>Action Description</th>
<th>1 day susp.</th>
<th>3 day susp.</th>
<th>5 day susp.</th>
<th>move to expel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon a student</td>
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<tr>
<td>or staff member</td>
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<tr>
<td>- grades K–2</td>
<td>*</td>
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<tr>
<td>- grades 3–5</td>
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<td>- grades 6–8</td>
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<tr>
<td>Upon a student</td>
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<tr>
<td>or staff member</td>
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<td>- grades 9–12</td>
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<tr>
<td>Upon a student</td>
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<tr>
<td>or staff member</td>
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<tr>
<td>- grades 9–12</td>
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</tbody>
</table>
6. **Bullying** – Doing something hurtful or mean toward another person. Often it is repeated over time. Examples include but are not limited to dumping binders, teasing, harassing, gossiping, intimidating, excluding, cyber bullying, etc. This prohibition also applies to students who, by their indirect behavior, condone or support another student’s act of bullying.

<table>
<thead>
<tr>
<th><strong>Non-physical bullying</strong> – grades K-5</th>
<th>1-3 day susp.</th>
<th>*</th>
<th>1 day susp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>grades 6-8</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>grades 9-12</td>
<td></td>
<td></td>
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</tr>
<tr>
<td><strong>Physical bullying</strong> – grades K-5</td>
<td>3 day susp.</td>
<td>*</td>
<td>1 day susp.</td>
</tr>
<tr>
<td>grades 6-8</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>grades 9-12</td>
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</tbody>
</table>

7. **Burglary** – Entering a district building or any district property without consent or when closed to the public for the purpose of committing a crime, either directly or as an accomplice.

<table>
<thead>
<tr>
<th><strong>grades K-5</strong></th>
<th>*</th>
<th>move to expel</th>
<th>move to expel</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>grades 6-12</strong></td>
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</tbody>
</table>

8. **Careless Act** – Committing a careless act, which inflicts bodily harm, or attempts to inflict bodily harm, upon another person, even though accidental or a result of poor judgment.

<table>
<thead>
<tr>
<th><strong>grades K-5</strong></th>
<th>*</th>
<th>1 day susp.</th>
<th>3 day susp.</th>
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</thead>
<tbody>
<tr>
<td><strong>grades 6-12</strong></td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
</tbody>
</table>

9. **Dishonesty - Academic** - Academic dishonesty includes but is not limited to cheating on a school assignment or test; copying someone else's work or allowing one's work to be copied; revealing test content, questions or answers; altering answers, scores or records, plagiarizing or collusion. This includes the use of technology to accomplish this end.

<table>
<thead>
<tr>
<th><strong>grades K-2</strong></th>
<th>*</th>
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<th>*</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>grades 3-5</strong></td>
<td></td>
<td></td>
<td>1 day susp.</td>
</tr>
<tr>
<td><strong>grades 6-8</strong></td>
<td>1 day susp.</td>
<td>1-3 day susp.</td>
<td>3-5 day susp.</td>
</tr>
<tr>
<td><strong>grades 9-12</strong></td>
<td>1-3 day susp.</td>
<td>3-5 day susp.</td>
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</tbody>
</table>

** Academic consequences may also be assigned
10. **Disruptive Behavior** – Disruptive behavior means acts that disrupt or threaten to disrupt the educational process in the classroom, hallway or other area of the school or at any school function, including but not limited to disobedience and disrespectful behavior.

   grades K-12

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12. **Driving, Careless or Reckless** - Driving any motorized or non-motorized vehicle on school locations in such a manner as to endanger people or property is prohibited.

   grades 9-12

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<table>
<thead>
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<tbody>
<tr>
<td>*</td>
<td>1-3 day susp.</td>
</tr>
<tr>
<td>May include revocation of parking permit (without refund)</td>
<td>May include revocation of parking permit (without refund)</td>
</tr>
</tbody>
</table>

   3-5 day susp.

May include revocation of parking permit (without refund) 1-3 days susp.

1 day susp.

3 day susp.

5 day susp. or move to expel

move to expel

1 day susp.

3 day susp.

5 day susp. or move to expel

move to expel

13. **False Reporting** – The staging or reporting of dangerous or hazardous situations. (i.e. a riot, armed intruder, bomb threat, fire,) that do not exist.

   grades K-2

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<tbody>
<tr>
<td>*</td>
<td>1-3 days susp.</td>
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</table>

   1-3 days susp.

   move to expel

   3-5 day susp.

   move to expel

   move to expel

   move to expel

   move to expel

14. **Fighting** - Physical conflict in which both parties have contributed to the situation. Engaging in any form of fighting is prohibited, regardless of who initiated the fight or whether the student believes he/she was acting in self-defense. This prohibition includes hitting, slapping, pulling hair, biting, kicking, scratching or any other acts in which a student inflicts or attempts to inflict bodily harm on another person.

   grades K-2

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<tbody>
<tr>
<td>*</td>
<td>1 day susp.</td>
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</table>

   1 day susp.

   3 day susp.

   5 day susp. or move to expel

   move to expel

   move to expel

   move to expel

   move to expel

   move to expel

   move to expel

   move to expel

   move to expel
<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Period of Suspension</th>
<th>Sanction</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>grades 9-12</td>
<td>3 day susp.</td>
<td>move to expel</td>
<td>move to expel</td>
</tr>
<tr>
<td>grades K–8</td>
<td>*</td>
<td>*</td>
<td>1 day susp.</td>
</tr>
<tr>
<td>grades 9–12</td>
<td>*</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
</tr>
</tbody>
</table>

15. **Gambling** – Playing a game of chance for stakes.

16. **Harassment - includes but is not limited to:** Inappropriate remarks, stalking or other conduct, often repeated, related to a person’s race, color, beliefs, religion, national origin, sex, sexual orientation, marital status, disability, age, or status with regard to public assistance.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Sanction</th>
<th>Sanction</th>
<th>Sanction</th>
</tr>
</thead>
<tbody>
<tr>
<td>grades K–2</td>
<td>*</td>
<td>1 day suspension</td>
<td>3 day susp.</td>
</tr>
<tr>
<td>grades 3–5</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
<tr>
<td>grades 6–12</td>
<td>1-3 day susp.</td>
<td>3-5 day susp.</td>
<td>move to expel</td>
</tr>
</tbody>
</table>

17. **Hazing** – 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.

Student organization means a group, club, or organization having students as its primary members or participants.

Consent to be hazed or permission to be hazed will not lessen the consequences. Harassment by ways of initiation, ridicule or criticism is prohibited at all times.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Sanction</th>
<th>Sanction</th>
<th>Sanction</th>
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</thead>
<tbody>
<tr>
<td>grades K–5</td>
<td>*</td>
<td>3-5 day susp.</td>
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<tr>
<td>grades 6–12</td>
<td>3-5 day susp.</td>
<td>5 day susp. or move to expel</td>
<td>* move to expel</td>
</tr>
</tbody>
</table>

18. **Ignition device** – Using or possessing an ignition device, including a butane or disposable lighter or matches under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Sanction</th>
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</thead>
<tbody>
<tr>
<td>grades K–5</td>
<td>*</td>
</tr>
<tr>
<td>grades 6–12</td>
<td>*</td>
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</tbody>
</table>

19. **Inappropriate Display of Affection** – Engaging in any overt, excessive and/or inappropriate groping, fondling, kissing, embracing, or touching of another student.
<table>
<thead>
<tr>
<th></th>
<th>grades K-5</th>
<th>grades 6-12</th>
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</thead>
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<td></td>
<td>*</td>
<td>*</td>
<td>1 day susp.</td>
<td>*</td>
<td>1-3 day susp.</td>
</tr>
</tbody>
</table>

20. **Inappropriate Material** – Possession or distribution of slanderous, libelous or pornographic material or materials containing obscene, harassing or degrading or other similarly inappropriate material.

<table>
<thead>
<tr>
<th></th>
<th>grades K-2</th>
<th>grades 3-5</th>
<th>grades 6-12</th>
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<td>1 day susp.</td>
<td>*</td>
<td>1 day susp.</td>
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<td>3 day susp.</td>
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<td>3 day susp.</td>
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<tr>
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<td></td>
<td></td>
<td>5 day susp.</td>
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<td>5 day susp.</td>
</tr>
</tbody>
</table>

21. **Inappropriate Physical Conduct** - Physical conduct that is inappropriate. Examples are but are not limited to aggressive behavior, posturing, intimidation, pushing, shoving, grabbing and wrestling.

<table>
<thead>
<tr>
<th></th>
<th>grades K-5</th>
<th>grades 6-8</th>
<th>grades 9-12</th>
<th></th>
<th></th>
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</thead>
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<td>1-3 day susp.</td>
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<td>3-5 day susp.</td>
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<td>3-5 day susp.</td>
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</table>

22. **Inappropriate Physical Contact Towards a Staff Member** – Engaging in unacceptable physical contact towards a staff member. Examples are but are not limited to touching, pushing or physically preventing a staff member from doing his/her lawful duties.

<table>
<thead>
<tr>
<th></th>
<th>grades K-2</th>
<th>grades 3-5</th>
<th>grades 6-8</th>
<th>grades 9-12</th>
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<td>*</td>
<td>3-5 day susp.</td>
<td>5 day susp or move to expel</td>
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<td>1-3 day susp.</td>
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<td>1-3 day susp.</td>
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<td></td>
<td></td>
<td>move to expel</td>
<td></td>
<td>3-5 day susp.</td>
</tr>
</tbody>
</table>

23. **Inappropriate Play** – Play, fighting, rough housing, violent gestures toward other students, inappropriate hallway behavior, etc.

<table>
<thead>
<tr>
<th></th>
<th>grades K-2</th>
<th>grades 3-5</th>
<th>grades 6-8</th>
<th>grades 9-12</th>
<th></th>
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<td>1-3 day susp.</td>
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<td>1-3 day susp.</td>
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<td>1-3 day susp.</td>
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<td>3-5 day susp.</td>
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<td>3-5 day susp.</td>
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</tbody>
</table>

24. **Insubordination** – Willful refusal to follow a direction given by a staff member.

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<tr>
<th></th>
<th>grades K-12</th>
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</tbody>
</table>

25. **Insubordination, Gross** – Willful refusal to follow a direction given by a staff
member followed by another action including, but not limited to leaving room, swearing, yelling, slamming door, gestures, and throwing objects.

<table>
<thead>
<tr>
<th>Grades</th>
<th>1-3 Day Susp.</th>
<th>1 Day Susp.</th>
<th>3 Day Susp.</th>
<th>3-5 Day Susp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
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<tr>
<td>3-5</td>
<td>*</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
<tr>
<td>6-8</td>
<td>*</td>
<td>1-3 Day Susp.</td>
<td>3-5 Day Susp.</td>
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<tr>
<td>9-12</td>
<td>1-3 Day Susp.</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
</tbody>
</table>

26. **Interference or Obstruction** – Any physical, verbal or written action taken to attempt to prevent a staff member or student from exercising his or her lawfully assigned duties or interfering with the educational process and/or compromising the safety of the school.

<table>
<thead>
<tr>
<th>Grades</th>
<th>1-3 Day Susp.</th>
<th>1 Day Susp.</th>
<th>3 Day Susp.</th>
<th>3-5 Day Susp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>3-5</td>
<td>*</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
<tr>
<td>6-12</td>
<td>1-3 Day Susp.</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
</tbody>
</table>

27. **Language, Inappropriate** – Use of language that includes, but is not limited to obscenity, profanity, swearing, cursing, or impertinent language that degrades another person is prohibited.

<table>
<thead>
<tr>
<th>Grades</th>
<th>1-3 Day Susp.</th>
<th>1 Day Susp.</th>
<th>3 Day Susp.</th>
<th>3-5 Day Susp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>6-12</td>
<td>*</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
</tbody>
</table>

28. **Leaving School Grounds** – Leaving school grounds during the school day without permission.

<table>
<thead>
<tr>
<th>Grades</th>
<th>(Truancy Rules Will Apply)</th>
<th>(Truancy Rules Will Apply)</th>
<th>(Truancy Rules Will Apply)</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12</td>
<td>(Truancy Rules Will Apply)</td>
<td>(Truancy Rules Will Apply)</td>
<td>(Truancy Rules Will Apply)</td>
</tr>
</tbody>
</table>

29. **Records or Identification, Falsification** – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member or bus driver. This includes refusing to identify self to a staff member.

<table>
<thead>
<tr>
<th>Grades</th>
<th>1-3 Day Susp.</th>
<th>1 Day Susp.</th>
<th>3 Day Susp.</th>
<th>3-5 Day Susp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>*</td>
<td>*</td>
<td>*</td>
<td>*</td>
</tr>
<tr>
<td>3-5</td>
<td>*</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
<tr>
<td>6-12</td>
<td>*</td>
<td>1-3 Day Susp.</td>
<td>3 Day Susp.</td>
<td>3-5 Day Susp.</td>
</tr>
</tbody>
</table>

30. **Robbery or Extortion** – Obtaining or attempting to obtain property from another person where his or her consent was induced by use of force, threat of force, intimidation, black mail or under false pretenses.

<table>
<thead>
<tr>
<th>Grades</th>
<th>1-3 Day Susp.</th>
<th>1 Day Susp.</th>
<th>3 Day Susp.</th>
<th>5 Day Susp.</th>
<th>Move to Expel</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-2</td>
<td>*</td>
<td>1 Day Susp.</td>
<td>3 Day Susp.</td>
<td>5 Day Susp.</td>
<td>Move to Expel</td>
</tr>
<tr>
<td>3-5</td>
<td>1-3 Day Susp.</td>
<td>3-5 Day Susp.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6-8</td>
<td>1-3 Day Susp.</td>
<td>3-5 Day Susp.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sexual Conduct</td>
<td>Sexual Misconduct</td>
<td>Technology and Telecommunications Misuse</td>
<td>Threat</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>------------------</td>
<td>----------------------------------------</td>
<td>--------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Engaging in consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments.</td>
<td>Engaging in non-consensual sexual contact or sexual intercourse with another person, including intentional touching of clothing covering a person’s intimate parts, or intentional removal or attempted removal of clothing covering a person’s intimate parts or clothing covering a person’s undergarments, or other inappropriate sexual conduct. This includes indecent exposure.</td>
<td>See School District Policy through move to expel</td>
<td>Threatening, directly or indirectly, to commit violence or to cause the evacuation of school district property, which terrorizes another person or group of people, causes a disruption or where such statements and/or actions are made in reckless disregard of</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>grades K-2</strong>&lt;br&gt;<strong>grades 3-5</strong>&lt;br&gt;<strong>grades 6-8</strong>&lt;br&gt;<strong>grades 9-12</strong></td>
<td><strong>grades K-2</strong>&lt;br&gt;<strong>grades 3-5</strong>&lt;br&gt;<strong>grades 6-8</strong>&lt;br&gt;<strong>grades 9-12</strong></td>
<td><strong>grades K-12</strong></td>
<td><strong>grades K-12</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5 day susp. or move to expel</td>
<td>3-5 day susp. or move to expel</td>
<td>3 day susp. move to expel</td>
<td>* through move to expel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move to expel</td>
<td>5 day susp. or move to expel</td>
<td>move to expel</td>
<td>5 day susp. move to expel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>move to expel</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>move to expel</td>
<td>1 day susp. move to expel</td>
<td>3-5 day susp. move to expel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 day susp. move to expel</td>
<td>5 day susp. or move to expel</td>
<td>move to expel</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3-5 day susp. move to expel</td>
<td>move to expel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Note: The table above represents the different grades and corresponding penalties for various conduct-related offenses as outlined in the document.*
the risk of causing such terror or disruption. The threat could be verbal or nonverbal. Such behavior is prohibited regardless of any actual intent to carry out the threat.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Action</th>
<th>Grades K-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1-3 day sus.</td>
<td>3-5 day sus.</td>
<td>5 day sus.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1-3 day sus.</td>
<td>3-5 day sus.</td>
<td>5 day sus.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
<td>3 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1-3 day susp.</td>
<td>3-5 day sus.</td>
<td>5 day susp.</td>
</tr>
</tbody>
</table>

35. **Theft, or Knowingly Receiving or Possessing Stolen Property** – Taking, possessing, using or receiving the property of another without that person’s consent

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Action</th>
<th>Grades K-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
<td>3 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1-3 day susp.</td>
<td>3-5 day sus.</td>
<td>5 day susp.</td>
</tr>
</tbody>
</table>

36. **Tobacco** – Possessing, distributing, selling or using tobacco or smoking paraphernalia (i.e. pipes, papers, lighters or matches).

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Action</th>
<th>Grades K-2</th>
<th>Grades 3-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>3 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>5 day susp.</td>
</tr>
</tbody>
</table>

37. **Trespassing** – Entering a district building or any district property without consent or when closed to the public.

<table>
<thead>
<tr>
<th>Grade Range</th>
<th>Action</th>
<th>Grades K-2</th>
<th>Grades 3-5</th>
<th>Grades 6-8</th>
<th>Grades 9-12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1 day susp.</td>
<td>3 day susp.</td>
<td>5 day susp.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>*</td>
<td>1-3 day susp.</td>
<td>3-5 day sus.</td>
<td>5 day susp.</td>
</tr>
</tbody>
</table>

38. **Unique Situations** – 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 surroundings, or which violate the rights of others, or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district, or the safety or welfare of students or employees.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-12</td>
<td>*</td>
</tr>
</tbody>
</table>

39. **Vandalism** – Defacing, cutting or otherwise damaging property that belongs to the school, to other students, to staff members or to other individuals.

<table>
<thead>
<tr>
<th>Grades</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>K–2</td>
<td>* 1-3 day susp.</td>
</tr>
<tr>
<td>3–5</td>
<td>* 1-3 day susp.</td>
</tr>
<tr>
<td>6–8</td>
<td>* 3 day susp.</td>
</tr>
<tr>
<td>9–12</td>
<td><strong>plus appropriate restitution</strong></td>
</tr>
</tbody>
</table>

40. **Weapon or Look-alike Weapon Possession** – See School District Weapon Policy

<table>
<thead>
<tr>
<th>Grades</th>
<th>Consequences</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5</td>
<td>Consequences include but are not limited to a 1-5 day suspension or move to expel</td>
</tr>
<tr>
<td>6-12</td>
<td>Move to expel</td>
</tr>
</tbody>
</table>
I. PURPOSE

The purpose of this policy is to help create a safe and nurturing environment that energizes the spirit of students and employees and 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, gender identity and expression, 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, including gender identity and expression, 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, gender identity and expression, or disability.

B. Every school district employee and student is expected to adhere to the District Mission and Core Values. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district 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, gender identity and expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include 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 student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district 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, gender identity and expression, 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, gender identity and expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district 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, gender identity and expression, 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. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.

7. Gender identity and expression means having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness.

8. “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. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support and intervene on behalf of a student who is the target or victim of acts of harassment or violence.

F. Sexual Harassment; Definition

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

a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment or an education; or

b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual’s employment or education; or

c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual’s employment or education, or creating an intimidating, hostile, or offensive employment or educational environment.

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

a. unwelcome verbal harassment or abuse;

b. unwelcome pressure for sexual activity;

c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district 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 sex or sexual orientation, gender identity and expression.

G. 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.

H. **Violence: Definition**

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, gender identity and expression, or disability.
INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 413 DATE OF ADOPTION 5.24.82
REVISION 6.12.06; 2.11.08; 11/8/10; 3/12/18

TITLE Harassment and Violence

PROCEDURES

REPORTING PROCEDURES

A. Any person who believes he or she has been the target or 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, gender identity and expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

C. 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. 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. In Each School Building. The building principal, the principal’s designee, or the building supervisor (hereinafter the “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. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. All school district employees have the responsibility to contribute to the well-being of others in the district. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.

F. 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(s). 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.

G. In the District. The school board hereby designates the Director of Human Resources and Director of Special Services as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. The Director of Special Services will typically be responsible for student to student reports. The Director of Human Resources will be responsible for reports involving district employees. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses, work email and telephone numbers.

I. 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, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. 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.

L. 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.

M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.

N. False accusations or reports of violence or harassment against another person are prohibited.

O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

INVESTIGATION

A. By authority of the school district, the designated human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall 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 target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practicable. The designated 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.

**SCHOOL DISTRICT ACTION**

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.

B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.

C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child’s individualized education program (IEP) or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in acts of harassment or violence.

RETAILIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists, or participates in an investigation of retaliation or alleged harassment or violence, 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. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

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.

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.

DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

D. The school district will develop a method of discussing this policy with students and employees.

E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

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

**Legal References:**
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
- Minn. Stat. § 121A.031 (School Student Bullying Policy)
- Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
- Minn. Stat. § 609.341 (Definitions)
- Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
- 20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
- 29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
- 42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
- 42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
- 42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
- 42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

**Cross References:**
- MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
- MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
- MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
- MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
- MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital
INDEPENDENT SCHOOL DISTRICT NO. 283
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Independent School District No. 283 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant__________________________________________
Home Address________________________________________
Work Address________________________________________
Home Phone_________________________ Work Phone________________________

Date of Alleged Incident(s)______________________________________

Circle as appropriate sexual \ racial \ religious.

Name of person you believe harassed or was violent toward you or another person.____________

If the alleged harassment or violence was toward another person, identify that person.________

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) ______________________________________

Where and when did the incident(s) occur?________________________________________

List any witnesses that were present________________________________________________

This complaint is filed based on my honest belief that __________________________ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

________________________________________ (Complainant Signature)

(Date)

Received by______________________________

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

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

DEFINITIONS

Weapon
33) 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, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

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

35) No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

School Location
• “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance of departure from school premises or events, all locations where school-related functions are conducted, and anywhere on one’s person or in an area subject to one’s control in a school location.

Possession
• “Possession” means having a weapon on one’s person or in an area subject to one’s control in a school location.

EXCEPTIONS
• A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the office, a student shall not be considered to possess a weapon if she or he immediately turns the weapon over to an administrator, teacher, coach, or staff person or immediately notifies an administrator, teacher, coach or staff person of the weapons’ location.

• It shall not be a violation of this policy if a nonstudent falls within one of the following categories:
  1. licensed peace officers, military personnel, or students participating in military training, who are on duty performing official duties;
2. persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
3. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 62.714-624.714 or 624.715, or other firearms in accordance with Section 97B.045;
   a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms, which are carried or possessed as curiosities or for their historical significance or value.”
   b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless unloaded and in a gun case with out any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

• Policy Application to Instructional Equipment/Tools
While the school district takes a firm position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

• Administrative Discretion
While the school district and the school takes a position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.
I. PURPOSE
The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district’s policies against contraband.

II. GENERAL STATEMENT OF POLICY
A. Lockers and Personal Possessions Within a Locker
Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

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

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

III. DEFINITIONS
A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not
limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.

B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.

C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
Minn. Stat. § 121A.72 (School Locker Policy)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

INDEPENDENT SCHOOL DISTRICT 283

SECTION/FILE 502 DATE OF ADOPTION 08.25.75
REVISED 03.24.97; 6.12.06;11/22/10;5/9/11

TITLE Search of Student Lockers, Desks, Personal Possessions, and Student’s Person

PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

D. A search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person.

E. Strip searches will be conducted only in circumstances involving imminent danger. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited.

F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

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

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

VIOLATIONS
A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district’s Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.
I. PURPOSE
A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student’s ability to learn and/or a teacher’s ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district’s intends to prevent bullying and to take action to investigate, respond to, and to remediate, and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY
A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources,

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy. The school district may take into account the following factors:
   1. The developmental ages and maturity levels of the parties involved;
   2. The levels of harm, surrounding circumstances, and nature of the behavior;
   3. Past incidences or past or continuing patterns of behavior;
   4. The relationship between the parties involved; and
   5. The context in which the alleged incidents occurred.
Consequences for students who commit prohibited acts of bullying may range from remedial responses positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct and the conduct is repeated or forms a pattern: or

2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. The term “bullying” specifically includes cyberbullying as defined in this policy.

B. “Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound or data; including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities or off school premises to the extent that is substantially and materially disrupts student learning or the school environment.

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. “Intimidating, threatening, abusive or harming conduct “means” but is not limited to conduct that does the following:

1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student or constitutes intentional infliction of emotional distress against a student: or

3. Is directed at any student or students, including those based on a person’s actual
or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring and protect, support and intervene on behalf of a student who is the target or victim of prohibited conduct.

H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE
A. Any person who believes he or she has been the target victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, school district may not rely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying in a timely manner may be subject to disciplinary action.

E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant’s or reporter’s future employment, grades, 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. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter and students, or others pending completion of an investigation of the bullying or other, consistent with applicable law.

C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or remedial responses.

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a
reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall when determined appropriate by the child’s individualized education program (IEP) team or Section 504 team, allow the child’s IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child’s disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

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

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

B. The school district shall require ongoing professional development, consistent with Minn. Stat. §122A.60 to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.
C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society to develop and improve students’ knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the school’s primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district’s or a school’s website.

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

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

Legal References:

- Minn. Stat. §120A.05, Subds. 9, 11, 13 and 17 (Definition of Public School)
- Minn. Stat. § 120B.232 (Character Development Education)
- Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
- Minn. Stat. §121A.031 (School Student Bullying Policy)
- Minn. Stat. §121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
- Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
- Minn. Stat. § 121A.69 (Hazing Policy)
- Minn. Stat. §124D.10 (Charter School)
- Minn Stat. Ch. 363A (Minnesota Human Rights Act)
- 20 U.S.C. §1232g et seq. (Family Educational Rights and Privacy Act)
- 34 C.F.R. §99.1 – 99.67 (Family Educational Rights and Privacy 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 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
- MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
- MSBA/MASA Model Policy 423 (Employee-Student Relationships)
- MSBA/MASA Model Policy 501 (School Weapons Policy)
- MSBA/MASA Model Policy 506 (Student Discipline)
- MSBA/MASA Model Policy 507 (Corporal Punishment)
- MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
- MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
- MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
- MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
- MSBA/MASA Model Policy 525 (Violence Prevention)
- MSBA/MASA Model Policy 526 (Hazing Prohibition)
- MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
- MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
- MSBA/MASA Model Policy 711 (Videotaping on School Buses)
- MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)
I. PURPOSE
The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

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

III. LIMITED EDUCATIONAL PURPOSE
The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses, which might be acceptable on a user’s private personal account on another system, may not be acceptable on this limited-purpose network. Use of electronic resources will follow the rules set forth in the School Discipline Policy and the law.

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

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
   a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
   b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
   c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
   d. information or materials that could cause damage or danger of disruption to the educational process;
   e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

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

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

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

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

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual’s identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities. Users are expected to keep their passwords private.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement.

B. A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school district premises and without the use of the school district system also may be in violation of this policy as well as other school district policies. In situations when the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district shall investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.
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 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 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 an 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
This policy shall appear in each school’s student handbook and in each school’s Building and Staff handbooks.
(Note: Proper reference should be made to the appropriate handbooks in each school district.)
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.
Legal References:  
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat § 121A.0695 (School Board Policy: Prohibiting Intimidation and Bullying)

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 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])
529 STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

I. PURPOSE

In an effort to provide a safe school environment, the assigned classroom teacher and certain staff members should know whether a student to be placed in the classroom has a history of violent behavior. Additionally, decisions should be made regarding how to manage such a student.

The purpose of this policy is to address the circumstances in which data should be provided to classroom teachers and other school staff members about students with a history of violent behavior and to establish a procedure for notifying staff regarding the placement of students with a history of violent behavior.

II. GENERAL STATEMENT OF POLICY

A. Any staff member or other employee of the school district who obtains or possesses information concerning a student in the building with a history of violent behavior shall immediately report said information to the principal of the building in which the student attends school.

B. Only staff members who have a legitimate educational interest in the information will receive notification.

III. DEFINITIONS

For purposes of this policy, the following terms have the meaning given them.

A. Administration

“Administration” means the superintendent, building principal, or other designee.

B. Classroom Teacher

“Classroom Teacher” means the instructional personnel responsible for the course or room to which a student is assigned at any given time, including a substitute hired in place of the classroom teacher.

C. History of Violent Behavior

1. A student will be considered to have a history of violent behavior if incident(s) of violence have occurred during the current or previous school year.

2. If a student has an incident of violence during the current or previous school year, that incident and all other past related or similar incidents of violence will be reported.

D. Incident(s) of Violence

“Incident(s) of violence” means willful conduct in which a student endangers or causes physical injury to the student, other students, or surrounding person(s) or endangers or causes significant damage to school district property, regardless of whether related to a disability or whether discipline was imposed.

E. Legitimate Educational Interest

“Legitimate educational interest” includes interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student, student health and welfare, and the ability to respond to a request for educational data. It includes a person’s need to know in order to:

1. Perform an administrative task required in the school or the employee’s contract or position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student’s education; or
3. Perform a service or benefit for the student or the student’s family such as health care, counseling, student job placement, or student financial aid.
4. Perform a task directly related to responding to a request for data.

F. School Staff Member
“School Staff Member” includes:
1. A person duly elected to the school board;
2. A person employed by the school board in an administrative, supervisory, instructional, or other professional position;
3. A person employed by the school board as a temporary substitute in a professional position for the period of his or her performance as a substitute; and
4. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, a public information officer or data practices compliance official, an attorney, or an auditor for the period of his or her performance as an employee or contractor.

IV. PROCEDURE FOR STAFF NOTIFICATION OF STUDENTS WITH VIOLENT BEHAVIOR

A. Reports of Violent Behavior
Any staff member or other employee of the school district who becomes aware of any information regarding the violent behavior of an enrolling student or any student enrolled in the school district shall immediately report the information to the building principal where the student is enrolled or seeks to enroll.

B. Recipients of Notice
Each classroom teacher of a student with a history of violent behavior (see Section III.C., above) will receive written notification from the administration prior to placement of the student in the teacher’s classroom. In addition, written notice will be given by the administration to other school staff members who have a legitimate educational interest, as defined in this policy, when a student with a history of violent behavior is placed in a teacher’s classroom. The administration will provide notice to anyone substituting for the classroom teacher or school staff member, who has received notice under this policy, that the substitute will be overseeing a student with a history of violent behavior.

The administration may provide other school district employees or individuals outside of the school district with information regarding a student, including information regarding a student’s history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

C. Determination of Who Receives Notice
The determination of which classroom teachers and school staff members have a legitimate educational interest in information regarding a student with a history of violent behavior will be made by either: (1) the school district’s Responsible Authority appointed by the school board under the Minnesota Government Data Practices Act or (2) the administration. In the event the administration makes this determination, the Responsible Authority will provide guidance to the administration as to what data will be shared.

D. Form of Written Notice
The notice given to classroom teachers and school staff members will be in writing and will include the following:
1. Name of the student;
2. Date of notice;
3. Notification that the student has been identified as a student with a history of violent behavior as defined in Section III. of this policy; and
4. Reminder of the private nature of the data provided.

E. Record of Notice
1. The administration will retain a copy of the notice or other documentation provided to classroom teachers and school staff members notified under this section.
2. Retention of the written notice or other documentation provided to classroom teachers and school staff members is governed by the approved Records Retention Schedule.

F. Meetings Regarding Students with a History of Violent Behavior
1. If the administration determines, in his or her discretion, that the classroom teacher and/or school staff members with a legitimate educational interest in such data reasonably require access to the details regarding a student’s history of violent behavior for purposes of school safety and/or intervention services for the student, the administration also may convene a meeting to share and discuss such data.
2. The persons present at the meeting may have access to the data described in Section IV.D., above.

G. Law Enforcement Reports
Staff members will be provided with notice of disposition orders or law enforcement reports received by the school district in accordance with Policy 515, Protection and Privacy of Pupil Records. Where appropriate, information obtained from disposition orders or law enforcement reports also may be included in a Notification of Violent Behavior.

V. MAINTENANCE AND TRANSFER OF RECORDS

A report, notice, or documentation pertaining to a student with a history of violent behavior are educational records of a student and will be retained, maintained, and transferred to a school or school district in which a student seeks to enroll in accordance with Policy 515, Protection and Privacy of Pupil Records.

VI. PARENTAL NOTICE

A. The administration will notify parents annually that the school district gives classroom teachers and other school staff members notice about students’ history of violent behavior.

B. Prior to providing the written notice of a student’s violent behavior to classroom teachers and/or school staff members, the administration will inform the student’s parent or guardian that such notice will be provided.

C. Parents will be given notice that they have the right to review and challenge records or data, including the data documenting the history of violent behavior, in accordance with Policy 515, Protection and Privacy of Pupil Records.

VII. TRAINING NEEDS

Representatives of the school board and representatives of the teachers will discuss the needs of students and staff. The parties may discuss necessary training which may include training on conflict resolution and positive behavior interventions and may discuss necessary intervention services such as student behavioral assessments.

Legal References:  Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.22, Subd. 7 (School Attendance - Education Records)
Minn. Stat. § 121A.45 (Grounds for Dismissal)
Minn. Stat. § 121A.64 (Notification of Students with Violent Behavior)
Minn. Stat. § 121A.75 (Law Enforcement Notice to Schools)
Minn. Rules Parts 1205.0100-1205.2000 (Data Practices)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1-99.67 (Rules Implementing FERPA)
Minn. Laws 2003, 1st Sp., Ch. 9, Art. 2, § 53

Cross References:  MSBA/MA SA Model Policy 515 (Protection and Privacy of Pupil Records)
STAFF NOTIFICATION OF VIOLENT BEHAVIOR BY STUDENTS

To:  (Staff Name)
From:  (Administrative Official)
Date of Notice:

This notice is sent to inform you that the following student has a history of violent behavior. The notice is sent to assist you in helping this student to be successful and ensuring the safety of students and staff.

You can use what you have learned about the student’s history of violent behavior only to the extent allowed by school district policy. The data on this form are private data under state and federal law, and the student’s privacy rights must be protected.

Student’s name:

Incident(s) of violence:

If staff have a legitimate educational interest, provide the following information.
Description/Explanation of incident(s) if known (Specifically include any mitigating factors, e.g. self-defense, defense of others, medication issues):

The types of situations that might trigger violent behavior by this student, if known (e.g. triggers for frustration or anger):

Strategies or interventions that are successful with this student, if known:

The following documents may be available for you to review regarding this student:

_____ IEP
_____ §504 Plan
_____ Functional Behavioral Assessment
_____ Reports or statements by school staff
_____ Information provided by the parent or guardian

Additional information may be available to you based on your legitimate educational interest.
I. PURPOSE
The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the pledge of allegiance and instruction in school to help further that end.

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

   A. By each individual classroom teacher or the teacher’s surrogate; or

   B. Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

III. EXCEPTIONS
Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person’s right to make that choice. The statement above regarding exceptions must be published yearly in the schools’ student handbooks.

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

Legal References:
Minn. Stat. §121A.11, Subd. 3 (Pledge of Allegiance)
Minn. Stat. § 121A.11, Subd. 4 (Instruction)