

***Clearbrook-Gonvick  
Elementary School  
2024-2025***



***Elementary  
Student Handbook  
Home of the Bears!***

*(218) 776-3112 phone*

*(218) 776-3117 fax*

[www.clearbrook-gonvick.k12.mn.us](http://www.clearbrook-gonvick.k12.mn.us)

**This Handbook Belongs to:**

**Name:** \_\_\_\_\_

**Grade:** \_\_\_\_\_

*Board approved on July 15, 2024*

## ***Clearbrook-Gonvick ISD #2311 District Goals for 2024-2025***

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

### **Leadership**

Strive to have all members of the leadership team work together in a positive manner, which promotes openness to new ideas and seeks meaningful two-way communication throughout the system.

### **Curriculum and Instruction**

Implement a systematic curriculum review cycle, which anticipates future student program needs with a goal of improving student achievement of state and local education standards by using best practice methods and evaluating effectiveness district- wide.

### **Technology**

Systematically update technology, including hardware, software, support, training and instructional inclusion.

### **Fiscal Responsibility**

Maintain fiscal responsibility, which maximizes given resources and, in doing so, attempts to communicate the results of said efforts with district patrons/personnel.

### **Safety**

Create a safe school environment for all students and staff through coordinated communication between the school and outside agencies (county, law enforcement/special forces, fire departments and food services) to enhance effective school evaluation techniques, as well as providing training to help minimize violence, bullying and harassment.

### **Communication**

Improve communications with parents and the public about strengths and needs of the district.

*Depending on one's role in the operation of the district, all employees are asked to use these goals as point of reference and emphasis whenever applicable.*

***Clearbrook-Gonvick Elementary School***  
***TELEPHONE: 218-776-3112 /FAX: 218-776-3117***  
***Josh Tharaldson, Principal***  
***Ryan Grow, Superintendent***

## 2023-24 STAFF DIRECTORY

### STAFF

Willow Christen	Kindergarten Teacher
Erica Erickson	Kindergarten Teacher
Darcy Hegg	1st Grade Teacher
Amanda Bodensteiner	1st Grade Teacher
Brenda Faldet	2nd Grade Teacher
Lori Beard	2nd Grade Teacher
Alisha Hanson	3rd Grade Teacher
Jenny Bakke	3rd Grade Teacher
Kendall Nordlund	4th Grade Teacher
Tate Maesse	4th Grade Teacher
Marinda McRunnel	5th Grade Teacher
Jamie Hamnes	5th Grade Teacher
Chelsey Ehlers	6th Grade Teacher
Hannah Marsh	6th Grade Teacher
Patty Mickelson	Band/General Music
Tamra Ragan	Choir/General Music
Jared Sewall	Physical Education Teacher
Chelsey Juberian	Early Childhood Teacher
Morgan Gebhardt	Special Ed./SLD Teacher
Tiffany Kroulik	Community Ed Director
Heather Brandt	American Indian Ed Coordinator
Robyn Johnson	4-6 Reading Interventionist
Laura Dahl	4-6 Math Interventionist
Julie Johnson	K-3 Reading Interventionist
Pam Bagaason	K-3 Math Interventionist
Becky Holter	Elementary Interventionist
Emily Schroeer	Special Ed./DCD Teacher
Bailey Watne	Early Intervention (ECSE)
Melissa Larson	Special Ed./EBD Teacher
Stacie Petterson	Early Childhood Teacher (ECFE)
Scott Schafer	School Counselor/Activities Dir.
Juan Palacios	Stellher Counselor
	Speech Therapy Assistant
Andy Anderson	Behavior Interventionist

### SUPPORT STAFF

Paula Boomgaarden	Business Manager
Debbie Moy	Elem. Admin. Assist/Dist. Registrar
Lauren Lien	H.S. Admin. Assist/Testing/Synergy
Melissa Weems	Human Resources/Payroll
Elsie Pond	Library/Technology
Cheyenne Burman	Paraprofessional, Sp. Ed.
Carrie Haugen	Paraprofessional, Sp. Ed.
Sheree Hoie	Paraprofessional, Sp. Ed.
Autumn Smith	Paraprofessional, Sp. Ed.
Amanda Nelson	Paraprofessional, Sp. Ed.
Mandy Knable	Paraprofessional, Sp. Ed.
Kasey Engen	Paraprofessional, Sp. Ed.
Linda Titera	Paraprofessional, Sp. Ed.
Danielle Derby	Paraprofessional, Sp. Ed.
Jalina Gerlofs	Paraprofessional/Early Ed.
Tracie Branchaud	Paraprofessional/Early Ed.
Melanie TeHennepe	Paraprofessional/Early Ed.
Lynn Omang	Paraprofessional/Early Ed.
Rachel Nelson	Paraprofessional/Structured Day
Heather Brandt	American Indian Ed. Coordinator
Lexie Lofgren	Indian Ed. Paraprofessional
Linda Box	Indian Ed. Paraprofessional
Robin Proffit	Food Service Director
Michael Lindgren	Food Service Assistant
Melynda Zurhorst	Food Service Assistant
Carla Sundquist	Food Service Assistant
Joy Walberg	Food Service Assistant
Virgil Tronnes	Head Custodian
Jon Heller	Custodian
Brenda Wilcox	Custodian
Adam Smith	Custodian

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## SCHOOL CLOSINGS

Poor weather conditions or unforeseen circumstances may force the closing of school or require sending students home early. Announcements regarding school closings will be made over the following stations **in addition to the School Messenger Alert system which calls your home or cell phone number on file.** (If you aren't getting calls when school closes, please call the school office: 218-776-3112)

<b>KTRF</b>	<b>Thief River Falls 1000AM</b>
<b>KKCQ</b>	<b>Fosston 2590 AM (KKEQ 107 FM)</b>
<b>WBJ I</b>	<b>Bemidji 98.3 FM</b>
<b>KKAQ</b>	<b>Thief River Falls 1469 AM</b>
<b>KXJB</b>	<b>TV Channel 4 Fargo</b>
<b>KVLY11</b>	<b>TV Channel 11 Fargo/Grand Forks</b>
<b>KB101</b>	<b>Bemidji 101.1 FM</b>

Please listen to these stations when severe weather threatens. Do not call the school. Too many calls tie up the school phone lines and prevent us from communicating with bus drivers, school personnel, etc. If the school buses are running and the conditions look bad in your area, parents should use discretion in placing their children on the bus. Be sure to have a plan for those occasions when your child will be sent home during the school day. School will be made up after a snow day, reference the school calendar for scheduled snow days. When the school has a late start there will not be breakfast for the students when they arrive.

## WHAT WE EXPECT OF STUDENTS AT C-G ELEMENTARY SCHOOL

### 1. Respect yourself.

- A) Do your best.
- B) Ask questions if you don't understand
- C) Enjoy learning
- D) Enjoy school.

### 2. Respect others.

- A) Listen to your teachers.
- B) Follow instructions.
- C) Use appropriate voice, language & actions.
- D) Display positive & productive character.

### 3. Respect property.

- A) Take good care of your things, the property of others & school property.
- B) Use property as it is meant to be used.
- C) Help us keep our school safe and a source of pride.

## SCHOOL HOURS

The Clearbrook-Gonvick Elementary hours are from the first bell at 8:20 AM, to the final bell at 3:13 PM on M, T, Th, F and at 2:28 PM on Weds. Students should not arrive at school before 7:45 AM, unless they have permission from administration.

## **CLEARBROOK- GONVICK ELEMENTARY SCHOOL LEARNER GOALS**

A. Each learner shall develop basic skills in reading, language (written and oral), mathematics, science, social studies, health, physical education, art and music and be encouraged to achieve his/her maximum potential in all areas.

B. Each learner shall be guided to form a positive self-image and learn to reflect this attitude in his/her treatment of others.

C. Each learner should be encouraged to build on individual strengths and recognize that he/she has a contributing role to play in society.

D. Each learner shall be involved in a variety of learning experiences designed to meet the needs of the individual, the family and the community.

## **LEAVING THE SCHOOL GROUNDS**

Once children arrive at school they are not permitted to leave the school grounds except at regular dismissal times. If for some reason your child must leave, please send a written excuse to the elementary office outlining date, time and supervising adults, if you, as a parent, are not directly checking your child out of school. The school will not release a student to anyone who is not listed as a supervising adult.

## **VISITING THE BUILDING**

**For your child's safety, all visitors, including parents, must report to the office upon entering the building.**

Parents are always welcome, but we request that you call ahead to meet with a teacher or the principal, or to visit a class. Visitors will receive a visitor badge to identify them in the building. Students will not be released to an adult or an adolescent without verbal or written approval from office personnel. Parents must report to the office to pick their child up early from school. Office personnel will contact the teacher to send the student to the office. Teachers/staff are not authorized to release students during the school day directly from their room or area to anyone other than school personnel or validated, legal parent/guardian. Students are not permitted to bring siblings, relatives, or friends to visit during school days without prior approval from the administration.

## **ATTENDANCE: ABSENCE/TARDINESS**

Students are expected to attend school daily. In the event of an absence, parents are expected to call school on the morning of the day of absence before 9:00 a.m. (218-776- 3112) School personnel will attempt to call home to check on absent students when parents fail to notify the office. This will be done on a daily basis by the behavior interventionist or principal. The school will contact parents of students missing 3 or more consecutive days of school. If students miss 5 or more days in a quarter, a conference may be scheduled with: parent, teacher, counselor and principal. A plan will be designed to improve attendance. Besides the mutually agreed terms, the plan will include a doctor's report and or a prescription for treatment for illness. Students are expected to complete assigned work at a satisfactory level as judged by the teacher. The school district is mandated by state statute to report students who are missing school excessively. Truancy reports are filed regularly with the county. Parents who do not insure that their child is receiving an adequate education can also be asked to attend court. The state, the county and the school have become much more vigilant about this particular issue. PLEASE MAKE SURE YOU CONTACT THE SCHOOL IF YOUR CHILD IS ABSENT AND BE AWARE OF THE NUMBER OF DAYS THE STUDENT IS NOT IN SCHOOL.

Students should not be tardy to class. Repeated tardiness will be reported to the office.

## **CLASSROOM ASSIGNMENTS**

The placement and assignment of students to classes and teachers reflect an assessment of each student's needs and each teacher's skills. Teachers are in the best position to determine the assignment of students in



their classroom to next year's classroom. The assignment must follow the guidelines of heterogeneous grouping with the appropriate and equal numbers of students in each subgroup category according to sex, ability or achievement level and social needs.

### **CALLS FROM SCHOOL PHONE**

Students may use the phone for emergency or school-related business. Students must make plans for visiting each other the night before so parents can send a note. Due to the number of students and requests, we must limit the use of the phone.

### **STUDENT 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.

### **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.

### **FIELD TRIPS**

When a student participates in a field trip they are considered representatives of the school and their families and are expected to be on their best behavior. Since behavior is so important for these trips students who have repeated behavioral issues may not be allowed to participate. Each situation will be looked at individually with the teacher, the behavior interventionist and the principal.

### **PETS**

We do not encourage pets in school. If you would like to share your pet with the class, please contact the teacher to arrange for the best day to bring it. When you come, be sure that you have control over it (the pet must be in a kennel or on a leash), for a large group of excited children can cause many strange reactions in pets. We generally ask parents to bring the pet in and to return it home again in the same trip. Pets **MUST HAVE DOCUMENTATION OF SHOTS AND HEALTH IF THEY ARE BROUGHT TO SCHOOL.** Please do not send glass jars to school with children. Bugs and other small creatures should be brought in coffee cans or plastic containers.

### **SENDING MONEY TO SCHOOL**

Students who must bring large sums of money to school are strongly encouraged to bring the money to the office when the student arrives in the morning. When sending money to school with children (for milk, lunches, etc.) put it in an envelope marked with the child's name, grade, teacher, amount and purpose for which the money is sent.

### **SCHOOL TREATS**

The State Department of Health prohibits bringing home baked treats to school. Food must be commercially produced and individually wrapped.

### **REPORT CARDS**

Grade reports will be issued about two (2) weeks after the end of each nine-week grading periods for 1st, 2nd, 3rd, and 4th quarter. These reports will be mailed to the parents.

### **GRADES AND EVALUATIONS**

Students in grades 4, 5 and 6 receive letter grades for each subject taken during the school years. The general meaning of the grade earned is listed below:

<b>A - Superior</b>	<b>D - Below Average</b>
<b>B - Above Average</b>	<b>F - Failure</b>
<b>C - Average</b>	<b>I - Incomplete</b>

The parents or guardian of a student whose grades indicate he or she is not working to his/her full capabilities or who is failing in a particular course will be notified by mail, telephone and/or conference. Students failing more than two (2) subjects (for the year) may be required to repeat the grade.

## **PROMOTION CRITERIA GRADES 4, 5 & 6**

Students must pass three of four quarters in each core subject. Students must also pass 75% of all their classes each quarter. Failure to do so may result in mandatory attendance at summer school and being retained in the current grade level.

Students will be expected to achieve passing grades on summer course work and/or satisfactorily finish the grade level requirements that led to an incomplete. Student progress in the course work and past levels of performance will be factors in determining promotion to the next grade level.

## **HOMEWORK/MAKE-UP ASSIGNMENTS**

Homework is schoolwork students have not finished in class. Homework can be an extension of the pupil's learning in school. You can encourage your child to explore and read books at home and provide many things to investigate. If you have a concern about homework, please contact the teacher or the office.

## **CLEARBROOK- GONVICK ELEMENTARY SCHOOL STUDENT GENERAL EXPECTATIONS OF BEHAVIOR**

All student behavior at the Clearbrook-Gonvick Elementary School is based on the rights and consideration of others. The children should understand the reasons for the following rules, which will be used in our school in order to:

- A. Establish safety at all times for children.
- B. Teach children to treat others as they would like to be treated.
- C. Teach children to take personal pride in their school and playgrounds and to assume responsibility for keeping them attractive.

In general, rules for the classroom are the responsibility of the classroom teacher except the following rules that apply school wide:

### **I. Students will respect other persons' personal effects such as clothing, school supplies, project work, etc.**

- A. Students will not intentionally damage or steal other students' belongings.  
**Consequence:** Replacement or reimbursement for lost or damaged belongings.
- B. Willful destruction of/or stealing of school property will not be tolerated.  
**Consequence:** Replacement/repair of property.

### **II. Students will act in a courteous, respectful manner when interacting both in speech and in action with school personnel and/or students.**

- A. Disrespectful speech from students will not be tolerated.
- B. Swearing will not be allowed.
- C. Disrespectful and/or insolent actions by students will not be tolerated.  
**Consequence:** Conference with teacher, behavior interventionist or principal; apology; possible detention.

### **III. Students will adhere to rules established concerning acceptable activity in the classroom, the lunchroom, the gymnasium, the washroom, the hallways, and on the playground.**

- A. Listen carefully and follow directions.
- B. Raise your hand and wait to be called upon before you speak, during directions, discussions or work time.
- C. Stay at your desk until you have permission to get up.
- D. Keep your hands, feet and objects off other people and their property.
- E. No swearing, teasing or name-calling.

F. Classroom rules of behavior will be fully explained by the teacher.

**Consequences:** Students misbehaving or violating these rules will face a sequence of consequences including: warning or reminder of the rule(s), verbal reprimand, time out from an activity, report to parent, call to parent, conference with behavior interventionist, detention during recess, detention after school, in-school suspension, out-of-school suspension, loss of privileges such as field trips, and expulsion from school for weapon or violent behavior.

**STUDENTS MUST ADHERE TO ALL SCHOOL REGULATIONS FOR THE SAFETY AND BENEFIT OF OTHERS.**

1. Students should not come to school before 7:45 a.m. unless they are bussed. Students arriving early must wait in the Cafeteria/Commons.
2. The school phone in the office may be used by students **IN CASE OF AN EMERGENCY**, and with permission from the office staff.
3. Good conduct and good manners are a part of the student's school learning. Practice this wherever you are during the school day.
4. No candy, snacks or gum may be eaten during school hours, except when specified at special parties or by the teacher.

**VANDALISM TO SCHOOL PROPERTY WILL NOT BE TOLERATED. DISCIPLINARY ACTION WILL BE TAKEN BY THE DISTRICT, WHICH COULD RESULT IN ANY OR ALL OF THE FOLLOWING:**

1. Suspension or expulsion from school.
2. Payment to the District for damage incurred.
3. Prosecution of the case by law enforcing officials.

**POSSESSION OF A WEAPON WILL RESULT IN PENALTIES THAT INCLUDE:**

1. Confiscation of the weapon.
2. Warning and parent contact.
3. Potential suspension of up to five (5) days.
4. Potential contact with the police department.
5. Recommendation to the Superintendent that the student be expelled.

"Possession refers to having a weapon on one's person or in an area subject to one's control on school property including, but not limited to, lockers or desks."

"Weapon means any firearm, whether loaded or unloaded, any device or instrument designed as a weapon or through its use, capable of threatening or producing great bodily harm or death, or any device or instrument that is used to threaten or cause bodily harm or death. Some examples of weapons are: gun (including pellet guns, look-alike guns, and non-functioning guns that could be used to threaten others), knives (including jackknives, and other knives with folding blades), clubs, metal knuckles, numchucks, throwing stars, explosives, stun guns, mace (including any chemicals that might be used to harm others), or ammunition. A student who finds a weapon 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 shall apply to all students while on school property, while at a school related or sponsored function or activity, and/or while being transported to or from school or any such activity when the transportation is provided by the District, its employees or its bus contract carrier.

Parents, teachers and students expect good behavior at school. The above rules are stated to reinforce such good behavior in all students. Students are constantly rewarded by a good education when rules are followed.

Teachers will continue to make every effort to emphasize good behavior.

A disciplinary note will be sent home or parents will be called if their child becomes a discipline problem at school. Parents are encouraged to call or visit school when they have a concern.

## **FIGHTING**

Fighting at any time will result in an automatic parental notification and/or detention or suspension.

## **DETENTION**

Students receiving noon hour detention will be “timed out” during their lunch. This is a “time out” and a place for students to work out their problems. Each student will work with the behavior interventionist to find a way for the student to exhibit good behavior that will not result in the student being placed in detention.

After 3 incidents the student’s parents will be notified of the next level of consequence (i.e. parent meeting, after school detention, etc.) Three (3) separate referrals will result in a parent meeting (contact) and assignment of the next appropriate level of consequence, although this could become necessary at any given time, depending on the infraction. Physical fighting will result in an automatic referral to the behavior interventionist. Fighting may result in a suspension from school of three or more days and possible expulsion or exclusion if considered serious enough. Students age 12 or older may receive a citation to appear in Clearwater County Court. In the event of a suspension, the parent and/or guardian will be called to come and pick their child up at school.

## **STUDENT DETAINMENT**

Parents will be notified when their child will be kept after school hours on detention. The student and parent should make arrangements for transportation home.

## **SUSPENSION PROCEDURE**

Suspension will be imposed after an informal administrative conference with the pupil. In the event a student has violated regulations, the parents will be notified immediately by phone and by letter. The parents of this student may request a meeting with school officials for the purpose of reviewing the suspension within 48 hours after receiving the written notice of violation.

## **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.

## **GUIDANCE**

Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test scores, occupational information, career information, study helps, help with home, school and/or social concerns, or any question the student may feel he/she would like to discuss.

## **MEDIA CENTER**

The media center has books and magazines for assigned study and recreational reading.

## **LOCKERS**

Lockers are the property of the school and are issued to students at the beginning of the year Locks on lockers are not allowed. Each student is responsible for keeping his or her assigned locker clean both inside and outside. Damages caused by misuse of tape, etc. will be charged to the student responsible. Any locker malfunction should be reported to the office. Students are cautioned not to keep money or other valuables in their lockers. Turn in such items to the office for safekeeping. The school reserves the right to inspect lockers at any time.

## **LOST AND FOUND**

Many articles of clothing remain unclaimed during the school year. Helping the child to know and to be responsible for his or her possessions is important. Marking the child's clothing may be of great help. Clothing not claimed by the end of the year is donated to area charities.

## **TEXTBOOKS**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. **UNREASONABLE DAMAGE TO OR LOST TEXTBOOKS WILL RESULT IN FINES.**

## **ARTICLES PROHIBITED IN SCHOOL**

Problems arise each year because students bring articles, which are hazards to the safety of others or interfere in some way with school procedure. Such items as toy guns, water pistols, bean shooters, sling shots, knives, laser lights, hard balls, etc. if brought to school as playthings are undesirable and will be impounded and returned to the parent at their request. Parents are requested to help children understand the necessity for such regulations.

## **SUSPICIOUS CHARACTERS**

"Don't talk to strangers" has always been good advice for children. This simple communication, however, is no longer adequate to ensure the safety of our children. Kidnapping and child abuse are tragedies that we must work together to eliminate. The following suggestions are offered in hopes of preventing such tragedies.

The school discourages students bringing electronic devices that are of value to school because of the risk of breakage or in some case loss of the device.

## **STUDENTS**

1. Don't talk to strangers.
2. Never approach a stranger who asks you for help or directions. Stay back and be ready to run.
3. Never accept gifts of any kind from strangers. Stay back and be ready to run.
4. Never get into a stranger's car, house, or be alone with a stranger.
5. If you think someone is following you, run home immediately, or to a friend's house, a gas station or any open store where there will be other adults.
6. If threatened, or if someone tries to grab you, shout HELP" and 'I DON'T KNOW YOU" and run away fast.
7. Never tell anyone you are home alone. If someone asks for your parents, say that they are busy and can't come to the door or phone.
8. Go to the playgrounds and bus stops with friends or playmates whenever possible.

## **PARENTS**

1. Communicate with your children. Take time to discuss some of the things that will make their lives safer.
2. Believe your children. Very rarely do children make up stories. Attempted abduction or molestation stories must be treated as such until proven otherwise.
3. Do not leave your child unattended in a shopping center or any public place....even for just a minute.
4. Do not leave your child at an athletic practice or event without school supervision.
5. Do not allow your child to go to a public restroom alone.
6. Ensure that your child knows your home address, phone number and area code.
7. Know your child's friends, their parents and their home addresses.
8. Explain what 911 or emergency numbers are and how to use them.
9. Have your child fingerprinted.
10. Keep up-to-date photographs of your child.
11. No adult should ask a child to keep secrets from their parents. It is important that your child tells you if an adult has asked him/her to keep a secret.
12. Have a secret code word that only your family knows. Teach your child that if you can't pick him up, whoever does will know the code word.
13. Teach your children that no one has the right to make them feel uncomfortable by touching their private parts.
14. Assure your children that if they are lost or abducted, you will always love them and never stop looking for them.
15. Show them "safe" houses in your area.

## **SCHOOL BUS DRIVER**

1. Be alert around bus stops and schoolyards for suspicious persons watching children.
2. Never allow strangers to take students off the bus for a ride home without written authorization.
3. Never allow strangers on the bus without identification and authorization.
4. Make certain that students get off the bus at their designated stops.

## **STUDENT MEDICATION**

The School District shall comply with the following requirements in regard to the administration of medication to students:

1. The administration of prescribed medication or drugs shall be by a licensed nurse or trained paraprofessional.
2. Prescription and nonprescription medication or drugs require a completed signed request from the student's parent or guardian. The school district may rely on an oral parent request to administer medication or drugs for up to two (2) school days, after which a written authorization is required.
3. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. (See School Health Office for this form).
4. Prescription medication must come to school in the original prescription container, appropriately labeled for the student by the pharmacy or physician.
5. Nonprescription medications must come to school in either the original container or one that clearly identifies the medication.
6. Medications are not to be carried by the student unless there is a written agreement between the school district and the parent. Medications will be left with the appropriate school district personnel, except as noted in a written agreement between the school district and the parent or as specified on an Individual Education Plan (IEP) or Individual Health Plan (IHP).
7. The school must be notified immediately by the parent or student 18 years or older in writing of any change in the student's medication or if the medication is no longer required. A new container label with new pharmacy instructions shall be required within two (2) days of the change.

8. For drugs or medicine used by children with a disability, administration may be provided in the IEP, Section 504 plan or IHP. The Nurse/School Health Para, or other designated person, shall be responsible for filing the Administering Prescription Medications form in the health records section of the student file. The nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and other personnel designated to administer the medication.

### **PLAYGROUND RULES**

1. No tackle football, wrestling, fighting or other rough play allowed.
2. No throwing objects such as rocks, sticks, wood chips or snowballs allowed.
3. No swearing or teasing will be tolerated.
4. No food, candy, gum or drinks are allowed on the playground during recess.
5. Students are not allowed to wander the halls during recess. Students should use the bathroom before going out.

### **CONDUCT AT SCHOOL-SPONSORED ACTIVITIES**

School rules will apply to all students at all school-sponsored activities. Students are expected to obey any reasonable request by the person in charge of crowd control or staff members who are supervising at games. Students, other than actual participants, are **NOT** allowed in the locker rooms. The only exception to this would be when a student has the expressed permission of a teacher or other responsible authority to be in the locker room.

While at an activity, students are expected to be in the gym watching the game and are **NOT** to be hanging around in the hallways, doorways or washrooms. Students should sit in the bleachers and watch the game or program. Elementary age students should sit with their parents/guardians. Good sportsmanship is expected at all times. Once you leave the building or field you cannot re-enter unless you have permission from the person in charge of crowd control.

### **Consequences:**

1. First violation - if a student does not follow the rules, they may be asked to leave the building and not return for the night.
  2. Second violation - the student shall not attend any more athletic events that season.
  3. Third violation - the student shall not attend any more athletic events that school year.
- If the student refuses to leave the field or building when asked to do so, law enforcement officers will be called in for assistance.

### **DISTRIBUTION OF NON-SCHOOL-SPONSORED MATERIAL**

The school district shall recognize the right of students 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.

The school district shall protect First Amendment rights, while at the same time, preserve the integrity of the educational objectives and responsibilities of the school district.

Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, the school district shall prohibit distribution of material 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.

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

Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrances or exits from school premises in any way. No one shall coerce a student or staff member to accept any publication. The superintendent shall be responsible for disciplinary action for violators.

### **HARASSMENT (RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE)**

Everyone at District 2311 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:

1. Name calling, jokes or rumors.
2. Pulling on clothing.
3. Graffiti.
4. Notes or cartoons.
5. Unwelcome touching on a person or clothing.
6. Offensive or graphic posters or book covers.
7. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell your parents, a teacher, counselor, the principal or the Human Rights Officer (the superintendent). You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.

Your privacy will be respected as much as possible. We take all reports of religious, racial or sexual harassment or violence seriously, and will take appropriate action based on your report.

The School District will also take action if anyone tries to intimidate you or take action to harm you because you have made a harassment report.

This is a summary of the School District Policy against religious, racial and sexual harassment and violence. Complete policies are available in the principal's office upon request.

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

## **DISCIPLINE**

### **I. PURPOSE**

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

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

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

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

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

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

### **BULLYING**

#### **514 BULLYING PROHIBITION POLICY**

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

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the

school district and the rights and welfare of its students and is within the control of the school district in its normal operations, the school district intends to prevent bullying and to take action to investigate, respond to, and to remediate and discipline for those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar disruptive and detrimental behavior.

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

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

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

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

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

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

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

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

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

include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

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

## **HAZING PROHIBITION**

The following definitions shall be used to clarify this policy:

1. "Hazing" means committing an act against a student, or coercing a student into committing an act that creates a substantial risk or harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
  - A. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
  - B. 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.
  - C. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid or substance that subjects the student to unreasonable risk of harm or adversely affects the mental or physical health or safety of the student.
  - D. 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.
2. "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 events. A student organization does not have to be an official school organization to come within the terms of this definition.

No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in or permit, condone or tolerate hazing.

This policy applies to behavior that occurs on or off school property during and after school hours. A parent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy. Any person who believes she/he has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a school official.

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



The School District may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the School District shall take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. School District action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Dismissal Act, school district policies and regulations.

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

### **SEX NONDISCRIMINATION**

The school district shall provide equal educational opportunity for all students, and not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied benefits of or otherwise subjected to discrimination in any educational program or activity operated by the School District on the basis of sex. The superintendent of schools, as human rights officer, shall receive reports, complaints or grievances.

### **DISABILITY NONDISCRIMINATION**

The School District shall protect disabled students from discrimination on the basis of disability and shall identify and evaluate learners who, within the intent of the law, need special services; accommodations or programs in order that such learners may receive the required free appropriate public education.

For this policy, a learner who is protected under law is one who:

- A. Has a physical or mental impairment that substantially limits one or more major life activities, including learning.
- B. Has a record of such impairment.
- C. Is regarded as having such impairment.

Learners may be protected from disability discrimination and be eligible for services under law even though they do not require IEP services. Persons who have questions, comments or complaints should contact the superintendent of schools as coordinator of Americans with Disabilities Act/504 C.

### **STUDENT RECORDS**

The school district shall collect and maintain such pupil records, as it deems necessary to meet the needs and maximize the potential for each of its students.

These records shall include, but are not limited to, information concerning personal and health data, academic achievement, attendance, standardized test scores and participation in school activities.

State law provides that all data collected, created, received or maintained by a school district is public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school district, which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access and federal law.

The School District shall be responsible for a plan for the maintenance and security of student records. The principal of each school shall have the duty of maintaining and securing the privacy and/or confidentiality of student records.

## **DISCLOSURE OF RECORDS**

**PRIVATE RECORDS** - Education records, which are classified as private data on individuals by state law and which are accessible only to the student subject of the data and the student's parent if the student is not an eligible student.

An individual student's records shall be available for review and/or copies made available to the student's parent or guardian or to an eligible student under the procedures established by the School District. The parents of an adult student, who is also a dependent student, are entitled to gain access to the educational records of such student without first obtaining the consent of the student.

The School District shall obtain a signed and dated written consent of the parent of a student or the eligible student before disclosing personally identifiable information from the education records of the student.

**CONFIDENTIAL RECORDS** - Confidential records are those records and data, which are made not public by state or federal law, and which are inaccessible to the student and the student's parents or an eligible student. Reports pertaining to a neglected and/or physically abused and/or sexually abused child shall be accessible only to the appropriate welfare and law enforcement agencies. Such data shall be confidential and will not be made available by the school district. The data subject, however, may obtain a copy of the report from the local welfare agency, county sheriff or the local police department, subject to Minnesota law.

## **INSPECTION, REVIEW AND REQUEST TO AMEND DATA**

The School District shall permit the parent of a student, an eligible student or the parent of an eligible student who is also a dependent student, who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by law.

The School District shall provide a process for parents of a student or an eligible student to challenge the data and request that the school district amend the records.

The rights of parents and students and eligible students to examine data, and procedures to challenge items in the individual student record, shall be published annually in the official school district newspaper.

## **DESTRUCTION AND RETENTION OF RECORDS**

The District shall comply with state and federal laws regarding the destruction and retention of student records. Notification of Adoption of School District General Retention Schedule forms shall be submitted to the proper state agencies.

## **CUMULATIVE RECORDS**

A cumulative record is kept for every child in the Clearbrook-Gonvick School system beginning with kindergarten and continuing through 12th grade. During the year, if parents wish to examine their child's record, they may arrange to do so by making an appointment with the principal. The principal will arrange with the concerned parent/guardian a conference to report and interpret the child's record.

## **FIRE DRILLS**

Fire drills are required by law and are an important safety precaution. Students must follow directions quickly

and clear the building by the prescribed route as soon as possible as directed by the classroom teacher.

## **POLICIES INCORPORATED BY REFERENCE TO STATE AND COUNTY LAWS/POLICIES**

Certain policies are applicable to students, as well as employees, or are quite lengthy for purposes of this manual. The School District provides notice by this section that the following policies/laws are also applicable to students. Copies of these materials are available upon request.

1. Equal Educational Opportunity.
2. Complaints - Students, Employees, Parents or Other Persons
3. Public Participation in School Board Meetings.
4. Criminal or Civil Action Against School District, School Board Member, Employee or Student
5. Harassment and Violence (Religious, Racial or Sexual)
6. Chemical Use/Abuse
7. Drug-Free Workplace/Drug-Free School
8. Students and Employees with Communicable Diseases and Infectious Conditions
9. Transportation of Public School Students
10. Transportation of Safety Policy
11. Videotaping on School Buses
12. Equal Access to Facilities of Secondary Schools
13. The Pupil Fair Dismissal Act
14. Clearwater County Policy on Harassment and Violence
15. Minnesota State Law, Subd. 10. Habitual Truant

## **RELIGION**

The School District shall neither promote nor disparage any religious belief or non-belief, but shall rather encourage all students and employees to have an appreciation for and tolerance of each other's views.

Wednesday evenings are generally reserved for church/family activities. No school functions shall be scheduled after 6:00 p.m. Exceptions to this policy must be approved by the school board.

## **SPECIAL SERVICES**

Our school offers a variety of special educational programs for students. Psychological services, and instructors for speech, language, learning disabled, hearing or vision impaired, mild to moderately impaired, homebound and emotionally or behaviorally disturbed are provided at all grade levels. Students may be referred to these programs through the teachers, counselor, parents or the student. Please contact the principal or dean of students for further information about these special services.

## **PRE-SCHOOL PROGRAM**

The preschool program is designed to help children receive extra help in the areas of fine and gross motor skills, adaptive, cognitive, speech and language and personal social skills. In addition, all preschool children who are 4 years old by September 1st are invited to participate in the School District's 4 year old Preschool Screening. The screening takes place in the spring and includes screening in areas of vision, hearing, speech and language, developmental and health and immunization review. Children under the age of 4 may be screened by referral.

## **KINDERGARTEN ADMISSION PROCEDURES**

Any child who will be 5 years of age on or before September 1st will be admitted to kindergarten. Any child who will be 6 years of age on or before September 1st will be admitted to kindergarten or 1st grade. Any transfer student who was born after September 1st and attended either kindergarten or 1st grade during the current year, or attended kindergarten or other systematically organized and structured educational experiences the past year may make an application for admission. These applications shall receive appropriate review and appraisal. In all cases of application for admission, a birth certificate shall be required as proof of the child's age.

## **NURSING SERVICE/HEAD LICE**

The Clearbrook-Gonvick Schools contracts with Clearwater Nursing Service to provide services such as vision, hearing and scoliosis screenings on a regular annual basis and Pediculosis (head lice) screenings whenever an active case is found in a classroom during the school year. Parents are notified if any follow up treatment is recommended. Any student found with head lice will be sent home until treated and checked by the health office prior to re-admittance to class.

## **MANDATED REPORTING**

Public employees are mandated by the State of Minnesota to report any suspected neglect, physical or sexual abuse of children to the local welfare agency, police department or county sheriff. Any person who willfully fails to do so shall be guilty of a misdemeanor.

## **FUNDRAISERS**

The only items permitted to be sold by students during the school hours are those relating to school-sponsored fund raising projects.

## **SCHOOL PICTURES**

Once a year, usually in the fall, individual student pictures are taken. A notice will be sent home informing parents of the date that pictures will be taken. At that time, parents may choose whether their child will have his/her picture taken and whether to purchase all or part of the available picture package.

## **PLEDGE TO THE FLAG**

The Pledge of Allegiance to the Flag and/or singing of the Star Spangled Banner or America is made a part of the opening exercises in the classroom. Parents wishing to have their child excused from this activity should notify the classroom teacher in writing.

## **CITIZENSHIP**

The school, recognizing that the student of today is the citizen of tomorrow, encourages and promotes good citizenship.

## **WITHDRAWALS FROM SCHOOL**

If you are moving out of the district or changing your place of residence during the school year, please notify the school at least one (1) week in advance so the proper transfer preparations can be made.

## **NOTES**

Students must have a permission note signed by a parent/guardian to do something different than they normally do on a typical school day, such as changes to after school transportation/plans or to leave school early. *If normal after-school plans change due to an unforeseen circumstance, please notify the District office at*

(218)776-3112 no later than 2:00 p.m. to give staff appropriate time to notify student and teacher of the change in plans with a note brought to the classroom before busses load. \*Steins Bus Service must pre-approve all alternate bus stops/routes for students. Please call Steins Bus Service, LLC at (218)243-2629 to arrange alternate stops such as daycare drops and pick-up, etc.

## **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.

## **SCHOOL BUS VIOLATION**

1. **First offense** is a WARNING with a parental notification.
2. **Second offense** brings DISCIPLINARY ACTION resulting in suspension of bus riding privileges for up to three (3) days.
3. **Third offense** will result in a SUSPENSION from riding the bus for up to five (5) days.
4. **Fourth offense** will result in SUSPENSION from riding the bus for the remainder of the semester or school year.

Reasons for above actions: Continually too noisy, improper language, will not follow directions, fighting on bus, bothering others continually, destroying property, or other.

## **PESTICIDE NOTICE**

A Minnesota state law went into effect in the year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property. Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office. The projected schedule for pest inspection and pesticide application, if needed, will be the first week of January, April, July and October.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact the superintendent's office at (218) 776-3112.

## **ELECTRONIC DEVICES**

Electronic devices (i.e. CD players, MP3 players, video game players, etc.) are not allowed to be used in class during the school day (8:00 am to 3:13 pm). Students may use them on the bus and store them in their lockers. Students caught using the device during class time will have them confiscated by staff. The device will be returned to the student unless this is a repeated offense.

**Devices for educational purposes may be granted permission by the administration.** (Students that refuse to give up their device may be suspended for insubordination.)

**First Occurrence** - Staff will confiscate the item and return it at the end of the day.

**Second Occurrence** - Staff will give it to the principal and the principal will return the item after one full day.

**Third Occurrence** - Staff will give the item to the principal, the parent will need to meet with the principal and the item will be returned to the parent.

## **CELL PHONE USE**

To minimize disruption and protect student privacy, students are not to use cell phones during the school day (8:00 am to 3:13 p.m.) Students are asked to leave them locked in their lockers or kept in the office and picked up by the student or parent at the end of the school day. Students may use their cell phone in the vestibule area by the office. (Students that refuse to give up their device may be suspended for insubordination.)

**First Occurrence** - Staff will confiscate the phone and return it at the end of the day.

**Second Occurrence** - Staff will give it to the principal and the principal will return the phone after one full day.

**Third Occurrence** - Staff will give the item to the principal, the parent will need to meet with the principal and the phone will be returned to the parent.

## **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. A note will be sent home when your child has 5 lunches left on their account.

All students have 25-30 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. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school.

## **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 and annuals.
- 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.

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.

## 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: \_\_\_\_\_





## **CLEARBROOK-GONVICK SCHOOL SONG**

Clearbrook-Gonvick Bears Is Our Name

Steadfast, Mighty,

Reach For Unending Fame,

Honor, Glory, Victory's Our Goal

Fighting On With All Our Might,

Onward, Upward, Shining Bright

Bears, Mighty Bears Are We!

Fight, Bears! Fight! Fight! Fight!

Win, Bears! Win Tonight!

Fighting On With All Our Might,

Onward, Upward, Shining Bright

Bears, Mighty Bears Are We!

B – E – A – R – S !

(clap)

FIGHT!

## **PARENT/STUDENT HANDBOOK AGREEMENT**

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.

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

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

***(please sign this form and return to the classroom teacher)***