

# **Clearbrook-Gonvick High School Student Handbook**

**2025-2026**



**Clearbrook-Gonvick Schools ISD #2311**

16770 Clearwater Lake Road  
Clearbrook, MN 56634

218-776-3112

*Board approved on August 18, 2025*

[\*] *Notice required by statute*  
[\*\*] *Notice required by policy*

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## **Introduction**

The entire Clearbrook-Gonvick High School faculty extends a warm and friendly welcome to each of you as CGHS students for the coming year. This student handbook is for you to use as a reference and guide to our school policies and rules; keep it available throughout the school year. Students and parents are responsible for information contained in the handbook. If you have any questions, please feel free to ask.

We urge each parent and student to review the student handbook at home. This handbook and its' contents were thoroughly discussed, reviewed, and made available to each student in the Clearbrook-Gonvick High School. Any student who did not receive a copy, which includes discipline policies, is responsible for obtaining a copy upon request and following all policies and procedures as stated in this handbook.

The handbook is comprised of four parts and topics within these categories are alphabetized:

1) Information; 2) Academics; 3) Rules and Discipline; and 4) Health and Safety.

Parents and Guardians are crucial partners with their son's and daughter's Clearbrook-Gonvick High School experience. Our goal is to work as a team to collectively provide effective, high-quality programs and opportunities for our students. We want to hear from you. Please feel free to contact us at any time.

### **Superintendent**

Ryan Grow

### **Principal**

Josh Tharaldson

## **Board of Education**

Vern Wittenberg  
Randall Bodensteiner  
Corey Petterson  
Kayla Walberg  
Scott Abel  
Ryan Solee  
Robbie Pond

## **Mission**

*Children are our future. We are dedicated to mapping pathways for their success.*

Our dedication to this mission of providing effective opportunities for our students is to inspire lifelong learners in pursuing their dreams and becoming responsible, productive citizens through a partnership of families, educators and communities committed to excellence.

**B**uilding  
**E**xcellence  
**A**chieving &  
**R**eaching  
**S**uccess

## **Vision**

- \*Unified leadership and aligned decision making focused on student achievement.
- \*Shared commitment and partnership in education; families, community, district
  - \*Trusting, safe and respectful environment for all
  - \*Comprehensive and purposeful curriculum and programming
  - \*On-going and consistent professional development
  - \*Responsible fiscal planning and management
- \*Developing facilities to meet educational and community needs

## **Belief of Statement**

1. All people have worth, are valuable, and deserve respect.
2. People are responsible for their actions.
3. All people can learn.
4. Lifelong learning is fundamental to an individual's quality of life in the global community.
5. Success is achieved through commitment and effort.
6. Positive attitudes and high expectations yield higher results.
7. Everyone has a right to feel safe in an environment free of harassment.
8. Family is essential to the healthy growth and development of a child.
9. Education is a shared responsibility among the student, family, school, and community.
10. Honesty is crucial for building mutual trust and understanding.
11. Ethical behavior is essential for a healthy community.
12. Change involves risk, but change is necessary for continuous improvement.
13. Freedom and democracy depend upon the quality of public education.

## **Goals**

**1. Consideration** - We are considerate of one another. We will strive to have all members of the leadership team work together in a positive manner that promotes openness to new ideas and seeks meaningful two-way communication throughout the system.

**2. Communication** - We communicate openly. We will improve communications with parents and the public about the strengths and needs of the district.

**3. Challenge** - We grow through new opportunities. We will maintain a systematic curriculum review cycle that anticipates present and future student program needs. This goal includes systematically updating tools necessary for effective programs along with ongoing assessment and improvement of student achievement within state and local education standards by using best practice methods and through evaluation of effectiveness district-wide.

**4. Celebration** - We recognize each other's successes.

**5. Responsibility** - We are accountable for our choices and are responsible for managing those things that are within our power.

## **PART I – INFORMATION**

### **Arrival and Dismissal Hours**

The building is open to students from 7:30 AM until 4:30 pm during school days.

| Monday, Tuesday, Thursday & Friday |             | Wednesday Early Out             |             |
|------------------------------------|-------------|---------------------------------|-------------|
| <b>School Hours – 8:21-3:13</b>    |             | <b>School Hours – 8:21-2:28</b> |             |
| Period 1                           | 8:21-9:12   | Period 1                        | 8:21-9:06   |
| Period 2                           | 9:15-10:06  | Period 2                        | 9:09-9:54   |
| Period 3                           | 10:09-11:00 | Period 3                        | 9:57-10:42  |
| Period 4A                          | 11:03-11:54 | Period 4                        | 10:45-11:30 |
| Period 4B                          | 11:36-12:27 | Period 5A                       | 11:33-12:18 |
| Period 5                           | 12:30-1:21  | Period 5B                       | 12:05-12:50 |
| Period 6                           | 1:24-2:16   | Period 6                        | 12:53-1:39  |
| Period 7                           | 2:19-3:13   | Period 7                        | 1:42-2:28   |

### **Breakfast/Lunch Program**

Students are encouraged to use the breakfast and hot lunch programs. Each student will receive one breakfast and one lunch daily at no cost. Each additional whole meal will be charged at the adult price. Meals must be paid for in advance. There is a “No Charging” policy.

Most students have 30 minutes to eat lunch each day. You may either bring your own lunch from home or deposit lunch money into your account in the food service or eat school lunch. Milk will be available to supplement lunches brought from home. Students will be restricted to certain areas of the building during lunch periods. Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school.

### **Building Service Personnel**

Building service personnel are very important people in our school system. They perform many necessary duties within the school. Their job is difficult and never-ending. Be considerate and appreciative of their efforts. Kindly assist these people by using the waste cans, not writing on desks, etc. to help make our school a cleaner, better place.

### **Camera Surveillance**

Clearbrook-Gonvick School is under camera surveillance at all times. Due to data privacy, monitoring is restricted to administration and/or law enforcement.

### **Change of Address/Telephone**

It is very important that every student maintains an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. It is also helpful to have up-to-date email addresses. We have installed an emergency system that automatically calls and emails parents with important and emergency information.



### **Counseling Services**

Our school has a School Counselor who performs continuous service for our students. The School Counselor's function is in a number of specialized areas in the course of carrying out these services to our students. Among these are individual and group orientation of new students, counseling students who need help, conferring with parents, testing and test interpretation to students and parents, helping students with educational and vocational planning through individual conferences and group guidance, schedule planning, assisting with college and school application and assistance in job placement. Students are encouraged to make use of our counseling services. You are always welcome to make an appointment, which is made by signing up in advance with the School Counselor. You will be called when the School Counselor is available.

### **Seeing the School Counselor**

Students will come into the Main Office during passing time to sign-up to see the School Counselor. The School Counselor will call students down when they are available. Students are not to come down during class time to see the school counselor unless they have permission or have been called to the office by a staff member.

### **Directory Information**

Students must request within 30 days of their first attendance day to have their name, age, address, and/or other information listed as an athletic team member, parent names, and awards removed from our directory information lists that are made available to agencies legally able to access this information.

### **Disaster Drills**

From time to time throughout the year we will have fire drills, tornado drills, and lockdown procedures. Please be ready to respond when signals are given without waiting for instructions from the teacher. You should make sure you know in advance where you are to go for each type of drill from each room you use regularly. Please understand that these drills are potential lifesavers in a real emergency, so you need to take them seriously. Fire alarm exit procedures are posted in each classroom and will be reviewed periodically.

### **Eighteen-Year-Old Students**

Minnesota Statutes 120.06 states that: The Board of Education of any school district shall provide free education services ... and may require of that person [between the ages of eighteen and twenty years of age] adhere to rules and regulations applicable to students under eighteen years of age. Therefore, all students enrolled in Clearbrook-Gonvick Schools will be required to follow the same policies as established for those less than eighteen years of age. This refers to such situations as writing parent permission notes, smoking, use of motorized vehicles during the school day, etc. It should be pointed out, however, that in the case of a violation of law, an eighteen-year-old will be charged as an adult and must assume all responsibilities and consequences associated with adult status.

## Employee Directory

### Staff

|                   |                          |
|-------------------|--------------------------|
| Andy Anderson     | Behavior Interventionist |
| Scott Schafer     | School Counselor/AD      |
| James Bettin      | Business/Math            |
| Sarah Goudge      | Science                  |
| Peyton Dingmann   | Science                  |
| Kristopher Rue    | Industrial Technology    |
| Casey Kroulik     | Social Studies           |
| Jolee Hjort       | Social Studies           |
| Monica Johnson    | Agriculture              |
| Abigail Ek        | Math                     |
| Stacey Mendick    | Math                     |
| Jess Larson       | English                  |
| Michelle DeVries  | English                  |
| Douglas Liebl     | Art                      |
| Kyle Christianson | Phy-Ed/Health            |
| Tara Olson        | Special Education/EBD    |
| Marianne Trcka    | Special Education/SLD    |
| Emily Schroeer    | Special Education/DCD    |
| Patty Mickelson   | Band                     |
| Julie Aas         | Choir                    |
| Heidi Marsh       | Intervention Teacher     |
| Jack Johnson      | Float Substitute Teacher |

### Support Staff

|                     |                                     |
|---------------------|-------------------------------------|
| Debbie Moy          | Elem. Admin. Assist/Dist. Registrar |
| Brittany Beckstrand | H.S. Admin. Assist/Testing/Synergy  |
| Melissa Weems       | Human Resources/Payroll             |
| Paula Boomgaarden   | Business Office                     |
| Tyler Gunn          | Technology Specialist               |
| Elsie Ballard       | Library/Technology                  |
| Tiffany Kroulik     | Community Education/Assistant AD    |
| Heather Brandt      | American Indian Ed. Coordinator     |
| Linda Box           | Paraprofessional/Indian Ed.         |
| Brett Stately       | Paraprofessional/Indian Ed.         |
| Julie Brossart      | Paraprofessional/Special Ed.        |
| Darlene Bergman     | Paraprofessional/Special Ed.        |
| Joanne Lavin        | Paraprofessional/Special Ed.        |
| Mary Mohr           | Paraprofessional/Special Ed.        |
| Amy Berg            | Paraprofessional/Special Ed.        |
| Cheyenne Burman     | Paraprofessional/Speech             |
| Virgil Tronnes      | Building Supervisor                 |
| Justin Tollefson    | Grounds Supervisor                  |
| Brenda Wilcox       | Custodian                           |
| Jon Heller          | Custodian                           |
| Adam Smith          | Custodian                           |
| Robin Proffit       | Food Service Director               |
| Carla Sundquist     | Cook                                |
| Melynda Zurhorst    | Cook                                |
| Joy Walberg         | Cook                                |
| Michael Lindgren    | Kitchen Helper                      |
| Caleb Wess          | Stellher Counselor                  |

### **Class Advisors**

|                                    |            |
|------------------------------------|------------|
| James Bettin & Michelle DeVries    | 12th Grade |
| Stacey Mendick & Abigail Ek        | 11th Grade |
| Casey Kroulik & Stacey Mendick     | 10th Grade |
| Kyle Christianson & Kristopher Rue | 9th Grade  |
| Monica Johnson & Sarah Goudge      | 8th Grade  |
| Jolee Hjort & Heidi Marsh          | 7th Grade  |

### **Employment Background Checks**

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

### **Fees**

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver education training course.

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

### **Food/Beverages in the Classrooms**

Students are not allowed to eat or drink, except for water in the media center or in any classroom. Classroom teachers will be held responsible for any problems in this area. At no time are students to be released to go uptown for food or any other items for class or otherwise.

### **Fundraising**

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

### **Graduation Ceremony**

The graduation ceremony is a public acknowledgement honoring those students who have successfully completed all graduation requirements set forth by the State of Minnesota and the Clearbrook-Gonvick School Board. The student must be a full-time student in accordance with the regular attendance policy. Students must be enrolled at Clearbrook-Gonvick High School for the semester prior to graduation.

All paperwork/official transcript information indicating successful completion of requirements from all schools/programs a student is obtaining additional credit through must be submitted to the CGHS office NO LATER than two (2) weeks prior to graduation.

- All books and equipment must be returned to the school.
- All band/choir/shop/library or other fees must be paid prior to graduation.
- All detentions, assignments or other school obligations must be completed prior to graduation.
- All requirements for credits, tests and standards must be met.

Upon completion of District and State requirements the student will receive a diploma. A student is not required to attend the graduation ceremony to receive their diploma.

If it becomes evident that any student has used any controlled substance prior to the graduation ceremony, that student will be reported to law enforcement, asked to immediately leave the premises, and will not be allowed to participate in the commencement exercises.

### **Attire**

Graduates may wear any of the following clothing for graduation: dress pants, dress capris, skirts, and dresses. No jeans, shorts, flip-flops, or sunglasses will be permitted. There should not be any type of outerwear or jewelry on the outside of the graduation gown. Students will be monitored for appropriate clothing and pulled from the graduation line if not dressed appropriately. A request for deviation from this attire needs to be submitted to school administration at least one month prior to graduation day.

### **Honor Graduates**

Those seniors with a cumulative GPA of 3.0 or higher from grades 9 through 12 will be recognized as HONOR graduates, students with a cumulative GPA of 3.3 or better are given HIGH HONOR status and graduates with a cumulative GPA of 3.67 or higher receive the distinction of HIGHEST HONORS at commencement. Seniors who have NC's or Incompletes on their report card may not be considered graduating with highest honors, high honors, or honors. Honors will be determined at the end of the third quarter.

### **Ushers and Attendants**

There are two ushers for the graduation ceremony. These will be the two highest ranked students in the junior class. There are four attendants for the graduation ceremony. These will be the four highest ranked students in the sophomore class. If there is a tie, then credits earned will be the tie breaker.

### **Valedictorian and Salutatorian**

The 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> grade average is used to calculate these positions in the senior class. To be considered, a student must be enrolled in Clearbrook-Gonvick High School during their senior year and have earned 12 of the 24 required graduation credits through Clearbrook-Gonvick High School. PSEO students not attending Clearbrook-Gonvick High School will not be considered for valedictorian and salutatorian. The valedictorian and salutatorian will be determined at the end of the third quarter.

### **In-School Passes**

In-school passes are required whenever you leave the room in which you are scheduled. The teacher in charge of your room will issue these passes. Passes will be signed by the staff member with the date, time, and where the student is going. A sign-out sheet will be provided in the classroom indicating date/time. Class passes will not be issued unless absolutely necessary. Students are expected to go to class prepared. The scheduled classroom teacher has the final authority as to whether a pass will be honored.

### **International Exchange Students**

Exchange students will be placed in the grade that corresponds to their school progress. International Exchange students must complete the required courses and standards for the grade they are enrolled in and must earn at least 6 credits during the year. Exchange students will receive a Certificate of Attendance for their year of study at Clearbrook-Gonvick High School.

### **Library and Media Center**

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

### **Messages to Students/Use of Telephone**

Only emergency messages from a parent will be delivered to students. Messages received by telephone or delivered in person will be sent to an administrator who may forward the message to the student. Students should not expect to receive messages from employers concerning work schedules. Bus passes and parent/guardian messages are to be made to the school before 2:00 p.m.

Students are not to use the office telephone during the school day without permission. Permission will be granted only for an extremely important reason. You will not be called to the telephone during school hours. An emergency message from parents will be delivered to you when your class is dismissed. Students may ask to use the office phone during lunchtime as needed for important matters.

### **Nondiscrimination**

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

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

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

### **Nuisance Articles**

The use of articles that are a nuisance may cause a disruption or a distraction to others or may cause harm to persons or property, such as, including but not limited to: pagers, radios, phones, and lasers. Water guns are prohibited in school, on school grounds, school vehicles or at school sponsored activities.

### **Parent and Teacher Conferences**

Parent/Teacher conferences are scheduled regularly throughout the year. In addition, parents are urged to call individual teachers should they have any questions or concerns. Parents and students may access daily attendance and grades online through their family access account. Students and parents are given a passcode allowing access to your student's grades and assignments. This account may be accessed through the school website. Contact the office if you need your username and password.

### **Pledge of Allegiance**

Every school day, the Pledge of Allegiance to the flag of the United States of America will be recited aloud. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

### **Schedule Changes**

Students may change their class schedules. The deadline for changing classes is the first week of the semester, or as determined by administration. Students taking online courses will be held to the standard of the state colleges of the State of Minnesota. Students who drop out of a class after the fourth week of a semester will receive a "NC" on the report card. The "NC" can be removed only by successful completion of the class. Grading will be completed by semester with progress grade reporting at each quarter. Semester tests will be administered in every class, grades 7 – 12. Students enrolled in OCHS will need to follow that program's deadlines as far as changing or dropping courses.

### **School Activities**

In the early 1970's the National Association of Secondary School Principals conducted a nationwide study to identify indicators of future successes of high school students. They discovered that neither grade point average or test scores were reliable indicators of success; however, they did find that involvement in student activities such as band, choir, music groups, National Honor Society, student council, and athletics was a very strong success indicator. Students who learned how to organize, follow through, and how to work with other people were well prepared to take their place in the real world and to succeed.

Students are encouraged to become actively involved in as many activities as possible. Clearbrook-Gonvick High School is a member of the Minnesota State High School League, and has agreed to adhere to its guidelines for eligibility or participation in these activities. Our school has developed its own policy in regard to participation in all school-sponsored activities. Students participating in athletics must also have physical exams by their family doctor.

### **School Closing Procedures**

Poor weather conditions or unforeseen circumstances may force the closing of school or require sending students home early. In addition to our Instant Alert Systems, announcements regarding school closing will be made over the following stations:

KB101 Bemidji 101.1 FM, KTRF Thief River Falls 1000 AM, KKQC Fosston 1480 AM, KKDQ 107 FM, WBJI Bemidji 98.3, KKAQ Thief River Falls 1469 AM, KXJB Channel 4 Fargo, KVLV11 Channel 11 Fargo/Grand Forks.

Please listen to these stations when severe weather threatens. Too many calls to the school tie up the phone lines and prevent us from communicating with bus drivers and school personnel. Parents should use discretion in placing their child on the bus during inclement weather. Parents need to have a plan if their child is sent home during the day.

## **Searches**

The personal possessions of students and/or a student's person may be searched when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law, school rules, or district policies.

As soon as practical after the search, the school authorities will provide notice of the search to students whose possessions were searched unless disclosure impedes an ongoing investigation by police or school officials.

School district officials shall seize any contraband item and, when appropriate, turn it over to legal authorities for ultimate disposition. Students found to have violated this policy and/or procedures shall be subject to discipline that may include suspension, exclusion or expulsion and referral to legal authorities.

In an effort to help foster a safe and drug-free school environment, trained officials may use a canine trained to sniff the air surrounding lockers, school facilities, vehicles parked on school property, and items of personal property that are not on a student person but are on school property. Students generally have no expectation of privacy in the air or odors surrounding spaces such as school lockers, school facilities, vehicles parked on school property, or items that are not on their person but are on school property. The district will not use a canine or request that a canine be used to sniff a student's person or in any other manner that violates the law. If a trained canine indicates that a locker, vehicle, or item of personal property contains a prohibited item, the district will have reasonable grounds to search the locker, vehicle, or item or to request that law enforcement conduct a search. At its discretion, the district may ask a student to cooperate with the search. If a student refuses a district employee's request or directive to cooperate with a lawful search, the district may impose discipline for insubordination in accordance with the Pupil Fair Dismissal Act. The severity of the discipline will be at the discretion of the administration and will depend on the circumstances of the case. If a search is conducted and a prohibited item is found, school rules and applicable laws will be applied. All contraband will be seized. This information, including the provisions relating to the use of canines, must be interpreted and applied in a manner that is consistent with applicable federal and state laws.

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

Each student is assigned a locker for storage of books, materials, and personal articles. Students are not to share lockers or move to another locker without office approval. Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

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

All students are strongly advised to obtain a lock for their gym lockers. DO NOT, under any circumstances, share your locker or its combination with another person. Since lockers provide only minimum security, valuables should not be stored in lockers. The school will not be responsible for losses due to theft. Inappropriate materials should not be displayed in lockers. Please keep your locker neat and organized so that you can easily find the things you need.

## **Student Publications and Materials**

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non school-sponsored publications may not be distributed without prior approval.

### **Distribution of Non-school-Sponsored Materials on School Premises**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

### **School-Sponsored Media**

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 and activities. Student media advisers shall supervise student journalists to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media adviser and the school principal. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

1. is obscene to minors;
2. is defamatory;
3. is profane, harassing, threatening, or intimidating;
4. constitutes an unwarranted invasion of privacy;
5. violates federal or state law;
6. causes a material and substantial disruption of school activities;
7. is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
8. advertises or promotes any product or service not permitted for minors by law;
9. expresses or advocates sexual, racial, or religious harassment or violence or prejudice;  
or
10. is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School-sponsored media may be distributed at reasonable times and locations.

## **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained from the district office. The school will maintain records on all students. Information included in these records may not be released without written parental consent except under two circumstances. One, a transcript of student records will be forwarded to another school when a student transfers. Two, a transcript will be sent when a student applies for admission or scholarship to a post-secondary institution. Parents and students may view these records upon a written request to the office. Student progress can be monitored by parents/guardians via Synergy on the internet. Please call the office for further information.

## **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. A complete copy of the school district's "Student Surveys" policy may be obtained from the district office.



### **Title IX Statement**

It is the policy of Clearbrook-Gonvick Schools not to discriminate on the basis of sex, race, creed, or color in its education programs, activities or employment policies as required by Title IX of the 1982 Educational Amendments. Inquiries regarding compliance with Title IX may be directed to the Superintendent of Clearbrook-Gonvick Schools or the Director of the Office of Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Any person who has a complaint will represent the complaint in writing with reasons for the complaint to the principal. The principal will investigate the complaint and determine whether the school is in violation. The decision will be made in writing within fifteen (15) days of the reception of the complaint. If the principal finds the complaint is justified, action to rectify the complaint will be taken. If the principal finds the complaint is not justified, the complainant will be informed in a written communication. If the complainant is not satisfied with the findings, an appeal may be made to the Board of Education in writing within fifteen (15) days of receipt of the written decision of the principal. A hearing before the Board of Education will occur no later than thirty (30) days after the request for hearing is formally made. This decision may be appealed to the Office of Civil Rights.

### **Valuables**

Common sense and consideration is the best guide to determine whether or not to bring personal possessions to school. The school administrators and staff can't be responsible for valuables, which students bring to school. It is recommended that students leave valuables at home. If special circumstances make it necessary to bring substantial cash or other important possessions to school, registering them and leaving them at the office can safeguard these items.

## PART II — ACADEMICS

### Cheating and Plagiarism

Plagiarism is defined as taking ideas, writings from someone else or another source and passing them off as one's own. This is unethical in many cases illegal. Whenever you are using the writings of someone else, you must use quotation marks to identify the material you are citing and identify the source. Copying material and representing it as your own will not be tolerated and will be reason for credit being denied. Scholastic dishonesty, which includes, but is not limited to, cheating on a school assignment, plagiarism or collusion. Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

**Level one:** Violations will be dealt with by the teacher in the classroom. Students who are caught cheating or copying will receive a zero on the suspect assignment/test. At the discretion of the teacher, the student may be required to revise the assignment for partial credit. The teacher will notify the parent/guardian and administrator for a note in their discipline file. Level one violations include:

- Copying homework, or allowing students to copy
- Looking on another's test or quiz
- Letting another student look on a test or quiz
- Using other methods (including cell phones) of giving/ getting answers on a test, lab, or quiz
- Taking information from another source that is not properly attributed
- Using AI (Artificial Intelligence) generated responses without clear citation or acknowledgement

A second level one violation will be considered a level two violation and the appropriate discipline will be administered.

**Level two:** Violations are considered severe and will be dealt with by the teacher and principal. At the discretion of the teacher, the student may be required to revise the assignment for partial credit. The teacher will notify the parent/guardian and administrator for a note in their discipline file. Level two violations include:

- Taking entire papers or essays from the internet, including AI generated, other publications, or other students.
- Taking any part of a test to use or to give to others.
- Blatant use of other's work presented as one's own determined to be severe enough by high school administration.

These violations can be considered theft; therefore, any student who is guilty of any of the above will receive a zero on the suspect assignment and disciplinary consequences, which may include in-school suspension, detentions, etc. Notification of any violation of this policy will be given to appropriate staff and activity advisors, including National Honor Society.

Students enrolled in college/university courses online, or in person are subject to the plagiarism consequences established by those institutions. For specific plagiarism policies, refer to the course syllabus.

### College Credits

To enroll in college level courses, students must meet eligibility requirements. Students will meet with the School Counselor to see if they qualify. College credit options may include College in the High School, Online College in the High School (OCHS), and Post-Secondary Enrollment Options (PSEO). The following is how college level credits reflect into high school credit:

| <u>College Credit</u> | <u>High School Credit</u> |
|-----------------------|---------------------------|
| 4.00                  | 1.00                      |
| 3.00                  | .75                       |
| 2.00                  | .50                       |
| 1.00                  | .25                       |

### Early Graduation

Students may be considered for early graduation, as provided for within state law, upon meeting the following requirements:

1. All course, credit and standards requirements are met.
2. Interview with administration and parent/guardian regarding post-secondary educational opportunities.
3. The principal's decision will be in writing and subject to review by the superintendent and school board.

### Field Trips

On trips representing the school, students must bear in mind that their behavior reflects not only on themselves, but also on the Clearbrook-Gonvick High School and community. Therefore, each student shall be accountable for any adverse publicity that he/she may cause. When a student goes to an event with a class, group or team, he/she must return on the bus. Any other arrangements must be made prior to the trip with the teacher or coach and an administrator. The only exception will be where parents request in person to take a student home. A parent signature will be required. Students who misbehave on a field trip are subject to disciplinary action and may lose field trip privileges.

### Final Tests

Final tests are given for all classes and all grades on a semester basis. Final tests will be scheduled during the last three days of the semester. Final tests will be scheduled during regular class time.

### Graduation Requirements

Students must meet all course credit requirements and graduation standards, as established by the state and the school board, in order to graduate from Clearbrook-Gonvick High School.

#### Required Courses for Graduation from Clearbrook-Gonvick School

##### English

|             |            |
|-------------|------------|
| English 9   | 1.0 credit |
| English 10  | 1.0 credit |
| Literature  | 1.0 credit |
| Composition | 1.0 credit |

##### Math

|                |            |
|----------------|------------|
| Algebra II     | 1.0 credit |
| Geometry       | 1.0 credit |
| Math Electives | 1.0 credit |

##### Science

|                   |            |
|-------------------|------------|
| Physical Science  | 1.0 credit |
| Biology           | 1.0 credit |
| Chemistry/Physics | 1.0 credit |

##### Health/Phy-Ed

|           |            |
|-----------|------------|
| Phy. Ed 9 | 0.5 credit |
| Health 9  | 0.5 credit |

##### Fine Arts

1.0 credit

##### Social Studies

|                  |            |
|------------------|------------|
| Geography        | 1.0 credit |
| World Studies    | 0.5 credit |
| U.S. History     | 1.0 credit |
| U.S. Citizenship | 1.0 credit |
| Economics        | 0.5 credit |

##### Business/Career

|                  |            |
|------------------|------------|
| Personal Finance | 0.5 credit |
| Bus/Com Elective | 0.5 credit |

##### Electives

7.5 credits

**Total Credits Needed 24.5**

## **Summary of Credits Required for Graduation**

The minimum State of Minnesota credit requirement for graduation is 21.5. The credit requirement for Clearbrook-Gonvick School is 24 credits. Students will be enrolled in at least 6 credit bearing classes in a day. Credits toward graduation will be accepted from authorized, accredited schools. Students who qualify for special education/Section 504 may be granted permission to pursue alternative programs leading to graduation. These programs will be developed by the special education department and approved by the administration. Students who fail classes and lose 4 or more credits in the school year will repeat the grade. Teacher team over-rides may be considered under unusual circumstances.

### **Honor Roll**

Honor roll is determined each quarter, based on the student's grade point average for that quarter. Students must be enrolled full time at the high school in order to qualify for the honor roll. To be included on the "B" honor roll, a student must have at least a 3.00 GPA and no grade lower than a C. To be included on the "A" honor roll, a student must have at least a 3.60 GPA and no grade lower than a B-.

|    |      |    |      |    |      |
|----|------|----|------|----|------|
| A  | 4.00 | B+ | 2.60 | D+ | 1.30 |
| A- | 3.60 | C+ | 2.30 | D  | 1.00 |
| B+ | 3.30 | C  | 2.00 | D- | 0.60 |
| B  | 3.00 | C- | 1.60 | F  | 0.00 |

Grade point average is determined by the grades you have received in courses, the credits in each course, divided by the number of credits taken. Pass/No Pass will have no grade point average assigned. Students who have NC for attendance or D's, F's, or Incompletes on their report cards will not be considered for the honor roll. Any student wishing to take an online class must submit a written request and receive approval from administration 30 days in advance of taking the online course. The request must also be signed by a parent/guardian.

At the end of each marking period, an honor roll will be posted and published. Students listed on the honor roll have met requirements for a "B", 3.0 GPA or an "A", 3.67 GPA for the grading period. Honor roll students will not have an "F" or "I" and be enrolled in at least six (6) classes for the grading period. In addition to honor roll recognition each quarter, students are honored at the awards banquet in the spring each school year. A student will be A Honor Roll if he or she has been on the A Honor Roll for all three quarters. A student will be B Honor Roll if he or she has been on a combination of A and B honor roll for all three quarters.

### **Incomplete Grades**

A student is given an "I" for incomplete only if extended illness or some other situation beyond the student's control prevents completion of work by the end of the grading period. An "I" counts as a failure in computing academic athletic eligibility. A student is given no more than one day for each day absent to make up work. The maximum limit is one week after which the "I" becomes an "F". The student receiving an "I" has the responsibility to contact the teacher to determine what work is expected and the date it is due. The teacher giving an "I" has the responsibility to inform the student what is expected in order to meet the grading requirements and the date by which the "I" must be cleared. The teacher must then report the grade promptly to the school office.

### **Make-up Work**

It is the responsibility of the student to make up all missed work. When a student has been absent for a legitimate reason, the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the assignment. Students should be prepared to take tests on the day returning to school if the test was announced previously or absence was for one day. Students must obtain a make-up slip in the office prior to a planned absence. It is the student's responsibility to obtain assignments to be completed.

### **National Honor Society**

Selection to the National Honor Society is an honor. It is recognition that a student has achieved an excellent academic record and also made important contributions to his/her school and community. Good scholarship is combined with service, character and leadership. To be eligible for membership, one must be at least a sophomore at CGHS and have a minimum of a 3.3 GPA. A student must also have demonstrated those elements of service, character and leadership in ways for making a good world. A faculty council will review the candidate's application and determine who will be accepted for membership.

### **Promotion and Retention**

#### **Seventh and Eighth Grade**

Students must satisfactorily complete the Clearbrook-Gonvick High School 7th and 8th grade curriculum. Grade reclassification/retention occurs when a student fails more than one (1) core class in 8th grade. Grade reclassification/retention occurs when a student fails more than two (2) core classes in 7th grade.

#### **Ninth through Twelfth Grade**

Students are required to pass their required courses and meet satisfactory credit requirements for graduation. Grade reclassification occurs when a student is unable to pass at least four (4) credits. Any waiver of requirements will be granted only with the principal's approval.

### **Parent Right to Know**

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

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

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

### **Section 504 Policy**

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

### **Work-Study Guidelines**

To participate in the Work-Study Program, students must be seniors at CGHS and maintain a minimum GPA of 2.5. Additionally, students must have no major disciplinary issues or unresolved behavior concerns. Participation requires approval from a school counselor or principal. The school will assign placements based on the student's career interests, skills, and academic goals. These placements could be at local businesses, non-profit organizations, or within school departments, either on or off school grounds.

Students are expected to uphold professional behavior at all times during their work-study placements, including being punctual, dressing appropriately, and communicating respectfully. Failure to meet work expectations may result in removal from the program. In addition to fulfilling work duties, students must complete weekly progress reports that reflect their tasks, challenges, and feedback from their supervisor. These progress reports must also include days/hours worked for the week and a supervisor's signature. The Work-Study Program should not interfere with the student's academic performance; students are required to maintain satisfactory grades and attend all scheduled classes. If a student's academic performance or attendance suffers as a result of their work-study participation, they may be placed on probation or removed from the program.

Safety is a priority in the Work-Study Program. Students must follow all workplace safety guidelines and regulations set by their worksite, and they are not permitted to engage in any hazardous activities. CGHS is not responsible for injuries that occur during work-study placements, except in cases of negligence or school-related error. Some work-study positions may offer compensation, while others are unpaid, depending on the employer. Students may also earn high school credit for completing the program, with the amount of credit determined by the number of hours worked and the quality of their performance. Students need approximately 144 hours of work experience to receive one elective credit. Partial credit may be given for hours less or more than the 144 hours.

### **Postsecondary Enrollment Options (PSEO)**

(PSEO) is a program that allows 11th and 12th grade students to earn both high school and college credit while still in high school, through enrollment in and successful completion of college-level, nonsectarian courses at eligible participating postsecondary institutions. Most PSEO courses are offered on the campus of the postsecondary institution; some courses are offered online. Each participating college or university sets its own requirements for enrollment into the PSEO courses. 11th and 12th-grade students may take PSEO courses on a full or part-time basis.

#### **PSEO Eligibility**

There is no charge to PSEO students for tuition, books or fees for items that are required to participate in a course. Students must meet the PSEO residency and eligibility requirements and abide by participation limits specified in Minnesota Statutes, section 124D.09. If a school district determines a pupil is not on track to graduate, she/he may continue to participate in PSEO. Students must notify their school by October 30 or May 30 if they want to participate in PSEO during the following academic term. Students opting to enroll in PSEO must complete the Post-Secondary Enrollment Option Agreement located in the Appendices section.

**11th Grade:** 3.5 cumulative high school GPA

**12th Grade:** 3.3 cumulative high school GPA

### **Online College in the High School (OCHS)**

Students in grades 10, 11, and 12 may be eligible to take Online College in the High School courses. Administrative approval must be granted for a student to take an OCHS course to fulfill the high school credit requirement if the course is offered by a Clearbrook-Gonvick teacher.  
OCHS Eligibility:

**10th Grade:** 8th grade MCA Reading test score of 850 or higher.

**11th Grade:** Accuplacer reading score of 250 or cumulative GPA of 3.3 or higher.

**12th Grade:** Accuplacer reading score of 250 or cumulative GPA of 2.8 or higher.

In addition, OCHS carries additional requirements in regards to Satisfactory Academic Progress. To continue enrollment in OCHS, students must:

1. Maintain a 2.0 cumulative college GPA
2. Complete 67% of the college credits taken from each college. Students falling below these standards will be required to submit an Academic Appeal to the college.
3. If a student does not meet satisfactory academic progress and does not have an approved academic appeal, that student will be removed from their registered course(s).

The student will be eligible for 1 less OCHS course the following semester if:

1. A student fails a CIHS or an OCHS course.
2. A student withdraws from a course after the deadline for return of payment.
3. A student is removed from the class by the professor or institution for academic reasons, such as plagiarism or academic dishonesty.

### **College in the High School (CIHS) Courses**

Students in grades 11 and 12 may be eligible to take College in the High School English courses from Clearbrook-Gonvick teachers through Bemidji State University. CIHS Eligibility:

**11th Grade:** Must be in the top 67% of their class OR have a 3.0 GPA OR score at, or above the 70th percentile on a nationally standardized test (i.e. ACT or SAT).

**12th Grade:** Must be in the top 50% of their class OR have a 2.8 GPA OR score at, or above the 50th percentile on a nationally standardized test (i.e. ACT or SAT).

Students must also meet the required placement scores for BSU English courses: 250 or higher on the Accuplacer Reading test.

### **PSEO & OCHS Tuition and Book/Fees Repayment**

Tuition and book/fees repayment to the district are to be made by the student and/or parent/guardian if:

1. A student fails a PSEO or an OCHS course.
2. A student withdraws from a course after the deadline for return of payment
3. A student is removed from the class by the Professor or Institution for academic reasons, such as plagiarism or academic dishonesty.

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

The Clearbrook-Gonvick Public Schools seek to provide an opportunity for all students to develop their full potential of achievement, originality, and creativity. This development can take place only in an environment where each student's rights are protected. Student responsibility must also be a part of this educational climate in order to provide the orderly framework within which the goals of freedom can be realized. Without discipline in the schools, learning cannot occur. Discipline and behavioral intervention is the growing process of individuals being responsible for their own behavior as well as learning from these experiences.

We believe that all students, parents, educators, and members of the community have a right to expect a safe, stimulating, and productive learning environment in our schools. We also believe they have a responsibility for assisting in efforts to establish and maintain such an environment.

All students may develop to their fullest potential if educators provide interesting and challenging learning experiences and if students have a desire to learn, attend school on a regular basis, and behave in an acceptable manner.

Students may be disciplined for off-campus conduct which disrupts, interferes with, or otherwise affects the environment, activities or operation of the school.

If a problem arises concerning the school, the Clearbrook-Gonvick Board of Education requests that you take the following progressive actions:

- a. Personally contact the person directly involved.
- b. If you are unable to resolve the problem by contacting the person involved, contact the principal.
- c. If you feel the problem is not resolved, meet with the Superintendent.
- d. In the event that you feel there is still a basis for a problem, you are invited to address your concerns to the full Clearbrook-Gonvick School Board of Education for final resolution.

### **Attendance**

The School Board of Independent District No. 2311 believes that success in academic work is directly related to regular school attendance. Absences, whether excused or unexcused, are detrimental to the learning process in that work made up outside of class is not as effective as the actual classroom experience. Furthermore, excessive absences, as defined below, may result in a failing grade. Such experiences as class discussion and student teacher interaction cannot be replicated outside the classroom or at a later time. In addition, regular attendance develops habits of dependability that are important to the future of the student.

In accordance with the regulations of the State Department of Education and the Minnesota Mandatory Attendance Law MN Statute 120A.22, students are REQUIRED to attend all assigned classes every day school is in session. Students, parents, and teachers share the responsibility for attendance.

### **Responsibilities of Students and Parents:**

#### **Student Responsibility:**

1. To attend all assigned classes every day that school is in session.
2. To be in class on time, prepared for academic work.
3. To know and follow correct procedures regarding attendance.
4. To request any missed assignments due to an absence and to complete work as assigned by the teacher.



**Parent/Guardian Responsibility:**

1. To encourage the student to attend school.
2. To recognize that any absence, regardless of cause, has a detrimental influence on the student's achievement.
3. To inform the school in the event of a student's absence.
4. To work cooperatively with the school and the student to solve any attendance problems that may arise.

*A student whose illness extends beyond five (5) consecutive school days may get a doctor's slip documenting the illness.*

THE OFFICE NEEDS TO BE NOTIFIED WITHIN TEN SCHOOL (10) DAYS OF A STUDENT'S ABSENCE FOR A CHANGE TO BE MADE IN ATTENDANCE.

**General Procedures Regarding Absenteeism**

When a student is absent, the parent or guardian shall notify the school by phone (776-3112) by 10:00 a.m. the morning of the absence. If this is not done, the parent will be called when possible. NO excused absence will be given until parental contact is made. All absences that have not been recorded as excused within one (1) school day will automatically become unexcused absences.

Official school field trips or other school-sponsored events, which require a student to be absent from class, are not considered absences and are not addressed in this policy.

**Excused Absences**

The following reasons shall be sufficient to constitute excused absences:

1. Illness
2. Serious Illness in the student's immediate family.
3. Significant family events such as a death in the student's immediate family or of a close friend or relative, or a wedding.
4. Medical or dental treatment. An appointment card or note from the doctor's office may be requested for students who have been identified and referred for excessive or continuing truancy.
5. Court appearances occasioned by family or personal action.
6. Religious instruction/spiritual days as agreed upon by the parent/school.
7. Physical emergency conditions such as fire, flood, storm, etc.
8. Removal of a student pursuant to a suspension. Suspensions are to be handled, as excused absences and student will be permitted to complete make-up work as per absence procedures.
9. Dismissal under the Pupil Fair Dismissal Act for disciplinary purposes
10. School sponsored activities
11. Important events requiring student participation in such activities as state or national contests, tournaments, concerts, or performances.
12. Students in the 11<sup>th</sup> and 12<sup>th</sup> grade will be allowed 3-excused college visits each year. Visits must be approved through the guidance counselor prior to the visit.

The following are the consequences for excused absences.

1. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
2. The responsibility for obtaining make-up work prior to or after an absence rest with the student. Students are given one additional day to make up work for every day missed due to excused absence. Parents may request makeup work while the student is absent. Such requests must be made by 8:45 A.M. and the work may be picked up at the high school office after 3:00 P.M. Advance make-up work is due within one day of the student returning to school, unless special arrangements are made. It is not the teacher's responsibility to seek out absent students. Grading of make-up work shall be determined by the grading policy of that teacher.

## **Unexcused Absences**

The following are examples of absences, which will **not** be excused:

1. Truancy. An absence from school or class without the parent's or school's knowledge and/or approval. In the case of any truancy, the school may file a truancy report to the county attorney's office upon which it becomes a legal issue. After truancy is filed, unexcused absences need to be cleared through the truancy process, not through the school. Any truancy will be subject to disciplinary action, such as detention or suspension.  
\*Truancy consequences are subject to change based on Clearwater County and/or the county of residence recommendations and programs.
2. Work at home, including babysitting a younger sibling.
3. Work at a business, except under a school-sponsored work release program.
4. Vacations with family unless approved 2 days in advance by the principal.
5. Personal trips to schools or colleges unless arranged through the school counselor and/or approved 2 days in advance by the principal.
6. Arriving to class more than 15 minutes late will be considered an unexcused absence unless the student has a note and the student's absence is excused by administration.
7. Any other absence not included under the attendance procedures set out in this policy.

The following are the consequences for unexcused absences:

1. Each unexcused absence will result in one hour of detention or intervention.
2. A truancy letter will be sent home after three unexcused absences per semester.
3. A truancy letter will be sent and a parent meeting will be required after seven unexcused absences per semester.

## **Tardiness**

Definition: Tardiness is the failure of a student to be in an assigned area without a valid excuse when the final bell sounds for each class. Individual classroom teachers will define "Assigned area". A student will be considered tardy if they are not in the assigned classroom when the bell rings. A late entrance is considered a tardy if it occurs during the first fifteen (15) minutes of class. After that (15) minute time period, a tardy will automatically turn into an absence. Students who come to class unprepared; meaning they do not have the necessary items for class, will not be allowed to go to their lockers to get materials. Being prepared to do the job you are sent to on a daily basis is a lifetime skill and is one the school believes is necessary for all student to have. Come to class prepared to learn with all materials (Pencils, Pens, Paper, Textbooks, etc)

### **Procedure for Reporting Tardiness**

- a. Students tardy at the start of school must report to the school office for an admission slip.
- b. Tardiness between periods will be reported by the teacher. Teachers will notify students of being tardy to their class.

### **Excused Tardiness**

Valid excuses for tardiness are:

1. Illness
2. Serious illness in the student's immediate family
3. A death in the student's immediate family or of a close friend or relative
4. Medical or dental treatment
5. Court appearances occasioned by family or personal action
6. Physical emergency conditions such as fire, flood, storm, etc.
7. Any tardiness for which an administrator or faculty member has excused the student in writing

### **Unexcused Tardiness**

1. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse
2. Arriving to class more than 15 minutes late will be considered an absence unless the student has a note and the absence has been excused

### **Consequences**

1. Student will receive consequences for being tardy as follows:
2. Students will get three tardies per quarter.
3. Every tardy after those three will result in one hour of detention or intervention.
4. Students will be notified by detention or intervention slip and parents will be contacted by phone.
5. Eleven or more tardies will result in an unexcused absence per tardy. (See unexcused absence policy)

### **Advanced Absences**

Temporary absence from the school can be issued based upon the personal request of the parent/guardian, (provided the request is made in advance of the absence) if it is due to an emergency. For a student to receive full credit for work missed in a class, an advanced absence form must be signed by the student teacher/teachers and turned into the office before a student leaves the school. To receive full credit for work missed because of emergency absences, a student must make arrangements with each teacher upon returning to school.

### **Notice of Planned Absences**

When a student knows in advance that he or she will be absent from school, the student must obtain an advance Make-Up Report Form from the office no less than two days prior to the absence. The form must be cleared in the office prior to the absence in order to be considered to receive an excused absence. Teachers then have the opportunity to provide the student with assignments to be completed during the absences.

NOTE: Vacation days must be pre-approved by the principal to be considered an excused absence. Vacation days not pre-approved WILL count as verified but considered as an unexcused absence. Pre-approval may have an effect on the final outcome of credit. Students should make arrangements with teachers to get make-up work prior to school related activities that result in an absence from class.

### **Request for Student Assignments when Absent**

Parents may call the school office at 776-3112, requesting homework assignments. *A minimum of one full school day should be allowed to give staff members the necessary time to write out assignments, collect books and appropriate materials, and deliver them to the school office.*

### **Leaving School During the Day**

Sometimes students have appointments which must be kept, or for some other reason need to leave school during the day. Please have your parents call the morning when this will occur or write a note. **YOU MUST CHECK OUT WITH THE OFFICE WHEN YOU LEAVE AND CHECK IN AGAIN WHEN YOU RETURN.** You will never be allowed to leave the school during the day without contact between school officials and your parents. **LEAVING CLASS OR THE BUILDING WITHOUT APPROVAL IS CONSIDERED TRUANCY.** Juniors and Seniors are allowed a limit of three excused college visit absences during the school year. The visits must be approved through the CGHS school counselor prior to the visit.

### **Absence the Day of Performance/School Activity**

Students who are not in school the entire day of an activity/performance will not be allowed to participate that day. Students must be in regular attendance the day following participation in an event. Allowances may be made for appointments with the doctor, dentist, etc.

However, students who are ill during the day should not plan to participate that night. We will not attempt to enhance a performance, win a game or match at the expense of a student's health. Parents must pick their student up from any school-related activity if medical attention or disciplinary action is required for the student.

## **Special Procedures Applicable to Senior High School Absenteeism and Tardiness:**

### **Attendance Requirement for Course Credit: Maximum Absence Rule: This rule is also known as the 12-Class / 6-Class Absence Policy**

Course credit requirements include not only completion of all required coursework, but also participation and interaction through regular and prompt attendance. TEACHING STAFF MAY ASSIGN A GRADE FOR DAILY PARTICIPATION. THIS ACCUMULATES IN POINTS AND MAY HAVE AN IMPACT UPON THE STUDENT'S GRADES. Frequent absences disrupt the learning process for the individual student, the other students in class, and the classroom teacher.

For these reasons, a student who has accumulated more than twelve (12) absences from any semester class or has accumulated more than six (6) absences from any quarter class, may, based upon course content, receive a "No Credit: (NC) grade for the course, subject to the review and appeal procedures.

The responsibility for the keeping of accurate records, communication with parents and student's documentation, and making the final determination of grade rests with the administration with input and feedback from the classroom teacher(s). Should a student choose to exercise due process, an appeals process has been established. For appeals, the student and/or parents will meet with a review board. Students may be placed on probationary status through this procedure and credit may be reinstated if the student meets the terms of the review board.

### **Request for Review**

It is the intent of the policy to enhance educational opportunities through better attendance achieved by cooperative efforts of students, student advocates, parents, and administrators. The principal shall determine whether there are extenuating circumstances affecting a student, which justify waiving this policy. The principal shall conduct this review without request from parents. It is the intent of this language to prevent parents from having to appeal the loss of credit for situations involving extenuating circumstances. The principal shall be empowered to establish guidelines for students when the principal has found extenuating circumstances. In the absence of a determination of extenuating circumstances, at such times as a student has accumulated more than 12 absences in a semester class or a student has accumulated more than 6 absences in a quarter class, prior to the loss of credit, the student and parent/guardian shall be notified that the application of this policy will result in a loss of credit for the class or classes from which she or he is absent.

In such cases, the student, the student's advocate, or the student's parents, foster parents, or guardian have a right to request a review to explain why literal application of the policy would be unjust or unreasonable. An advocate is any person who appears on behalf of a student with the student's consent. A request for review must be made in writing to the principal, within 5 days of notification of the pending loss of credit. Pending the review, the student must continue attending the class or classes in question.

SCHOOL ATTENDANCE HAS A DIRECT EFFECT UPON THE GRADES STUDENTS RECEIVE. ATTENDANCE AND BEING ON TIME ARE LIFE SKILLS NECESSARY FOR SUCCESS IN THE WORKPLACE AND ARE CONSIDERED NECESSARY LESSONS FOR ALL STUDENTS TO LEARN IN SCHOOL.

## **Bullying Prohibition**

### **Purpose**

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

### **General Statement of Policy**

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.

- A. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- B. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- C. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- D. False accusations or reports of bullying against another student are prohibited.
- E. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventive 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.

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.

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

Students are encouraged to not bring unnecessary electronic devices to school. These devices are disruptive and are very prone to theft. Students are NOT allowed to wear headphones or use electronic devices in class unless they have teacher approval for a lesson being taught on a certain day or used with a specific curriculum. Students are permitted to use electronic devices, including cell phones, during lunch period and in the hallway during passing time.

#### **Failure to Follow These Procedures will Result in the Following:**

**1<sup>st</sup> Offense** – Confiscation of electronic device(s) and parent/guardian will be called. Students will pick up electronic device(s) at the end of their academic school day. The student will be written up via incident referral.

**2<sup>nd</sup> Offense** – Confiscation of electronic device(s) and parent/guardian will be called. Parent/guardian will pick up electronic device(s), and the student and parent/guardian will meet with the principal or administrative designee at the end of their academic school day.

**3<sup>rd</sup> Offense** – Confiscation of electronic device(s) and parent/guardian will be called. Parent/guardian will pick up electronic device(s), and the student and parent/guardian will meet with the principal or administrative designee at the end of the school day. The student will no longer be allowed to use cell phones / personal electronic devices during the school day (8:20 am to 3:13 pm) for a period of 1 week. Students may not use electronic devices belonging to others during this penalty. If students are caught sharing devices, both will be disciplined accordingly.

Any further offenses for using electronic devices inappropriately will follow the school handbook policy on insubordination. A refusal to cooperate will be classified as insubordination.

A student is not allowed to take pictures or record another student or staff member. Consequences may include suspension, or a more serious consequence based on circumstances and as determined by administration.

### **Dances**

Clearbrook-Gonvick School dances are for students only unless special permission is received. The doors close one hour after the dance begins. Any student who leaves the dance is not allowed to return. Staff have the right to seek medical attention for students as needed. Parents must pick their student up from the dance/activity if medical attention or disciplinary action is required for the student.

Students who are in the 7th and 8th grade may not have a disciplinary referral prior to any of the dances in each 9 weeks. Students will be informed of the loss of dance privileges. Guests attending dances (Homecoming, Winter Formal etc..) must be a student in good standing and be 18 years of age or younger. Students attending the Junior/Senior Prom must be a student in good standing and under the age of 21 years.

Consequences for inappropriate behavior:

**First Offense** – Student will be suspended from the next two (2) dances and any additional disciplinary action based on CGHS behavior plan as well as subject to additional MSHSL policies.

**Second Offense** – Student will be suspended from all dances/related activities and any additional disciplinary action based on CGHS behavior plan as well as subject to additional MSHSL policies.

### **Junior-Senior Banquet and Prom**

Guests must have attained the freshman year in high school to be eligible to attend the banquet and dance. Everyone who attends the banquet must remain until the entire program is completed. All CGHS juniors and seniors and approved guests are eligible to attend. Guests must be at least a sophomore and under the age of 21 to attend. All students and their guests must abide by CGHS rules and regulations while attending prom functions, even if the event takes place off school grounds. This includes, but is not limited to, maintaining appropriate behavior, refraining from the use of alcohol or illegal substances, and ensuring safety and respect for all attendees. Failure to comply with these guidelines may result in disciplinary action and the denial of future event privileges. Students must ride district provided transportation to and from off-site locations for prom.

### **Eligibility Requirements for Extracurricular Activities**

*This policy applies to all students involved in any extracurricular/cocurricular activities and/or job shadowing/training programs.*

A student's academic work is the most important aspect of his or her education. Students are expected to be working up to their ability in all classes. Students are required to sign specific eligibility requirement forms to participate in extracurricular activities. Fees will be charged for all extra curricular activities.

The following are the academic and eligibility requirements of the Clearbrook-Gonvick School District:

#### **Academic**

1. Students must meet extracurricular and activity eligibility requirements in order to participate in the following and all other events as determined by the C-G Administrations: all sports, Homecoming, Sno Daze, plays, Student Council, Knowledge Bowl, Speech, National Honor Society, Robotics, and any and all group and school organized activities.
2. To participate in any extracurricular activity and school function a student must not receive a grade of "F" in any class.
3. **Category I Activities:** Students' grades will be checked quarterly. Each failing grade would result in one game or one week ineligibility (whichever is longer) During this ineligibility period, students are required to attend all practices. The student must be receiving a passing grade at the end of the ineligibility period to become eligible. If, after serving their time, the student is passing all of his/her classes, they would regain eligibility. If the student is not passing all of their classes at that time, they will continue to be ineligible until they are passing. Students will only be allowed to check their grades each consecutive Wednesday, at which point they will become eligible if they are passing.  
**Category II Activities:** Students participating in arts contests/festivals and other art activities outside of the classroom, must be in good standing academically. This means a student must be passing all classes as of Monday afternoon in the week of the scheduled activity. Students are not prevented from performing in school concerts as these activities are a part of the classroom and course requirements.
4. Students must abide by the Minnesota High School League Code of Conduct and adhere to the high standards of social behavior implied.
5. Attending events and/or association to events where illegal substances are present or illegal activities are underway are a breach of the Minnesota High School League Code of Conduct and will result in ineligibility. The Activities Director and High School Principal will determine the duration and severity of the ineligibility.
6. Students must be in good standing and not have exceeded the 12/6 day attendance rule. Students who are not in good standing or have exceeded the attendance rules are ineligible and can only be reinstated through the appeal process.
7. If a student misses classes due to illness the student will not participate in evening school-related activities. A student must be in attendance a minimum of one-half day on the day of an event.
8. Students must be in regular attendance for the full day on the day following an event.
9. Appeal procedure: Any student not meeting the above academic standard may appeal in writing to the Activities Director/Principal to have the student's eligibility reinstated because of special

circumstances. A committee made up of the Principal, Activities Director, counselors and teachers involved in the unsatisfactory grades and/or behavioral issues will determine eligibility after the appeal hearing.

## **Student Removal from Class/Detention Policy Proposal**

School sponsored activities will be divided into two categories.

**Category I activities include:** Football, Volleyball, Cross Country, Boys Basketball, Girls Basketball, Boys Track, Girls Track, Baseball and Softball.

**Category II activities include:** Robotics, Knowledge bowl, FFA, Band, Choir, One-Act Play, Trap, and Archery.

If a student is removed from a class for ANY reason AND if a detention is given to them by administration in the office, then the following steps will be followed:

1. Detention must be served before the next activity in which that student is a participant.
2. After the detention is served the student will then receive:

### **Category I**

- 1<sup>st</sup> Offense—a conversation with Activities Director stating that the next time they are removed from ANY class for ANY reason, they will be ineligible the following game/activity. Parent Contact.
- 2<sup>nd</sup> Offense—Removal from the next game/activity.
- Subsequent offenses—Removal from next game/activity.
- If an ISS or OSS is issued, revert to the consequences for a second offense.

### **Category II**

- 1<sup>st</sup> Offense—a conversation with the Activities Director stating that the next time they are removed from ANY class for ANY reason, they will be ineligible for the following game/activity. Parent Contact.
- 2<sup>nd</sup> Offense—consequence by coach/advisor
- 3<sup>rd</sup> Offense—removal from next contest/activity.

## **Chemical**

A student shall not use, have in possession\*, buy, sell or give away any mood-altering chemicals (tobacco, alcohol, or drugs).

***\*Possession:** Knowingly have in one's control the prohibited substance but it is not necessary that it be upon the student's person. In order to possess in violation of this policy, it is only necessary that the prohibited substance be in place under the student's control or if the student was knowingly exercising some dominion or control over it.*

## **Penalties for Category 1 Activities:**

**First Violation:** After a violation has been determined, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Second Violation:** After a violation has been determined, the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

**Third Violation:** After a violation has been determined, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.



**Fourth Violation:** The student must become a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum of six (6) weeks after entering and successfully completing the program. The director or a counselor of a chemical dependency treatment center must issue such certification.

**Fifth Violation:** Students may not participate in extracurricular activities unless otherwise determined by administration.

**Accumulative Penalties:** Penalties shall be accumulative beginning with and continuing throughout the student's participation on any team or activity in grades 7 - 12.

## **Discipline**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

### **Habitual/Severe Clause**

Habitual/Severe abuse of the rules and policies and excessive disciplinary referrals (4 disciplinary referrals in a semester will result in a meeting of student, parent, and administration) which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment may result in the following consequences: Disciplinary conference with the student, parent, and administration; Detention; In-School Suspension; Out-of-School Suspension; or referral to the school board for a possible change of placement or expulsion proceedings. Suspensions are made by the administration and are not appealable.

### **Disciplinary Referrals**

Consequences for failing to follow the rules or meet expectations will first be handled in the classroom whenever it is possible. In the case of a discipline referral to the office, teachers will submit a disciplinary referral, the nature of the problem, and action taken to correct the problem. The office will make an attempt to notify the parents by phone or by mail. Appropriate behavioral intervention and consequences, if warranted, will be assigned. If a student is dismissed from class for disciplinary reasons, he/she is to report to the office.

The following acts are unacceptable behavior subject to disciplinary action in the school district:

#### **A. VIOLATIONS AGAINST PROPERTY**

1. **Theft:** Theft is the act of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of property of another without consent and with intent to deprive the owner of the property, or finding of lost property and not making a reasonable effort to find the owner.  
*Minimum Consequence:* confiscation of the stolen property, student conference and parent/guardian contact. Other Possible Action: referral to police or juvenile authorities.  
*Maximum Consequence:* expulsion or exclusion.
2. **Robbery/Extortion:** The obtaining of property from another where his/her consent was induced by a use of force or threat of force.  
*Minimum Consequence:* suspension of up to five (5) days, restitution, parent/guardian conference and immediate notification of police.  
*Maximum Consequence:* expulsion or exclusion.
3. **Arson:** Intentionally setting fire or causing a fire or explosion to occur on school grounds, school vehicle or at school related activities.  
*Minimum Consequence:* suspension of up to five (5) days, parent/guardian conference and immediate notification of police  
*Maximum Consequence:* expulsion or exclusion
4. **Vandalism/Willful Damage to Property:** Any student who willfully cuts, defaces, or otherwise destroys in any way property, real or personal, belonging to the school district, or any individual, including other students or employees shall be disciplined.

*Minimum Consequence:* suspension of up to five (5) days, restitution, parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion and restitution, which may be monetary, or service based. *Other possible consequences* include notification of the police or juvenile authorities - other possible legal action.

5. **Unauthorized Use of School Property:** Unauthorized/illegal use - school property

*Minimum Consequence:* student conference and parent/guardian contact.

*Other:* notification of police or juvenile authorities, detention, or suspension.

*Maximum Consequence:* expulsion or exclusion.

## **B. VIOLATIONS AGAINST PERSONS**

1. **Assault:** A threat of bodily harm or death to another person, without material physical contact

*Minimum Consequence:* parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion for up to one (1) year.

2. **Aggravated Assault:** A student who threatens or inflicts bodily harm or death to another while in possession of a weapon shall be dealt with under the preceding section of this policy dealing with weapons. In addition, the police will be contacted.

3. **Fighting:** Shall be characterized by violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving, or scuffling.

*Minimum Consequence:* students in grades 7-12 will be suspended from the classroom or from the building for a period not to exceed five (5) days.

*Maximum Consequence:* expulsion or exclusion for up to one (1) year.

4. **Intentional Physical Harm:** Physical attack on another person or other intentional conduct resulting in physical injury to another person.

*Minimum Consequence:* Students in grades 7-12 will be suspended for a period not to exceed five (5) days.

*Maximum Consequence:* expulsion or exclusion for up to one (1) year.

5. **Harassment:** It is a violation of School District policy to engage in any type of harassing conduct towards another individual. Inappropriate abusive, threatening, or demeaning actions which may be based on many harassing comments in relation to, for example: personal, body, academic ability, family, race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation, among others. Bullying is considered a form of harassment. Bullying has been defined as: "A person is being bullied or victimized when he or she is exposed, repeatedly and over time, to negative actions on the part of one or more persons (Olweus, 1991) Essentially, if the aggressor knows that his or her behaviors are disturbing to the victim and continues the act, that is bullying. Bullying is addressed in various areas in the handbook. See Harassment Policy.

*Minimum Consequence:* parent/guardian contact/conference, student behavior intervention.

*Maximum Consequence:* harassment charges, hearing, expulsion, or exclusion of up to one (1) year.

6. **Abusive Language and Verbal Assault:** It is a violation of School District policy to use abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, including, but not limited to, conduct which degrades people because of their gender, race, religion, ethnic background, or physical or mental handicaps.

*Minimum Consequence:* parent/guardian contact/conference.

*Maximum Consequence:* expulsion or exclusion.

7. **Hazing:** Hazing means committing an act against a student or coercing a student to commit 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. Examples of hazing include, but are not limited to, initiating, or harassing a fellow student by means of horseplay, practical

jokes, or other acts often in the nature of humiliating or painful ordeals such as name calling, taping, marking, etc. See Hazing Policy #526.

*Minimum Consequence:* student conference/intervention and parent/guardian contact or conference.

*Maximum Consequence:* expulsion/exclusion.

### C. THREATS AND DISRUPTION

1. **Dangerous Threats:** Threats to normal school operations and school activities, including but not limited to the reporting of dangerous and hazardous situations that do not exist, sounding false fire alarms or bomb threats.

*Minimum Consequence:* parent/guardian conference.

*Maximum Consequence:* expulsion or exclusion, notification of legal authorities.

2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. Threats and major disruptions are considered a severe behavior and will result in execution of the Severe/Habitual Policy.

### D. DANGEROUS AND HARMFUL SUBSTANCES

1. **Alcohol:** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school sponsored activities.

*Minimum Consequence:* confiscation of the alcohol, parent/guardian conference.

*Maximum Consequence:* suspension of up to five (5) days. Other action may include but not limited to notification of legal authorities, referral for a chemical dependency assessment.

2. **Drugs:** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school sponsored activities, or on school grounds.

*Minimum Consequence:* suspension from the classroom, confiscation of the drugs, parent/guardian conference, notification of legal authorities.

*Maximum Consequence:* expulsion or exclusion. Other action may include referral for a chemical dependency assessment.

3. **Sale or Intended Sale of Drugs or Alcohol:**

*Minimum Consequence:* confiscation of the drugs or alcohol, suspension of not less than five (5) days, parent/guardian conference and notification of legal authorities.

*Maximum Consequence:* expulsion or exclusion. Other actions may include referrals to chemical dependency assessment.

4. **Possession of Tobacco/Vaping Products:** The possessing, using, or distributing of tobacco, vaping products, tobacco paraphernalia, or vaping paraphernalia by students is prohibited at school, on school grounds, school vehicles and at school sponsored activities. Students who are found to be in possession of tobacco or vaping products, tobacco or vaping paraphernalia/contraband, or any smoking object/device, including but not limited to electronic cigarettes, advanced personal vaporizers, vape pens, vape mods, and all similar devices will be subjected to the following discipline procedures:

*Minimum Consequence:* confiscation of the tobacco and/or vaping products, parent/guardian contact/conference.

*Maximum Consequence:* suspension of up to five (5) days. Other actions may include but not limited to notification of legal authorities, referrals to chemical dependency conduct/discipline assessment.

- 5. Use of Tobacco/Vaping Products:** The Clearbrook-Gonvick School Board of Education has ruled that all buildings and grounds of District #2311 will be tobacco and vape free. Students may not use a tobacco or vape products 1) in any building or upon any grounds which are owned and occupied by the district; or 2) in any location or facility during any school or school district sponsored educational program, activity or event regardless of the location of such an activity or event; or 3) in any vehicle owned or leased by the school district. Pursuant to Minn.R.Juv.P. 6.02 (1996 Amendments effective August 1, 1996) and Minn.R.Civ.P.4.02 subd. 5(3) the Court HEREBY ORDERS THAT: Tobacco offenses as defined in Minn. Stat, 144.4165 and 144.417 (Tobacco offenses committed on public school grounds), and Minn. Stat. 609.685 subd. 3 (tobacco offenses committed by minors).

*Minimum Consequence:* behavior intervention/tobacco, notification of parent/guardian.

*Maximum Consequence:* repeated violations may result in suspension or expulsion.

## **E. WEAPONS**

This policy applies to students and non-students, adults, employees, and visitors to the District.

### **Statement of Policy**

It is a violation of the policy of Independent School District No. 2311 for any individual to knowingly or voluntarily possess, store in an area subject to one's control, handle, transmit, or use any instrument that is considered a weapon and destructive device or a look-alike weapon or destructive device in school, on school grounds, at school activities, at bus stops or in school vehicles, or entering upon or departing from school premises, property or events. Weapons and destructive devices will not be tolerated.

### **General Definition of Weapons**

1. Any and all articles commonly used or designed to inflict bodily harm and/or intimidate another person(s). Examples include, but are not limited to: firearms, whether loaded or unloaded or incapable of being used, knives; clubs; metal knuckles, nun chucks; throwing stars; explosives; stun guns; ammunition; mace; pellet guns; starter guns; crossbows; bows and arrows; and other non-functioning guns and weapons that could be used to threaten others.
2. Any and all look-alike weapons, including any item, which may reasonably be believed to constitute a weapon under this policy.
3. Any and all articles designed for other purposes which are actually used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs, pen/pencils, files, scissors, compasses, laser pointer, and letter openers.
4. Objects such as fireworks, firecrackers, smoke/stink bombs, darts, and nuisance items and unauthorized tools, which have the potential to cause harm. The building administrator or designee shall use his/her discretion when interpreting the use and intent of such articles at school as outlined above.

### **Destructive Device - Gun Free School Act of 1994**

1. Any explosive, incendiary, or poison gas
  - a. Bomb
  - b. Grenade
  - c. Rocket having a propellant charge of more than four ounces
  - d. Missile having an explosive or incendiary charge of more than 1/4 ounce
  - e. Mine
  - f. Device similar to any of the devices described in the preceding clauses
2. Any type of weapon by whatever name known which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and
3. Any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

**Weapon - Gun Free School Act**

1. Any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
2. The frame or receiver of any such weapon
3. Any firearm muffler or firearm silencer
4. Any destructive device

**Enforcement**

1. The District shall act immediately to investigate all acts and complaints of violence, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.
2. Minimum Consequence: Pursuant to the Gun Free School Act of 1994, all students in possession of a weapon or destructive device, as defined above in Article C, 2 and 3, may be expelled or excluded from attendance or otherwise removed from school for a period of one calendar year. The Superintendent may recommend to the School Board, in unusual circumstances, that a less severe penalty be imposed.
3. Students with or without disabilities are subject to the consequences of this policy. Students with a disability will be subject to disciplinary action, which complies with the law applicable to disabled students. This includes but is not limited to, interim alternative placement as provided by 20 U.S.C. 1415.
4. Students in possession of a weapon as defined in Article C, Section 1, which does not constitute a weapon or destructive device pursuant to the Gun Free School Act, shall be subject to disciplinary action, including possible expulsion for one calendar year, upon the recommendation of the administration. Possible consequences include:

1. A. Notification of parent/guardian
2. Involvement of the police with a recommendation to charge

*Minimum Consequence:* suspension of not less than two (2) day and up to five (5) days (or the maximum allowed by law)

*Maximum Consequence:* expulsion/exclusion from school by the School board for up to one (1) year.

5. A student who finds a firearm on the way to school or in the school building and takes the weapon immediately to the principal's office shall not be considered in possession of a weapon.

This policy is not meant to interfere with the instruction or use of appropriate equipment or tools by employees and students. Such equipment, when properly used and stored, shall not be considered a weapon for the purposes of this policy. However, when authorized instructional and work equipment or tools are used in a dangerous or potentially dangerous and/or threatening manner, they may be considered a weapon and their use may be subject to the contents of this policy.

**F.INTERFERENCE/OBSTRUCTION**

Any intentional action taken to attempt to prevent any school personnel from exercising their lawfully assigned duties.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

**G. WILLFUL DISOBEDIENCE**

Refusal to follow school rules and regulations.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

**H. DEFIANCE OF AUTHORITY**

Willful refusal to follow a legal direction/order given by school personnel.

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

## **I. RECORD AND IDENTIFICATION FALSIFICATION**

Falsifying signatures or data on official record and/or refusal to give correct identification or giving false identification when requested to do so by a staff member. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or electronic means;

*Minimum Consequence:* student conference and parent/guardian contact.

*Maximum Consequence:* expulsion or exclusion.

## **J. UNAUTHORIZED DISTRIBUTION**

Distribution of literature or graphics on or near school property of libelous, slanderous, plagiarized or obscene material or material which violates the School District Harassment Policy.

*Minimum Consequence:* parent/guardian contact/conference.

*Maximum Consequence:* expulsion or exclusion.

## **K. TRUANCY OR LEAVING SCHOOL GROUNDS**

Truancy is when a student is absent from school for all or part of a school day without a valid excuse acceptable to the building principal or designee. Leaving school grounds during the school day without permission constitutes truancy. Refer to building policy.

## **L. CHRONIC AND UNEXCUSED ABSENTEEISM**

Truancy will be filed and parent/guardian contacted. A habitual truant is one who has unexcused absence for seven (7) school days for elementary students and one or more class periods on seven (7) school days for a junior/senior high school student. Those habitually truant will be referred by school authorities under MN Statute 260A to appropriate agencies. Under Minnesota Statute 120A.22 subd. 8, the parent/guardian of a 16-18 year old student who seeks to withdraw from school must attend a meeting with school administration to discuss educational opportunities available and must sign a written election to withdraw from school. If a conference is not requested, the district will file a petition of truancy with the county attorney's office.

## **M. FAILURE TO ATTEND DETENTION**

Failure to attend detention will result in additional consequences.

*Consequence:* student conference and parent/guardian contact, extended detention or further action as determined by the administration

## **N. TRESPASSING**

Physically present on a school campus, school vehicle or at a school activity after being requested to leave by the principal or other person lawfully responsible for the control of school premises. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker:

*Minimum Consequence:* student conference and parent/guardian contact

*Other Possible Consequence:* referral to police or juvenile authorities

*Maximum Consequence:* expulsion or exclusion

## **O. GAMBLING**

Including, but not limited to, playing of a game of chance for stakes.

*Minimum Consequence:* student conference and parent/guardian contact

*Maximum Consequence:* expulsion or exclusion

## **P. GANG-RELATED BEHAVIORS**

Students are prohibited from displaying currently recognizable gang-related hand signals, clothing, written or oral expressions, including graffiti, and body-posturing at school, on school grounds, or at school sponsored activities.

*Minimum Consequence:* student conference and parent/guardian contact

*Maximum Consequence:* expulsion or exclusion

## **Q. DISTRICT INTERNET BEHAVIORS**

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and honor these agreements. As outlined in board policy and procedures on student rights and responsibilities, the following will not be permitted: Sending or displaying offensive messages or pictures using obscene language. Harassing, insulting, or attacking others. Damaging computers, computer systems or computer networks. Violating copyright laws. Using another's password.

Trespassing into another's folders, work or files. Intentionally wasting limited resources. Employing the network for commercial purposes. Any use of the network infringing on the rights of others.

Computer access is provided for educational use. Students must follow the Acceptable Use Policy.

1. Email is not allowed except for schoolwork purposes. If a student needs a school email account, they may submit a request in the office.
2. Recreational games are not allowed during school hours. With teacher/staff permission, acceptable educational games may be accessed. No games that are violent, shooting, pornographic, gambling or include chat are ever considered acceptable.

*Minimum Consequence:* loss of internet access, student's conference, and parent/guardian contact

*Maximum Consequence:* expulsion or exclusion

## **R. TRAFFIC REGULATIONS AND BUS SAFETY**

1. **Reckless or Careless Driving:** Driving on school property in such a manner as to endanger persons or property.

*Minimum Consequence:* student conference and loss of parking privileges, and parent meeting with liaison officer.

*Maximum Consequence:* suspension and referral to police or juvenile authorities

2. **School Bus:** The Student Code of Conduct/Discipline Policy is in effect from the time a student boards the bus. Bus drivers are responsible for orderly conduct of pupils while they are on the school bus. Violation of any provision of the discipline policy on a school bus shall be subject to discipline. Riding on the bus is a privilege, not a right. Students will follow the same behavioral standards while riding a school bus as is expected of them on school property or at school activities. All school rules are in effect while riding the bus or at the bus stop.

*Minimum Consequence:* parent contact

*Other Possible Action:* revocation of bus riding privileges

*Maximum Consequence:* expulsion or exclusion

Consequences for school bus/stop misconduct will apply to all regular and late routes. Determination of appropriate consequences will be at the sole discretion of the School District. Parents/Guardians will be notified of any suspension of bus privileges.

## **S. VIOLATION OF ANY LOCAL, STATE, OR FEDERAL LAW**

## **T. VIOLATION OF SCHOOL RULES, REGULATIONS, POLICIES, OR PROCEDURES**

## **U. OTHER ACTS AS DETERMINED BY THE SCHOOL DISTRICT, WHICH ARE DISRUPTIVE OF THE EDUCATIONAL PROCESS OR DANGEROUS OR DETRIMENTAL TO THE STUDENT OR OTHER**

**STUDENTS, SCHOOL DISTRICT PERSONNEL OR SURROUNDING PERSONS, OR WHICH VIOLATE THE RIGHTS OF THEM OR WHICH DAMAGE OR ENDANGER THE PROPERTY OF THE SCHOOL, OR WHICH OTHERWISE INTERFERES WITH OR OBSTRUCT THE MISSION OR OPERATIONS OF THE SCHOOL DISTRICT OR THE SAFETY OR WELFARE OF STUDENTS OR EMPLOYEES.**

#### **V. ADDITIONAL CONSIDERATIONS**

1. The principal and licensed employees in a building shall review this disciplinary policy at least annually and assess whether its provisions have been enforced.
2. The principal has broad discretion to impose any penalty more severe than or in addition to the minimums set forth above. In addition, administrators have broad authority to require other types of intervention for conduct violating this policy, including referral to teach teams and other agencies or authorities for assistance and/or evaluation.
3. The listing of minimum consequences is referenced for a first offense only. In the event that a student has engaged in the same or similar behavior in the past or has engaged in persistent violation of school rules; the maximum consequences shall be increased to expulsion or exclusion for one school year.
4. Handicapped students involved in violations of these rules of conduct will be assessed through the child study process.
  - a. Students with IEPs, when suspended, must have a child study team meeting within five (5) days of the suspension.
  - b. The team must meet prior to expulsion or exclusion; the child cannot, be expelled/excluded if the misconduct is related to the handicapping condition
  - c. Statutes: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. Ch. 125A (Students with Disabilities) and IDEA 1997 Minn. Stat. 121A.40 to 121A.56 (Pupil Fair dismissal Act) Minn. Stat. 121A.60 to 121A.61 (Removal from Class) Minn. Stat.124D.03 (Enrollment Options Program) Minn. Stat. 124D.07 and 124D.08 (Enrollment in Nonresident District) Minn. Stat. Ch. 260A (Truancy) Goals 2000: Educate America Act 20 U.S.C. 5801 ET seq.29 U.S.C. 794 et seq. (Section 504 of Rehabilitation Act of 1973)

#### **Dress and Appearance**

The responsibility for proper dress rests with students and parents. With the wide variety of styles and fashions available today, parents and students should use good judgment and common sense in picking clothes for school so the learning atmosphere can be maintained and does not constitute a health or safety hazard.

##### **Purpose**

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

##### **General Statement of Policy**

It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.

##### **Dress Code**

In order to provide a positive environment, we promote dress, grooming and hygiene that support the learning, health and safety of our students and staff. Cleanliness of body and dress is vital to the success of an individual and to those with whom the student shares a classroom.

1. Any apparel or footwear that would damage school property or would be a safety issue is not allowed to be worn.
2. Hats/headaddress, hoods, or bandanas are not to be worn after the first bell during school hours except with the approval of the principal.
3. All dresses, skirts and shorts for all students must be fingertip length or fall half-way between the knee and thigh, whichever is longer, as determined by administration.



4. All garments or pants will not have holes exposed above the fingertip level or above half-way between the knee and thigh, whichever is longer, as determined by administration. Leggings or shorts under inadequately covering clothing are not acceptable.
5. Students are not allowed to expose cleavage, midriff, or undergarments.
6. Straps must be a minimum of 1 ½ inch (2 fingers) on tops or shirts for all students.
7. Clothing must not contain lewd, vulgar, obscene messages, or promote products or activities that are illegal for use by minors.
8. Clothing containing a message that is racist, sexist, gang-related or otherwise derogatory is not allowed.
9. Students will not be allowed to wear on their person any chains, spikes or any gang-related articles or dress.
10. Students will not wear clothing or hair that can be hazardous to them or other persons in their various school activities such as shop, laboratories, athletics, physical education, etc.
11. Due to persons with allergies and other respiratory problems, perfumes, colognes, cosmetics, essential oils, and other aromatic products may be prohibited.
12. Clothing that is disruptive to the educational environment is prohibited.

Students not abiding by the dress code as listed above or determined by administration will be asked to change or go home to change into school appropriate clothing.

Violators of this policy will be subject to disciplinary action, including, but not limited to:

1. Student/Teacher conference
2. Detention
3. Removal from class
4. Dismissal
5. Suspension or expulsion

Students unwilling to change clothes will be given an unexcused absence for their time out of class. If the student fails to remedy the problem, the parents will be contacted. If the problem remains unsolved, further action will be taken until the student corrects the situation. Caps and other clothing accessories worn in violation may be confiscated, at the discretion of the principal.

### **Backpacks and Heavy Coats**

Backpacks and heavy coats are not to be carried or brought into the classroom. Adequate time exists between periods to get materials from the locker. If an individual is cold, they should wear a sweater or sweatshirt.

### **Internet Acceptable Use**

A technologies use policy is in effect in the Clearbrook-Gonvick Schools and is available in the office. Parent permission forms must be signed for students to be able to access the Internet on school district computers. Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. School rules for behavior and communications apply. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Access is a privilege – not a right and entails responsibility. Individual users of the district computer networks are responsible for their behavior and communications over those networks.

It is presumed users will comply with district standards; the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. Network storage areas may be treated like school lockers. Network administrators may review files/communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would always be private. All Clearbrook-Gonvick School Board Policies must be adhered to. Violations may result in a loss of access as well as other action

The following are NOT permitted:

- a. Sending or displaying offensive messages or pictures
- b. Using obscene language
- c. Harassing, insulting or attacking others

- d. Damaging computers, computer systems or computer networks
- e. Violating copyright laws
- f. Trespassing in another's folders, work or files
- g. Intentionally wasting limited resources
- h. Employing the network for commercial purposes
- i. Violation of any local, state, or federal statutes

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

### **Use of School-Issued Devices & GoGuardian Monitoring**

As part of our commitment to creating a safe and productive learning environment, all students are required to use school-issued devices for educational purposes. By using a school device, students agree to the following terms:

#### **Use of School-Issued Devices:**

Students must use only the devices provided by the school for accessing online learning resources, assignments, and communication tools. Personal devices may not be used for school-related tasks unless authorized by the school administration.

#### **GoGuardian Monitoring**

The school utilizes GoGuardian, an educational monitoring software, to ensure that students' online activity is appropriate and aligns with our academic standards. By using the school-issued device, students consent to the monitoring of their internet usage, including websites visited, content accessed, and online activity. This monitoring is intended to promote a safe and focused learning environment and may include alerts to school staff regarding inappropriate content or behavior.

#### **Acceptable Use**

Students are expected to follow the school's Acceptable Use Policy when using the school-issued device. Any violation of this policy, including the use of the device for non-educational purposes or attempting to bypass the GoGuardian monitoring system, may result in disciplinary action.

#### **Privacy & Security**

While the school makes efforts to maintain privacy and security, students should be aware that all activity on the school-issued device may be monitored. The school reserves the right to review the content and usage of the devices at any time. By accepting and using the school-issued device, students and their families acknowledge and agree to these terms.

### **Misused Pin # Policy**

The United States Department of Agriculture (USDA) Food and Nutrition Service has a policy regarding handling misused pin #'s. This policy applies to misused pin #'s in districts/schools that participate in the National School lunch, School Breakfast, or Special Milk/Programs. Meals must always be provided to preschool and K-3 students or for handicapped students who may be unable to take full responsibility for a Pin #. Special meal arrangements are the appropriate action to take for these students. (This policy applies only to situations involving misused pin #'s, and does not apply to situations where there may be insufficient funds to pay for a meal.)

#### **Special meal arrangements may include:**

- a. Students, who repeatedly don't know, or misuse their pin #, may be required to go to the end of the line.
- b. Students, who repeatedly don't know, or misuse their pin #, may be required to eat in a location other than the cafeteria, e.g. supervised room, detention room.

#### **Disciplinary Measures Policy for misuse of Pin #'s:**

- a. Appropriate disciplinary policies can be implemented by the school for unacceptable student behavior that involves pin #'s, including but not limited to buying, selling, sharing, borrowing, or stealing the pin #. This disciplinary policy must be applied in conjunction with the Misused

Pin # Policy, which prescribes how special meal arrangements made due to misused Disciplinary measures can be taken at any time which it is deemed appropriate; three warnings are not required before disciplinary action can be taken.

- b. Students cannot be denied a complete NSLP/SBP meal as a disciplinary measure, except when they are absent from school due to having been suspended.
- c. Students cannot have their free or full price meal status changed because of disciplinary measures.

### **Parking on School District Property**

Automobile access to the campus is considered a privilege, not a right. Safe and courteous driving is expected of every student driver. Students finding it necessary to drive to school should drive very carefully, especially around the school building.

No student may occupy his/her or any other car during the school day. This includes lunch hour. Violators of this regulation will be subject to disciplinary action. The above rules also apply to motorcycles, snowmobiles, and ATV's. Student parking is located in the front lot located in the front entrance of the high school building only. Cars improperly parked or not displaying a student parking identification tag may be towed at the owner's expense.

Driving and parking on school property privileges may be revoked or suspended for the following reasons:

- 1. Reckless driving or speeding on school grounds.
- 2. Excessive vehicle noise
- 3. Unauthorized use of the vehicle during the school day or at a school activity. Doors are to be kept locked. Students are responsible for anyone in their car whether or not they have been given permission.
- 4. Excessive tardiness, truancy, or absences where driving is determined to be a factor.
- 5. Any accident on school property when the student is at fault.
- 6. Continued parking in non-designated locations.
- 7. Failure to follow posted parking regulations and signs.
- 8. Failure to yield right-of-way to buses.

The school is not responsible for the automobile or its contents. There is to be no loitering in the parking lot or visitation in the parking lot without permission. Students may only park in the student parking lot. Student vehicles may be subject to search if there is reasonable suspicion that a student's vehicle contains an item that is a violation of school policy. Registration forms are available in the main office.

### **Public Displays of Affection**

Public displays of affection will not be tolerated. Consequences will follow harassment procedures.

### **Restricted Areas**

Students may not enter the building at other times unless accompanied and supervised by a certified staff member. Once the day begins, students must remain out of the parking lots unless permission is received from an administrator. The elementary section of the school is off limits to high school students during the regular school day unless a student has permission to enter that part of the building. Clearbrook-Gonvick High School does not have an open lunch policy. Students are not permitted to leave campus for lunch unless given permission. The use of the weight room must be under the supervision of a certified staff member at all times. Missing class to use the weight room is not permitted.

### **Restrooms**

Students may use the restrooms in between periods or during the period when given a pass from a teacher. No more than one student at a time is permitted in a bathroom stall. More than one student in a stall at a time will result in disciplinary action for all violators.

### **Tennessen Notice**

When students commit an offense that will result in disciplinary action or exclusion or expulsion, students are not legally required to provide any information during the interview. The purpose of the interview is to find out the facts and impose proper discipline. The information provided is expected to be accurate. Information received during the investigation may be used to inform parents/guardians, MSHSL, police or other necessary authorities.

## **PART IV — HEALTH AND SAFETY**

### **Accidents**

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

### **Asbestos Management Plan**

The school district has developed an asbestos management plan. A copy of this plan can be found in the main district office.

### **Health Information**

#### **First Aid**

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

The district has installed automated external defibrillators (AEDs) in the building. Tampering with any AED is prohibited and may result in discipline.

#### **Communicable Diseases and Infectious Conditions**

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

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

#### **Health Service**

The student health office is staffed by a trained health paraprofessional who works under the direction and supervision of a licensed school nurse. Students who become sick at school should obtain a pass from the classroom teacher to go to the office. The nurse will visit the student in their location if they have had chronic visits to the nurse. The nurse will determine if the student needs to go home and note that on the pass back to the office. A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

#### **Immunizations**

State law requires that every student who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, rubella/rubella, and a tuberculin skin test. All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18.

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

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

### **Pesticide Application Notice**

Minnesota Schools must maintain an estimated schedule of pesticide applications. The projected schedule for pest inspection and pesticide application, if needed, is the first week of January, April, July and October. There may be long-term effects on children from these applications. Please contact the office at 776-3112 if you would like to be notified prior to pesticide applications.

### **Safety**

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

### **Visitors in District Buildings**

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

The practice of inviting students not enrolled in our school, friends, and/or relatives to school for part or all of a school day while school is in session is not permitted.

These security procedures will assist in improved protection of our students, maximize the learning environment and allow the District to account for all individuals in our buildings.

## APPENDIXES

### 1. School District Policy Cross Reference Table

| Topic .....                                      | Model Policy Number(s)  |
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| Accidents .....                                  | 806                     |
| Alternative Educational Opportunities .....      | 605                     |
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| Transportation of Public School Students .....   | 707, 709, 710           |
| Vandalism .....                                  | 506                     |
| Video and Audio Recording.....                   | 711, 712                |
| Visitors in School District Buildings.....       | 903                     |
| Weapons Prohibited.....                          | 501                     |

## **2. Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees [Note: See MSBA Model Policy 505]**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Non-school-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks, and other publications funded and/or sponsored or authorized by the school. Examples of non-school-sponsored materials include, but are not limited to, leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
  - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
  - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
  - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
  - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
  - 2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the



school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

#### **IV. GUIDELINES**

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
  - 1. is obscene to minors;
  - 2. is libelous or slanderous;
  - 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
  - 4. advertises or promotes any product or service not permitted to minors by law;
  - 5. advocates violence or other illegal conduct;
  - 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious, or ethnic origin);
  - 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
  - 1. whether the material is educationally related;
  - 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;
  - 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
  - 4. the quantity or size of materials to be distributed;
  - 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
  - 6. whether distribution would require that non school persons be present on the school grounds;
  - 7. whether the materials are a solicitation for goods or services not requested by the recipients.

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

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.

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

## **VI. PROCEDURES**

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

## **VII. DISCIPLINARY ACTION**

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

### **3. Student Discipline [Note: See MSBA Model Policy 506]**

#### **I. PURPOSE**

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

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

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

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

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

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

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

#### **III. DEFINITIONS**

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

#### **IV. POLICY**

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section Minnesota Statutes, section 121A.46, subdivision 5.
- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
  - 1. for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
  - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
  - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

#### **V. AREAS OF RESPONSIBILITY**

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force

when it is necessary under the circumstances to restrain a student or to prevent imminent bodily harm or death to the student or another.

- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to restrain a student to prevent imminent bodily harm or death to the student or another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another.

For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.

- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.
- I. Reasonable Force Reports
  - 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
  - 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
  - 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

## **VI. STUDENT RIGHTS**

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

## **VII. STUDENT RESPONSIBILITIES**

All students have the responsibility:

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

## **VIII. CODE OF STUDENT CONDUCT**

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

6. Violation of the school district's Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment Policy;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears

a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

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

## **IX. RECESS AND OTHER BREAKS**

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.



- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
  - 1. a student causes or is likely to cause serious physical harm to other students or staff;
  - 2. the student's parent or guardian specifically consents to the use of recess detention; or
  - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

#### **X. DISCIPLINARY ACTION OPTIONS**

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

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

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

Insubordination, defiance of authority, verbal abuse, assault, terroristic threats, possession of narcotics and/or alcohol, continual violation of school rules and regulations are examples of serious offenses and will result in assessing major consequences, which may include suspension, expulsion, or be subject to the severe/habitual clause which may include an educational change of placement.

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

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

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

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

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

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

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

### **C. Procedures for Removal of a Student from a Class.**

A student who is removed from class for a short time, remains in the custody of the school. Students removed from class shall be the responsibility of the principal or the

lawful designee. Repeated incidences of removal from class may result in loss of credit. Students shall be removed from class only upon agreement of the appropriate teacher and principal after an informal administrative conference with the student. The decision as to removal shall ultimately be up to the principal. The removal from class may be imposed without an informal administrative conference when it appears that the student will create an immediate and substantial danger to himself/herself or to persons or property around him/her. The length of time of the removal will be established at the informal administrative conference and will include the procedures for the completion of any make-up work. THE OFFICE WILL SET UP A PARENT CONFERENCE IF A STUDENT IS REMOVED FROM A CLASS FOR A "COOL DOWN TIME." THE CONFERENCE WILL INCLUDE THE STUDENT, THE STUDENT'S PARENT OR GUARDIAN, THE TEACHER AND THE PRINCIPAL.

## **XII. DISMISSAL**

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

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

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
1. Willful violation of any reasonable school board regulation, including those found in this policy;
  2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
  3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Disciplinary Dismissals Prohibited
1. A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
    - a. a preschool or prekindergarten program, including an early childhood family education, school readiness, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
    - b. kindergarten through Grade 3.
  2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
  3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
2. School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.
3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
4. The definition of suspension under Minnesota Statutes, section [121A.41, subdivision 10](#), does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the

goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6<sup>th</sup>) consecutive day of suspension or the tenth (10<sup>th</sup>) cumulative day of suspension has elapsed.

6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes, section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
  - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
  - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
  - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes, sections 121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of the Minnesota Department of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

### **XIII. ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, which may include completing a character education program consistent with Minnesota Statutes, section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

#### **XIV. NOTIFICATION OF POLICY VIOLATIONS**

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

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

#### **XV. STUDENT DISCIPLINE RECORDS**

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

#### **XVI. STUDENTS WITH DISABILITIES**

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

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

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

#### **XVII. OPEN ENROLLED STUDENTS**

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minnesota Statutes chapter 260A), and the student's case has been referred to juvenile



court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

#### **XVIII. DISCIPLINE COMPLAINT PROCEDURE**

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

1. A parent may file for an appeal on behalf of their child, regarding any Discipline report and subsequent discipline determination by the principal. The principal or his/her designee will serve as the "report taker". A phone call or an email to the principal or designee may serve as the reporting procedure.
2. In the event of an appeal, all parties will be afforded the opportunity to provide additional information related to the appeal.
3. The Principal or designee will begin to investigate an appeal within 3 days of receipt of an appeal. All records regarding the investigation will be housed in the principal's office and will be made available to the parent upon request.
4. The Principal or designee will issue a written determination addressing each allegation or question with findings and conclusions regarding the appeal.
5. If the investigation finds that policies were not implemented correctly, the principal will correct the official record of the discipline report. If needed, the principal will provide relevant staff with appropriate training, coaching or other accountability practices to ensure future compliance with policies.
6. Clearbrook-Gonvick prohibits any reprisal or retaliation against any person who asserts, alleges, or makes an appeal. In addition, Clearbrook-Gonvick will use progressive discipline per policy and will apply appropriate consequences for a staff member who engages in reprisal or retaliation.
7. If the appeal involves the principal or the designee, a parent may make or file the appeal directly with the Superintendent.

#### **XIX. DISTRIBUTION OF POLICY**

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

#### **XX. REVIEW OF POLICY**

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

#### **4. Bullying Prohibition [Note: See MSBA Model Policy 514]**

##### **I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
  - 1. on the school premises, at the school functions or activities, on the school transportation;
  - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
  - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. 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. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.
- J. 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, malicious and sadistic conduct, and sexual exploitation.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
  - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "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.
- G. "Prohibited conduct" means bullying cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "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.
- I. "Student" means a student enrolled in a public school or a charter school.

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

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

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

- the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
  - E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
  - F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
  - G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

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

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

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

## **VI. RETALIATION OR REPRISAL**

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

## **VII. TRAINING AND EDUCATION**

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must 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 Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
  2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
  3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
  4. The incidence and nature of cyberbullying; and
  5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

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

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

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

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

#### **VIII. NOTICE**

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D. regarding malicious conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and the school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with student, at the time of employment with the district or the school.
- E. 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.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. 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 Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.



## **5. Harassment and Violence Prohibition [See MSBA Model Policy 413]**

### **I. PURPOSE**

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

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

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class. as defined by school district 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 Protected Class.
- 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 Protected Class and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated school district 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, including 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, with respect to an individual
    - a. a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
    - 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 having legal status or custody with:
    - a. the minor's parent or parents or the minor's legal guardian or guardians; or
    - b. the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make or communicate decisions. The protections afforded against harassment or discrimination 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 or discrimination 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 to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "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 includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
    - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
    - c. that conduct or communication has the purpose or effect of substantially 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 sexual orientation, including gender identity and expression.
- G. Sexual Violence; Definition
  - 1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, 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;
    - 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 a group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

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

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class 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 that 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. 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. 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 Superintendent as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.<sup>1</sup>
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses 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.

**V. INVESTIGATION**

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

**VI. SCHOOL DISTRICT ACTION**

- A. Upon completion of 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 targets or victims and alleged perpetrators of harassment or violence, 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.

#### **VII. RETALIATION 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.

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

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

#### **IX. HARASSMENT OR VIOLENCE AS ABUSE**

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes chapter 260E may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

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

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **6. Hazing Prohibition [Note: See MSBA Model Policy 526]**

### **I. PURPOSE**

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

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

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

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

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

### **III. DEFINITIONS**

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

- unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

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

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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



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

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

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

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act and applicable school district policies and regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

#### **VI. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged hazing, who provides information about hazing, who testifies, assists, or

participates in an investigation of alleged hazing, or who testifies, assists, or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct.

**VII. DISSEMINATION OF POLICY**

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

## **7. Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction [Note: See MSBA Model Policy 419]**

### **I. PURPOSE**

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

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

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

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes, but is not limited to, devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapors of tobacco or tobacco products.

Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

#### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.
- C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

#### **V. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

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

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

## 8. School Meals Policy [Note: See MSBA Model Policy 534—School Meals Policy]

### I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy of the school district is to maintain the dignity of students by prohibiting lunch shaming or otherwise ostracizing the student. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for a la carte or second meals as well as to maintain the financial integrity of the school nutrition program.

### II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than \$25.00 or 5 Breakfasts and 5 Lunches to this account. When an account reaches this limit, a student shall not be allowed to charge second meals or a la carte items until the negative account balance is paid. Families may add money to students' accounts through the electronic payment (credit/debit) options found on the district website, pay cash or check at the school office.

If the school district participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.

- B. A school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- C. Each school that participates in the free school meals program must:
- (1) participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - (2) provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
- D. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

### III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$5.00 or 3 meals. Families will be notified by automated calling system, email, and letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program, including, but not limited to, dumping meals, withdrawing a meal that has been served, announcing or listing students' names publicly, providing alternative meals not specifically related to dietary needs; providing nonreimbursable meals; or affixing stickers, stamps, or pins.

#### **IV. UNPAID MEAL CHARGES**

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free or reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.
- C. Negative balances of more than \$25.00 not paid prior to end of the school year, will be turned over to the superintendent or superintendent's designee for collection. In some instances, the school district does use a collection agency to collect unpaid school meal debts after reasonable efforts first have been made by the school district to collect the debt. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.
- D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.
- E. The school district must not impose any other restriction prohibited under Minnesota Statutes, section 123B.37 due to unpaid student meal balances. The school district must not limit a student's participation in any school activities, graduation ceremonies, field trips, athletics, activity clubs, or other extracurricular activities or access to materials, technology, or other items provided to students due to an unpaid student meal balance.

#### **V. FREE SCHOOL MEAL PROGRAM:**

- A. The free school meals program is created within the Minnesota Department of Education
- B. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage below the federal percentage determined for all meals to be reimbursed at the free rate via the Community Eligibility Provision must participate in the free school meals program.
- C. Each school that participates in the United States Department of Agriculture National School Lunch program and has an Identified Student Percentage at or above the federal percentage determined for all meals to be reimbursed at the free rate must participate in the federal Community Eligibility Provision in order to participate in the free school meals program.
- D. Each school that participates in the free school meals program must:
  - 1. participate in the United States Department of Agriculture School Breakfast Program and the United States Department of Agriculture National School Lunch Program; and
  - 2. provide to all students at no cost up to two federally reimbursable meals per school day, with a maximum of one free breakfast and one free lunch.
  - 3. A student who has been determined eligible for free and reduced-price meals must always be served a reimbursable meal even if the student has an outstanding debt.
- E. Once a meal has been placed on a student's tray or otherwise served to a student, the meal may not be subsequently withdrawn from the student by the cashier or other school official, whether or not the student has an outstanding meals balance.
- F. When a student has a negative account balance, the student will not be allowed to charge a snack item.
- G. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.
- H. A student may purchase a second breakfast at the nonprogram price if the student has already selected a reimbursable breakfast.
- I. A student may purchase a second lunch at the nonprogram price if the student has already selected a reimbursable lunch.

**VI. COMMUNICATION OF POLICY**

- A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:
  - 1. all households at or before the start of each school year;
  - 2. students and families who transfer into the school district, at the time of enrollment; and
  - 3. all school district personnel who are responsible for enforcing this policy.
- B. The school district will post the policy on the school district's website, or the website of the organization where the meal is served, in addition to providing the required written notification described above.
- C. If the school district contracts with a third party for its meal services, it must provide the vendor with its school meals policy. The school district will ensure that any third-party provider with whom the school district enters into an original or modified contract after July 1, 2021, adheres to the school district's school meals policy.

## 9. Parent/Guardian Refusal for Student Participation in Statewide Assessments



### Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 public and charter schools. Minnesota prioritizes high-quality education, and statewide assessments gives educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

MCA and MTAS are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and Alternate ACCESS for English Learners

The ACCESS and Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English based on the WIDA English Language Development Standards.

#### Statewide Assessments Help Families and Students

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs.

#### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions about how to use money and resources to support all students.

#### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form. Contact your student's school to learn more about locally required assessments.

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## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Check with your local school or district to see if there are any other consequences for not participating.



### Additional Information

- On average, students spend less than 1 percent of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

(Note: This form is only applicable for the 20\_\_ to 20\_\_ school year.)



### Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results. This form must be returned to your student's school before the applicable test administration.

#### Student Information

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_ Current Grade in School: \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

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

Reason for Refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

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## POST-SECONDARY ENROLLMENT OPTION AGREEMENT

Clearbrook-Gonvick High School  
16770 Clearwater Lake Road  
Clearbrook, MN 56634  
(218) 776-3112

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

GRADE LEVEL (2024-2025): \_\_\_\_\_

The Post-Secondary Enrollment Options (PSEO) Act allows 11th and 12th grade students (and some 10th graders) to attend, full or part-time, at a community/technical college, a state university, the University of Minnesota or any of its branches, a private college or university in the state of Minnesota. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

Students must meet the admission requirements of the post-secondary institution they plan to attend. In some cases, post-secondary institutions have more stringent admission requirements for PSEO students than for traditional students. Students are allowed to take online courses (Online College in Schools) and must meet requirements for college admission to the institution that is generating the college credit. The student must inform the district by **May 30** of each year of their intent to enroll in PSEO.

Criteria governing PSEO attendance:

- 1) Students will meet with the principal/counselor concerning their interest in participating in the PSEO program, in the spring of the year prior to attendance.
  - Counselor will verify students eligibility to participate in the PSEO program.
  - If eligible, a follow-up meeting with the Principal, School Counselor, student and one or both parents will be scheduled. This meeting will cover graduation requirements for high school graduation in the state of Minnesota.
- 2) The PSEO student must meet all Clearbrook-Gonvick graduation requirements. The student will meet with the counselor and/or principal to determine remaining courses and credits needed to meet graduation requirements.
  - If a student fails a PSEO course and is found to not be on track to graduating, they will not be eligible for PSEO the following semester. They will need to return to C-G and complete remaining coursework on the C-G campus.
- 3) The PSEO student must maintain full-time enrollment status. Students who are dual-enrolled (taking some college and some high school classes) must maintain the equivalent of 3.5 high school credits per semester. For students who intend to enroll full time at the college, full time equivalence is a minimum of 14 college credits per semester. **It is recommended not to take more than 16 credits.** The following chart will be used when converting college semester credits to high school credits:

| College Semester Credits | High School Credits |
|--------------------------|---------------------|
| 5                        | 1.25                |
| 4                        | 1                   |
| 3                        | .75                 |
| 2                        | .5                  |
| 1                        | .25                 |

The following chart outlines permissible combinations of high school classes and college credits for dual enrolled PSEO students:

|                                          |                                                                       |
|------------------------------------------|-----------------------------------------------------------------------|
| If you are taking 1-2 college credits:   | You need six classes at the high school                               |
| If you are taking 3-5 college credits:   | You need 5 classes at the high school                                 |
| If you are taking 6-8 college credits:   | You need 4 classes at the high school                                 |
| If you are taking 9-11 college credits:  | You need 2 or 3 classes at the high school                            |
| If you are taking 12-13 college credits: | You need 1 or 2 classes at the high school                            |
| If you are taking 14-16 college credits: | You don't need any classes at the high school but could take 1 class. |

- 4) All grades and credits earned throughout the PSEO program will be part of the student's high school record. **It is the responsibility of the PSEO student to bring in college progress reports at the end of quarters 1, 2 and 3 for C-G HS and course final grades/transcript to the Principal/Counselor to be recorded on official high school records. Seniors are required to submit a grade report prior to the May 1 deadline in order to be included in the graduation publications. Seniors must also submit an official transcript or verify course completion and final grades prior to graduation in order to participate in the graduation ceremony.**
- 5) If a PSEO student wishes to drop a college course, they must first contact their high school counselor or school principal. Any time a course is dropped at the college, the student's high school schedule will be adjusted to reflect full-time status. **Any course dropped after the second (2nd) high school class day of the semester will be treated as an "F" on the student's high school record.**
- 6) In light of the fact that the C-G calendar and post-secondary calendars are not identical, PSEO students' participation in high school programs that are calendar sensitive (i.e. honor roll publication, GPA, class rank, etc.) will depend upon the availability of final grades for post-secondary courses. **It is the PSEO student's responsibility to get these documents to Clearbrook-Gonvick High School.**
- 7) Since PSEO students will be starting spring semester college classes during a high school term, they must be current in all high school courses as of the day they begin attendance in their college classes. If a conflict occurs between a high school course still in progress and a college course just beginning, it is the student's responsibility to make arrangements with their high school instructor(s) and college instructor(s) **IN ADVANCE** to complete the coursework necessary to receive credit for their courses.
- 8) PSEO students are subject to the eligibility rules of Clearbrook-Gonvick and the Minnesota State High School League.
- 9) Tuition, fees, and required textbooks are at no cost to students. The PSEO student is responsible for all other expenses incurred as a result of participation in the PSEO program.
- 10) PSEO students are responsible for obtaining information in regards to graduation, senior class trip, senior awards night, and any other school activity/functions by contacting the high school.
- 11) PSEO students will not be allowed to leave a high school class early or come late to a high school class because of college classes. High school instructors are under no obligation to release a student from class for this reason.
- 12) PSEO students will be expected to perform to the same standards to which the post-secondary institution's non-PSEO students are expected to perform. These include policies regarding academic standing and student conduct.
- 13) The PSEO program/C-G Schools do not cover costs of remedial or developmental courses, private lessons, or other courses not considered college level.

**I confirm that I have read the above information and acknowledge full understanding of said agreement.**

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
C-G Schools Representative Signature

\_\_\_\_\_  
Date

## INTERNET USE AGREEMENT - STUDENT

### STUDENT

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): \_\_\_\_\_

User Signature: \_\_\_\_\_

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

### PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print): \_\_\_\_\_

Parent or Guardian's Signature: \_\_\_\_\_

### SUPERVISING TEACHER

(Must be signed if applicant is a student)

I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to promote these policies with the student. Because the student may use the Internet on the school district computer system for individual work or in the context of another class, I cannot be held responsible for the student's use of the Internet on network. As the supervising teacher I do agree to instruct the student on acceptable use of the Internet and network and proper network etiquette.

Teacher's Name (please print): \_\_\_\_\_

Teacher's Signature: \_\_\_\_\_

### DISTRICT POLICIES

A complete copy of Clearbrook-Gonvick School District Policies is available in the Clearbrook-Gonvick School District Office.

### **Acknowledgement Form**

I understand that by signing this page, I need to abide by and support the rules and policies set by the Clearbrook-Gonvick School Board and Administration.

In an effort to provide a safe and efficient learning environment for all students, I agree that I will review these rules with my parents or guardian and understand that we will be held accountable to follow these rules and policies.

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Student Printed Name

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Student Grade

---

Student Signature

---

Parent/Guardian Printed Name

---

Parent/Guardian Signature

---

Date

