



**MIDDLE SCHOOL/HIGH SCHOOL
STUDENT HANDBOOK/STUDENT BEHAVIOR EXPECTATIONS
(GRADES 5-12)
2025-2026**

Grand Meadow Public Schools Mission Statement:

Design and deliver relevant learning opportunities for all students which enable student growth and achievement.

Grand Meadow Public Schools Vision Statement:

All students receive a quality education in a safe and welcoming environment that enables them to develop to their full potential to live meaningful and productive lives.



Grand Meadow School



@MeadowGrand

www.gm.k12.mn.us

School Board Approved: July 15, 2025

***Note: Pages 50 and 51 are intended to be removed from this handbook.
Please read, sign, and return the two documents to the office.***

WELCOME

Welcome to Grand Meadow Public Schools!!! We are happy to have you as a member of our student body. The mission of Grand Meadow Schools is to provide a creative/challenging environment in which each individual develops self-esteem and learns to respect self and others and provide educational excellence for all learners in a global society. With the support of parents and community, we will provide a past, present, and future oriented curriculum in which the student develops self-direction and reaches their full potential. Our vision is to create a safe learning environment that inspires and prepares students for a global society. **All policies and policy changes can be found on our Grand Meadow School Website under the district tab, board policies.**

We hope you have a very successful scholastic experience at Grand Meadow Public School.

POLICY/NOTICES:

EQUAL OPPORTUNITY POLICY FOR STUDENTS

Policy: The District #495 Public Schools, in compliance with State and Federal statutes and regulations, and in recognition of its obligation to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students in the following:

1. Access to course offering
2. Curricular materials
3. Counseling practices
4. Extracurricular activities
5. Athletics
6. Use of school facilities

Implementation:

- A. This policy statement shall be available to the public, students and parents.
- B. An Equal Opportunity Officer shall be designated to coordinate compliance efforts, maintain a file of all complaints and act, upon requests, as a consultant in grievance matters.
- C. The District shall provide a grievance procedure providing for resolution of student and parent complaints of discrimination under this policy.
- D. In all their educational practices and activities administrators, teachers, counselors, support personnel, media specialist, athletic coaches and extracurricular advisors will make their best efforts to provide whatever learning materials, facilities, activities, and experiences, as needed, to overcome the limitations imposed by the traditionally stereotyped roles of minorities and women.

TITLE I PARENTS RIGHT TO KNOW

Responsibility: Responsibility for the implementation for this policy rests with the superintendent and all other administrators and supervisory staff to whom the superintendent has delegated this responsibility. At the Grand Meadow School, we are very proud of our teachers and their ability to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in the Elementary and Secondary Education Act (ESEA). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

- Whether the teacher met state qualifications and certification requirements for the grade level and subject they are teaching,
- Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
- What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major(s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking students need to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

If you have any questions about your child's assignment to a teacher or paraprofessional, please contact me at 507.857.1120.
Sincerely,
Philip Strong, MS-HS Principal

ANNUAL NOTICE OF NONDISCRIMINATION

To all students, parents, employees, and community members of the Grand Meadow Public School District.

All vocational course opportunities will be offered to students by the district regardless of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled individuals. Vocational course opportunities are available to students in the area of Agriculture and Business Education. Courses under these vocational areas are open to any student in grades 9 - 12.

The district, in compliance under Title IX and Section 504, have designated the follow staff as contact persons:

Title IX: Rebecca Young	504 Coordinator: Philip Strong
Grand Meadow Public School	Grand Meadow Public School
710 Fourth Avenue N.E.	710 Fourth Avenue N.E.
Grand Meadow, MN 55936	Grand Meadow, MN 55936
507-857-1120 ext. 7854	507-857-1120 ext. 7789

NOTICE CONCERNING USE OF PEST CONTROL MATERIALS

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

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

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

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

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

In keeping with this legislation, all buildings, including portables and support buildings, owned or leased by the School District were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for safe and responsible handling of asbestos within its buildings safely. Federal law requires a periodic walk-through (called surveillance) every six months of each area containing asbestos. In addition, the law requires all buildings to be re-inspected three years after a management plan is in effect. I.E.A. Environmental, Inc. will accomplish this under contract. Areas where management issues are noted during inspections and surveillance have been, and will continue to be, dealt with promptly.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The Grand Meadow School has a list of location(s), type(s) of asbestos containing materials found in that school building, and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for

review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to I.E.A. Environmental, Inc., Burnsville, MN, (800) 232-5209.

STUDENT DIRECTORY INFORMATION

According to public law a school district or high school that releases directory information concerning students must notify parents and eligible students of the nature of directory information and the process by which it is released. The parents or eligible students have the right to refuse in writing the release of directory information with respect to that student. Directory information includes; name, student pictures, current school year, height, weight, players position, activities participation, various awards or honors, academic honors, honor roll and other items of similar nature.

Under federal law, "directory information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status (i.e., full-time or part-time); participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; and the most recent educational agency or institution attended. It also includes the name, address, and telephone number of the student's parent(s).

Directory information does not include:

- a. a student's social security number;
- b. a student's identification number (ID), user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems if the identifier may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number (PIN), password, or other factor known or possessed only by the authorized user;
- c. a student ID or other unique personal identifier that is displayed on a student ID badge if the identifier can be used to gain access to educational records when used in conjunction with one or more factors that authenticate the student's identity, such as a PIN, password, or other factor known or possessed only by the student;
- d. personally identifiable data which references religion, race, color, social position, or nationality; or
- e. data collected from nonpublic school students, other than those who receive shared time educational services, unless written consent is given by the student's parent or guardian.

Under Minnesota law, a school district may not designate a student's home address, telephone number, email address, or other personal contact information as "directory information."

Directory information includes: name, year in school, height, weight, positions played in sports, activity participation, various awards or honors, academic honors, honor roll, school picture and other items of similar nature.

Directory information is released through: athletic programs, honor rolls, school newsletters, yearbooks, graduation program class lists, and other similar school communications. Any parent or eligible student has the right to request in writing that said type of information be withheld pertaining to that student. Please address letters to the principal. Parents are asked to do this immediately in the first week of school if they want this done.

Information to Military Recruiters

Pursuant to applicable law, [insert name of school district here] gives notice to parents/guardians of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, electronic mail address (which shall be the electronic mail addresses provided by the school district, if available, that may be released to military recruiters only), and home telephone numbers of students in grades 11 and 12 to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

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

To refuse release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, [designate title of individual, i.e., building principal], by [insert date] each year. This written request must include the following information:

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

[NOTE: Refusal to release the above information to military recruiting officers alone does not affect the school district's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section above also must be followed. If you do not want your child's or eligible student's directory information (including a school district-provided email address) released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.]

STATUS OF 18 YEAR OLDS

The policies that Grand Meadow High School operates under will be equally applied to all students regardless of age. The Minnesota legislature recognized the problems of administering multiple sets of policies for students by passing into law M.S.A. 120.60 of 1971 that is quoted below:

“Notwithstanding the provisions of a law to the contrary, the conduct of all students under 21 years of age attending public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local Board of Education”.

ATTENDANCE

MINNESOTA STATUE 120A.22 COMPULSORY INSTRUCTION:

Subdivision 1 - Parental responsibility. The parent of a child is primarily responsible for assuring that the child acquires knowledge and skills that are essential for effective citizenship.

Subdivision 5 - Ages and terms.

- a) Every child between 7 and 18 years of age must receive instruction.
- b) A school district by annual board action may require children subject to this subdivision to receive instruction in summer school. A district that acts to require children to receive instruction in summer school shall establish at the time of its action the criteria for determining which children must receive instruction.

Parents and/or guardians are asked to please contact the high school office before 8:10 a.m., if they wish to get assignments for their child who is sick and unable to attend school. Students will not be able to obtain assignments if the school is called after 9:30 a.m. and it is also recommended that assignments be asked for only if a student will be absent for more than one day.

MIDDLE SCHOOL/HIGH SCHOOL (Grades 5 - 12) ATTENDANCE POLICY

A student's success in school is greatly dependent upon his/her attendance. One of the first indicators of student failure is poor attendance. Future employers and colleges put great emphasis upon regular attendance and satisfactory performance. It is the student's responsibility to be in school every day unless he/she has an excusable reason. While parents may excuse their child's absence, the school will make the final determination if credit is given for school absence and whether consequences are warranted. It is extremely important for students to maintain a good attendance record. An attendance record is part of a students' permanent transcript. All absences and tardies, both excused and unexcused are recorded on

the transcript. This record will follow students to post-secondary schools and may be required when attempting to find employment.

With the exception of students who are emancipated from their parents, all students must provide the High School Office with a note which is signed by the student's parent/guardian and which states a valid reason for any absence. If the student fails to provide the office with such a note upon the student's return to school or within the next 24-hour period, the absence will be counted as unexcused.

Excused Absences

a. A parent, guardian, or other person having control of a child may apply to a school district to have the child excused from attendance for the whole or any part of the time school is in session during any school year. Application may be made to any member of the board, a truant officer, a principal, or the superintendent. A note from a physician or a licensed mental health professional stating that the child cannot attend school is a valid excuse.

b. To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.

c. The board of the district in which the child resides may approve the application under subparagraph (a) above upon a legitimate exception being demonstrated to the satisfaction of that board.

d. Legitimate Exceptions

- that the child's physical or mental health is such as to prevent attendance at school or application to study for the period required, which includes:
- child illness, medical, dental, orthodontic, or counseling appointments; including appointments conducted through telehealth;
- family emergencies;
- the death or serious illness or funeral of an immediate family member;
- active duty in any military branch of the United States;
- the child has a condition that requires ongoing treatment for a mental health diagnosis; or
- other exemptions included in this attendance policy.
- that the child has already completed state and district standards required for graduation from high school; or
- that it is the wish of the parent, guardian, or other person having control of the child, that the child attend for a period or periods not exceeding in the aggregate three hours in any week, instruction conducted by a Tribal spiritual or cultural advisor, or a school for religious instruction conducted and maintained by a church, or association of churches, or any Sunday school association incorporated under the laws of this state, or any auxiliary thereof. This instruction must be conducted and maintained in a place other than a public school building, and it must not, in whole or in part, be conducted and maintained at public expense. A child may be absent from school on days that the child attends upon instruction according to this clause.

Unexcused Absences

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

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

b. Consequences of Unexcused Absences

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

- Students with unexcused absences shall be subject to discipline in the following manner:

If the result of a grade reduction or loss of credit has the effect of an expulsion, the school district will follow the procedures set forth in the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.

ABSENCE PROCEDURE:

- Parent should call (857-1120) or email the attendance Administrative Assistant to leave a message before 9:00 AM on the day the student is absent; preference would be 24-hour notice if it is for an appointment.
- Students are responsible for making arrangements with their teachers for completing work in the event of excused absences.
- Assignments and assessments announced to the student BEFORE the absence are ordinarily due the day the student returns to school.

Note: After 3 unexcused absences detention will be assigned.

EXTENDED ABSENCES

Parents should be aware that according to Minnesota State Law, a student who is absent for fifteen (15) consecutive days must be withdrawn. No credit is earned during the time a student is not enrolled. Students under age 18 who have any combination of 7 unexcused absences in any one class period will result in a Truancy Petition being filed with the Mower County District Court, Juvenile Court Division.

ATTENDANCE APPEAL PROCESS

Students who receive an unexcused absence may have the absence changed to an excused by presenting the appropriate documentation.

Students who receive an (unexcused and/or unverified) absence may appeal the decisions by complying with the following procedure:

1. Student and parent must meet with the Principal in person within two (2) days of returning to school.
2. Failure to comply with step 1 will end the appeal process.
3. Disagreement with the decision of the Principal may be appealed to the Superintendent in person within two (2) school days of the initial visit with the Principal.
4. Again, failure to comply with step 3 will end the appeal process.

FORMS AND PASSES

Except between classes, before and after school, no student may be out of his assigned classroom without a valid pass or planner. A student shall not possess, handle or transmit blank school forms or passes. A student shall not forge school forms or passes.

OUT OF BUILDING PERMITS

No student is to leave the school building during the school day unless properly excused by the high school office. Pupils who need a pass to go to the doctor, dentist, eye appointment, etc., should bring in their pre-excused note the day before to get a "Permit to Leave School" from the high school office. The permit should be returned to the office when the student returns to school. If a student leaves the school building during the day without being properly excused, that student will be considered as truant and handled accordingly. *BEING SICK IS NOT A VALID EXCUSE FOR NOT FOLLOWING THIS PROCEDURE.* You must check out at the high school office before leaving the building.

LEAVING SCHOOL

Students shall not leave the school property during school hours without first securing permission from the principal's office. Students must sign out at the High School Office when exiting the building and sign in when returning. Failure to check out may result in truancy and students may be assigned detention or in school suspension.

CLOSED CAMPUS

Students are not allowed to go off campus during the school day to get materials for individual projects in any class including shop classes. Students should be prepared for class before it starts and must take care of obtaining needed materials outside the school day or on weekends. Students that come to class unprepared will be given alternate assignments or tasks to do

by their instructors until they bring the necessary materials to class. Students should be responsible for themselves. Building administration will not allow students to leave campus and “get lunch” ...lunch can be delivered by an adult to the school.

MAKE-UP/ADMIT SLIPS

If the student is going to be absent from school for any reason, parents/guardians are responsible for calling the high school office between 7:30 a.m. and 9:00 a.m. to inform school authorities. Students will still be required to bring a note signed and dated by parents when returning to school with reason for the absence written. Parents who do not call into the high school office by 9:00 a.m. will be called by the school. This courtesy call to the parents will be made to their place of employment to ensure the safety of all students.

If a student is going to be absent from school on a prearranged appointment, the school must be notified at least one day ahead of the scheduled appointment, so the student can get assignments and makeup work completed on time.

Students who do not get permission at least one day beforehand for appointments, etc. will not be eligible to participate in activities including after school activities that day or days absent from school. Students, please take care of these kinds of absences beforehand. This includes all medical and non-medical appointments with unexcused-excused absences still receiving no credit as stated previously.

AFTER BEING ABSENT

Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.

MAKE-UP WORK

Work missed because of absence must be made up within 3 days from the date of the student’s return to school. Any work not completed within this period shall result in “no credit” for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances. If medical documentation for an extended absence is provided, student work will be exempt until full-time return to school. If no medical documentation is provided, school will make every effort to work with student and parent to accommodate the needs of the student.

SICKNESS DURING THE DAY, SINGLE PERIOD OR HALF-DAY ABSENCES

If a student becomes sick during the day, the student should check in with the high school office staff. If you leave school without notifying the high school office, you will be considered truant and will be handled accordingly. Sickness is not a valid excuse for leaving school improperly.

Students who go home sick at any time during the day may not participate in any after-school activities. Students should not return to school during the same day if they've gone home ill.

A student who is absent a single period or half-day must follow the same procedures as a full-day absence by checking in with the high school office upon arrival at school. Students will be counted absent for half a day if they arrive at school after 10:48 or leave school before 12:20. Students who are tardy 15 minutes or more will be counted as absent for that period. Students with excessive absences may have their attendance and academic records reviewed by the principal and/or counselor. Please be aware that attendance is part of your permanent school record!

TRUANCY

Grand Meadow Public School follows the Mower County Truancy/Ed Neglect Procedure Outlined as follows:

MOWER COUNTY TRUANCY/ED NEGLECT PROCEDURE

LEVEL 1 TRUANCY (up to 3 unexcused absences)

1. School sends notification home each of the three days the student is absent.
2. The formal 3-day letter is sent to parents after 3 unexcused absences.
 - a. An in-school meeting is set up with student and/or parent.
 - b. Intervention is put in place which may include one or more of the following:
 - i. Referral to other school staff for assistance (i.e., social worker, counselor, psychologist, school administration, teachers, nurse)
 - ii. Weekly meetings with counselor or school administration to track attendance.

- iii. Attendance agreement is set up between parent/student and the school.
- iv. After school detention as a consequence.
- v. Outside agency support (if needed and agreed upon with family).
- vi. Communication with teaching staff as needed to provide additional support.
- vii. Review of academic and behavior needs (make accommodations as needed).

LEVEL 2 TRUANCY (7 unexcused absences)

1. After the 7th unexcused absence, School will send an Infinite Campus letter to parents (certified mail) and copy the Mower County Attorney's Office.
2. School staff will coordinate scheduling with County Social Worker and/or County Truancy Officer at the Mower County Attorney's Office. County Attorney's Office will send Notice of Referral to the family.
3. Review for student/family which may include:
 - a. Review of current interventions, to take place during ARB meetings.
 - b. Attendance contract set up (if not done already) during ARB meeting.
 - c. County Social Worker will review if any current services are in place.
 - d. County Social Worker attendee will determine if any additional services may be appropriate and attempt to make any related referrals at the meeting.
 - e. Conditions of attendance will be set up by team in collaboration with parents/student.
4. School will formally review the student's attendance not later than two weeks after the formal meeting.
5. If the student has accrued any additional unexcused absences, the school will make a referral to County Attorney's Office, Truancy Officer, and Social Worker.
 - a. If student is K-6th grade, the School is to make an Educational Neglect report if any additional days the child is absent without excuse
 - b. If student is 12 years of age or older the school is to make a Truancy referral if the child is absent without excuse any additional full or partial days.

LEVEL 3 TRUANCY (continued unexcused absences after meeting or no-show for meeting)

1. School will refer the student to the Mower County Attorney's Office, Truancy Office, Social Worker, and Probation Officer (if the juvenile is already on probation).
2. The County Attorney's Office will review the case to determine one or more of the following next steps:
 - a. Filing an Educational Neglect CHIPS petition or Truancy petition under Minn. Stat. §260C.007.
 - i. As a part of an Ed Neglect or Truancy Petition, Grand Meadow Police Department/Mower County Sheriff's Office staff assigned to local schools as well as School District staff may assist in supervising students who are subject to a Petition, to include:
 1. Follow up on a written attendance contract.
 2. Follow-up home/community visits if the child is absent from school without a valid excuse. Peace officers are authorized to transport a truant student pursuant to Minn. Stat. §260C.143, subd.
 3. Sharing information with school, Corrections (if the juvenile is already on probation), court, and the County Attorney's office
 - b. Issue a petty misdemeanor citation charging the parent(s) under Minn. Stat. §120A.34
 - c. Issue a misdemeanor complaint charging the parent(s) under Minn. Stat. §120A.26
 - d. Issue a gross misdemeanor complaint charging the parent(s) under Minn. Stat. §260C.425
3. The County Attorney's Office will then issue a report to the school indicating the Level 3 Truancy decision as indicated in Step 2 above and will provide the school with the appropriate contact information if conditions are not met.
3. The County Attorney's Office will notify school staff of all court appearances set for the student.
4. If an Ed Neglect/Truancy petition is unsuccessful and absences, tardies, or missed periods persist, the County Attorney's Office will review for further action on the Petition to possibly include:
 - a. Driver's License Suspension,
 - b. UA's,
 - c. Electronic Home Monitoring,
 - d. Out of home placement for the student, and/or
 - e. Possible criminal sanctions for the parents.

STUDENTS VISITING STUDENTS IN SCHOOL

Students are not to bring other students to visit Grand Meadow High School during the regular attendance day. Any student not attending Grand Meadow who would like to visit must secure administrative permission in writing in advance. All

visitors should register with the High School Office when entering the building, follow all rules and directions while on campus, and properly check out when leaving.

PARTICIPATION OR ATTENDANCE AT SCHOOL ACTIVITIES AFTER AN ABSENCE

Participation in all extra-curricular activities shall be in accordance with the rules and regulations of the Minnesota State High School League as provided for in the League Handbook. Students must be in school by the start of 3rd hour (9:58) to be eligible to participate in activities at night including any practices unless the student was on a school sponsored activity during the day or an appointment, with principal's permission beforehand. Students that go home sick, or have been absent the entire day, may not participate in or attend any activities that evening.

COLLEGE VISITS AND CAREER DAYS

Juniors and Seniors may be excused for two college visits and for participation in one school sponsored career day.

Procedure for College Visits: Students must sign up in the office prior to their scheduling a visit to a college or technical school. Students will receive a College Visit Verification form to be completed by the college during their visit.

Students must be excused by the office one day prior to their visit and will be responsible for all assignments missed while absent.

TARDINESS – LATE TO SCHOOL

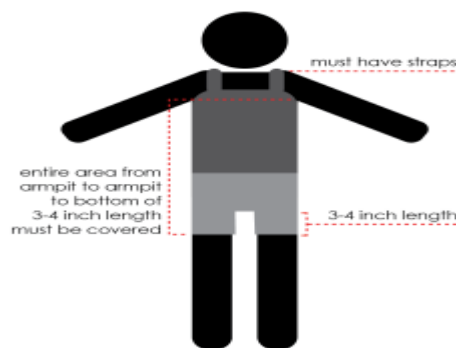
First hour class begins at 8:10 a.m. If you are late to school, you must report to the high school office for a pass. Students will receive three (3) unexcused tardy warnings. Upon receiving the fourth (4) tardy students will be assigned to detention for each tardy. At the start of second semester, all students will return to zero tardies. All unexcused tardies will be treated as discipline and will be reflected in the student's discipline file. Ongoing tardies will be at the discretion of administration.

TARDINESS AFTER FIRST HOUR

Students are expected to be in class on time. Upon the fourth (4) unexcused tardy students will receive one (1) hour of detention for each unexcused tardy received. At the start of the second semester, all tardies will return to zero tardies. All unexcused tardies will be treated as discipline and will be reflected in the student's permanent discipline file. Students 15 minutes late for class will receive an unexcused absence.

STUDENT APPEARANCE

The policy of the school district is to encourage students to be dressed **suitably** for school activities and in keeping with community standards. A student's clothing or appearance may not materially and substantially disrupt or interfere with the educational mission, school environment, classwork, or school activities. A student's dress or appearance may not incite or contribute to substantial disorder or invasion of the rights of others or pose a threat to the health or safety of the student or others. Students' rights to choose their dress and appearance for school and school-related activities will be protected.



1. Extremely brief garments and see-through garments may not be worn to school.
 - a. Examples: Spanx shorts, mesh/fishnet garments
2. Clothing must cover areas from the armpit, down to approximately 3 to 4 inches on upper thigh (see image above).
 - a. This includes fully covering back from armpit down.
 - b. The bottom edge of shirt/top must touch the top edge of pants/shorts/skirts.
 - c. Excludes bra straps and shoulders.

3. Clothing (including emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry) bearing a message that is lewd, vulgar, obscene, libelous, or denigrates, harasses, discriminates against others on the basis of protected class status under the Minnesota Human Rights Act, or violates school district policies prohibiting discrimination, violence, harassment, or other harmful activities.
4. Apparel promoting products or activities that are illegal for use by minors.
5. Communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in Policy 413.
6. Headwear, including hats or caps, are allowed provided that it does not cover the student's face to the extent that the student is not identifiable. Headgear and clothing must not interfere with the educational process. Students may be asked to remove headwear, hats/caps, in certain situations when deemed appropriate.
7. Hoods are not allowed.
8. Clothing styles should not reveal undergarments or excessive amounts of skin.
 - a. Such as bras, bra-like garments, underwear, cleavage (chest), and butt-cheeks.
9. Clothes should allow students to perform routine tasks throughout the day.

Staff will provide students with a warning slip on the first offense and the student referral to the office for further disciplinary action. **Ultimately, the principal determines if clothing is socially appropriate or not, as well as consequences. Policy is in coordination with School board policy 504.**

BACKPACKS

Backpacks will be allowed to be carried to classrooms. In order to maintain a safe school, backpacks, duffel bags, messenger bags, etc. will not be allowed in bathrooms. School officials will be allowed to search backpacks for reasonable cause. School officials are defined as anyone who is employed by the school. The backpack policy will be revisited each quarter and may be changed. Students should not use very large bags or bags with wheels/rollers.

BATHROOMS

Grand Meadow Schools has some of the finest bathroom spaces around Southeast Minnesota. Our custodial staff does an amazing job keeping bathrooms clean. A few reminders to students:

1. Students and/or groups of students should not block other students from using a bathroom
2. Cell phones should not be used in bathrooms-this includes use for TikTok, or any social media
3. If bathrooms are "out of order"-they should not be used
4. Students should make every effort to keep bathroom space clean-throw towels, report damages, etc.

ACADEMIA

GRADUATION REQUIREMENTS

Students must pass 24 credits.

4.00 English credits	1.00 Physical Education
4.00 Social Studies credits	1.00 Health
3.00 Science credits	1.00 Performing Arts
3.00 Math credits	7.00 Credits through other Electives

Transfer students enrolling in the Grand Meadow District in grades 10-12 must meet the Grand Meadow High School graduation requirements but, may be eligible to graduate with fewer credits. This depends on the maximum credits offered per year at the transfer student's prior district(s) and credit interpretation by the Grand Meadow District administration. This should not be confused with the credits that a transfer student has attempted and failed. If multiple credits have been attempted and failed, the student's grade level will be changed to reflect the amount of earned credits that the student has received. Please see the Middle School/High School Student Handbook/TRANSFER STUDENTS section.

ACADEMIC POLICY

Every teacher will establish an academic policy that addresses a grading system, test retakes, and how late assignments will be handled in a syllabus. In addition, teachers will post these policies on their web pages.

Once students have registered for a class, advanced placement class, or college preparatory class, such as pre-calculus or anatomy, students will not be allowed to drop/add classes. The student and parent must both sign off and restricted classes will be listed in the Course Description Guide.

GRANTING OF DIPLOMAS

The goal of the Grand Meadow School District is to provide an educational environment and learning opportunities for all students to complete their specified program of studies and to attain their high school diploma.

Upon completion of their determined program of studies at Grand Meadow, all students, who have satisfactorily attained the required number of credits or satisfactorily attained the objectives in their Individual Education Plans, shall be granted the standard high school diploma. No distinction in wording, kind or type will be adopted to distinguish individual differences.

Only those students who have earned a diploma will be allowed to participate on the stage in commencement ceremonies. Administration will work closely with parents and seniors on their credit status. At the end of third quarter, any senior who is in jeopardy of not receiving a diploma will be notified in writing.

Consideration will be given to students with special needs based on their IEP or 504 Plan. All members of the IEP Team or 504 Committee will have input.

POST-SECONDARY ENROLLMENT OPTION (PSEO)

Policy and Procedures: Grand Meadow Students who choose to take a college course in place of the high school course will receive both college and high school credit for the class. Attendance, honor roll and grading follow the same requirements and polices as regular high school courses. To qualify for a college course, the "College Course Qualification Form" needs to be obtained and completed from the High School Office. More information can be found on the school website (gm.k12.mn.us).

Students must meet the following minimum criteria to qualify:

1. Seniors must be in the upper ½ of their class rank of full-time students.
2. Juniors must be in the upper 1/3 of their class rank of full-time students.
3. The Accuplacer test must be passed with a score ranging between 88-120 in Reading Comprehension and between 89-120 in Sentence Skills. A score ranging between 63-120 must be obtained prior to enrolling in college algebra.
4. Students taking the Accuplacer and scoring between 70 - 87 in Reading Comprehension or 73-88 in Sentence Skills must meet with a high school counselor and obtain counselor permission and parent permission to enroll in a college course. Students taking the college level math test between 40-62 must meet with a high school counselor and obtain written counselor permission and parent permission to enroll in a college math course.
5. Students taking the Accuplacer and scoring below a 70 on the Reading Comprehension or below a 73 on the Sentence Skills may retake the Accuplacer for a charge of \$10.00.
6. The Accuplacer can be taken twice per school year.
7. Student failing to meet either the minimum requirement for the class rank and/or the minimum requirement of the Accuplacer tests may submit and appeals form to the College Course. Review Committee requesting an appeal hearing to consider extraordinary circumstances.

Students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. Up-to-date information about the PSEO program will be published on the district's website and in materials that are distributed to parents and students provided.

Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the High School Office by October 30 or May 30 to indicate the pupil's intent to enroll in postsecondary courses during the following academic term. A pupil is bound by notifying or not notifying the district by October 30 or May 30. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the school registrar in the High School Office.

Note: PSEO students are expected to take all state tests or complete the refusal for student participation in statewide assessment form. Scores will be recorded on Transcripts and may be used to calculate grades.

PSEO students are expected to follow the classroom/district rules as stated in this handbook.

MEDIA CENTER

The media center is used by whole classes and for individual research, quiet reading, study, elementary classes, and the Accelerated Reading program.

Books and materials may be checked out to high school students for a four-week period and renewed at any time by bringing materials to the media center. Students with materials that are overdue and have not been renewed will lose media center usage until the materials have been returned, or if lost, paid for. Materials borrowed from SELCO may have special guidelines that we are required to follow as members of the system.

The use of the media center may be taken away for improper behavior.

EARNED CREDIT POLICY

Students who fail any required class during 9-12 grades must repeat that class or equivalent.

TRANSFER STUDENTS

Upon credit analysis, incoming students will be identified by grade level based on the credits they have completed and passed. Total credits needed to qualify for a specific grade level are as follows:

Freshman:	0.0 credits	Junior:	12.00 credits
Sophomore:	6.0 credits	Seniors:	18.00 credits

GRADE POINT AVERAGE/CLASS RANK

1. A 4.00 scale is used consistently through our Grand Meadow High School.
2. A 4.00 scale is an easy and fair way to determine a student's overall grade point average as well as class rank.
3. Colleges and Vocational officials have a much easier time determining what kind of results have been made by a student in their academic career by virtue of the 4.00 system.

4. The students and faculty will know more readily where a student stands when using the 4.00 system.

5. The 4.00 system: NOTE: No classes are weighted. Grade values are as follows:

S 2.000 (Used ONLY for Summer School Courses, Review 1 or .50 credits)

W 0.000 (Used when a student withdraws)

(1) Credit Course

*I	0.000	C+	2.330
F	0.000	B-	2.670
D-	0.670	B	3.000
D	1.000	B+	3.330
D+	1.330	A-	3.670
C-	1.670	A	4.000
C	2.000		

(1/2) Credit Course

*I	0.000	C+	1.165
F	0.000	B-	1.335
D-	0.335	B	1.500
D	0.500	B+	1.665
D+	0.665	A-	1.835
C-	0.835	A	2.000
C	1.000		

6. The class rank will be determined by a student's G.P.A. and ranked in sequence of the highest G.P.A. descending to the lowest G.P.A.

HONOR ROLL

1. All students in grades 7-12 are eligible for the honor rolls.
2. Any grade lower than a C- will automatically disqualify a student from Honor Roll.
3. The "A" honor roll will include students whose grades Average from 3.67 to 4.00.
4. The "B" honor roll will include students whose grades Average from 3.00 to 3.66.
5. Course credits transferred to the permanent records do not necessarily count toward the honor roll. (i.e. courses operating on pass/fail basis)
6. P.E. 8 (.50 credit), Health 8 (.50 credit), P.E. 9 (.50 credit), P.E. 10 (.50 credit), Health 10 (.50 credit) will be counted toward the Honor Roll.
7. The G.P.A. (Grade Point Average) is determined by dividing the number of classes a student has into the total points earned by each student, according to the 4.00 system mentioned above.

Students receiving an incomplete (I) for a mark at the end of any nine-week period will have two weeks from the end of the quarter to make up the unfinished work. If the work has not been completed within the two-week period, the incomplete work will be given NO credit and course grade will be calculated accordingly. There will be no incompletes given at the end of fourth quarter.

ACADEMIC ELIGIBILITY POLICY

Students will begin the school year with full eligibility **unless** a student has failed one or more classes at the conclusion of the fourth quarter of the previous school year while in attendance at Grand Meadow School. They will be ineligible beginning fall and miss the following contests:

- a. Two Volleyball games
- b. One Football game
- c. One Cross Country meet
- d. One Cheerleading event

Academic checkpoints will be held seven times throughout the year, each midterm, and the end of first, second, and third quarters.

If a student is failing a class at any of the eight academic checkpoints, the student will be academically ineligible to participate in MHSL sanctioned competitions not part of a course content or required for graduation for the next two weeks. If at the end of this two-week period, the student is passing the previously failed class eligibility will be restored to the student.

If at the end of the first two-week period the student is not passing the previously failed class, the student will continue ineligibility for another two-week period.

During any ineligibility period, students will be allowed to practice with their respective activities.

NCAA INITIAL ELIGIBILITY INFORMATION

The NCAA Initial-Eligibility Clearinghouse has the following courses on file as meeting NCAA core course guidelines. The courses listed below have been approved, based upon the information your school has submitted, and will be used in certifying the initial eligibility of student-athletes from this school.

English:

English I, English II: Composition/Speech, English III, Fundamentals of Writing, Fundamentals of Public Speaking, Intro to Literature, American Literature, British Literature, Creative Writing.

Mathematics:

Algebra II, Geometry, Pre-Calculus, Calculus

Social Science:

American History I, American History II, American Government, World Area Studies, Introduction to World Geography, Psychology I, Psychology II, World Geography

Natural/Physical Science:

Biology (Lab), Biology/Advanced (Lab), Chemistry (Lab), Physical Science (Lab), Physics (Lab)

Additional Core Course:

Spanish I, Spanish II

REPORT CARDS, PROGRESS REPORTS, AND COMMENDATIONS

A report card will be issued for every student at the end of each nine-week period (Quarter).

Progress reports will be sent to the parents of students at midterm of each quarter for those receiving a D or an F. At that time teachers will report those students who have unacceptable grades. These students will be put on a "Restricted List"/Progress Report. This list will not affect student participation in any extra-curricular activity.

NATIONAL HONOR SOCIETY

The election of a student into the National Honor Society (NHS) is a privilege and an honor for a student; it is not a right. A student's grade point average (G.P.A.), community service involvement, and extra-curricular participation also factor into the selection process. To be eligible students must have an overall G.P.A of 3.3. Eligible students are contacted by the NHS Advisor(s) in the fall of the student's junior or senior year and given an opportunity to complete the application process. For questions regarding eligibility please contact the NHS Advisor(s).

Students may lose membership in NHS if they commit illegal acts, violate school rules that the faculty council feels would warrant dismissal from NHS, or their grade point average falls below the 3.3 minimum. If a student loses eligibility during their junior year, they are ineligible their senior year.

HEALTH SERVICES

SCHOOL NURSING SERVICES

The school nurse is responsible for health records, health screenings and referrals. If you wish to see the nurse please set up an appointment with the high school secretary.

Health Screenings: The school provides screenings for vision, hearing and scoliosis.

Medications In School: We understand that from time to time your student may be under the care of a physician and medication may need to be administered during the school day. The MN Guidelines for medication administration in schools is followed:

I. Legal Aspects of Medication Administration:

- a. Trained, designated personnel can administer medication in the school under the supervision of the school nurse. The training procedure will be determined by the school nurse.
- b. Only a physician, podiatrist, dentist, nurse practitioner, and in some limited cases a physician assistance (PA) may prescribe a medication.
- c. Only a nurse or pharmacist may take a verbal/telephone order from a physician.
- d. Verbal orders must be followed with a written authorization.
- e. Only a pharmacist may dispense a medication. (This means you cannot:
 - (1) Take pill from one bottle and place in another container
 - (2) Break a pill in half. Any exceptions must be dealt with by the school nurse in the student's individual plan of care).

II. Receive and review of medication request and authorization by designated personnel:

- a. Check the form for completeness.
- b. Check to make sure the prescription bottle matches the medication request.
- c. If the form is not completely filled out, notify the school nurse immediately.
- d. Notify the school nurse as soon as possible when a medication authorization is brought in and is complete. The school nurse will then review and approve the medication (including checking to be certain the medication must be given at school).

III. Delivery of medication - Procedure for District Personnel:

- a. Assemble needed equipment (including authorization form, Medication Record sheet).
- b. Locate the student's medication.
- c. Compare the medication authorization form and the medication label to be sure they correlate. **DO NOT GIVE MEDICATION IF THERE IS A DISCREPANCY.** If any doubt, contact the school nurse before giving the medication. If the school nurse is not available contact the physician or pharmacist before giving the medication.
- d. Wash hands.
- e. Check the label on the medication three (3) times.
 1. When removing the medication container from the cabinet.
 2. When pouring the medication.
 3. When returning medication to the cabinet.
- f. Identify student by name - have the student tell you who they are by having them say their name.
- g. If no contradiction, give medication.
- h. If contradiction is noted, notify school nurse before giving medication. If the school nurse isn't available, contact the physician before giving medication.
- i. Administer the medication according to the route directions.
- j. Watch the student swallow the medication.
- k. Chart the medication as given on the Medication Record sheet immediately after the student takes it.
- l. Clean and replace equipment.
- m. Lock cabinet after administering all medication or leaving the room unattended.
- n. If a student will not take their prescribed medication the school nurse/designated medication person will notify the principal and the parent/guardian as quickly as possible.

IV. Field Trips:

- a. It is the teacher's and parent's responsibility to inform in advance the Nursing Office when the class is going on a field trip.
- b. Any medication that needs to be given to the children can be placed in individual envelopes by an authorized medication person with the appropriate information on the top of the envelope. A notice should be sent with the medication envelopes reminding the teacher/responsible adult to sign the medication record form upon their return.
- c. The teacher/or other responsible adult can carry and administer the medication on the field trip as necessary following school procedure.
- d. When the teacher/responsible adult administering the medication returns from the field trip, teacher/responsible adult administering the medication must record the time and sign the student's Medication Record sheet in the Nursing Office.

V. Medication Errors: In case of a medication error the following steps must be followed:

- a. Notify the school nurse immediately.
- b. If the school nurse is not available, call the parents and physician or ER depending on the student's condition.
- c. Medication error report sent to: (1) School nurse; and (2) building principal

VI. Medication Storage: All medication (prescription and over-the-counter) is stored in a locked cabinet/drawer. Only designated personnel should have access to the medication. Controlled substance medication should be kept under double lock (i.e. lock in locked room; locked box inside locked safe, etc.).

VII. Record Keeping: The person administering the medication is responsible for recording the Administration of that medication, immediately after each student receives it.

- a. Have the Medication Record form present when the medication is administered.
- b. Check that the medication is on the Medication Record form correctly.
- c. Record the date, time, and dosage of medication given.
- d. Sign (if initials are used the sheet must have the signature on the Medication Record form for cross reference).
- e. See "Controlled Inventory Ledger" for additional record keeping requirement.

VIII. Controlled Inventory Ledger*

- a. The school nurse will maintain a controlled drug ledger for controlled substances (Ritalin, Cylert, Dexidrine).
- b. The log should include the student's name, name of the medication, prescription instructions and amount received.
- c. The medication must be counted when it is brought into the school.
- d. The staff will sign out each dose on the Controlled Inventory Ledger each time it is given. They will then count and correlate the amount of medication remaining. The full name and position must be used as a signature.
- e. If there is a count discrepancy, it will be reported to the school nurse as soon as possible, or in the absence of the school nurse, the principal immediately. Investigation needs to begin immediately.

IX. Drug Reaction

- a. If a student experiences any drug reaction, notify the school nurse as soon as possible.
- b. If the school nurse is not available call parents and physician or ER depending on the student's condition.
- c. Record incident on student's Medication Record form.

* Controlled substance medications carry the additional requirements of counting the number of pills both when the medication is first brought into school and again after each dose is administered. This counting of pills can become a very large task at school. Due to possible small school health staffing, it may be necessary to LIMIT the amount of this medication brought to the school at one time (i.e. limit of a one-month supply). Schools can send home the empty bottle after one (1) month and asking parents to bring it back with another one-month supply. (Parents can transfer another one-month supply to the school bottle from a larger prescription bottle at home).

OVERDOSE MEDICATION

The 2023 Minnesota legislature enacted legislation requiring school districts to maintain a supply of opiate antagonists. School districts and their employees are legally permitted to purchase, store, and administer

Naloxone (Narcan) in response to an opiate overdose in schools and those who do assist with such administration are immune from civil liability as well as exempt from criminal prosecution from possession, use, etc. of medication. The provisions of this policy outline the requirements of the law with respect to the use of Naloxone (Narcan) in schools. *See policy 516.5 on website for more information.

STUDENT SERVICES

SOCIAL WORKER

The social worker is available five days a week and on an emergency basis. If a student wishes to see the social worker, appointments to visit with the social worker must be made through the high school administrative assistant and a pass must be obtained as well.

SPEECH

Speech services are available for all qualified students.

BOOK POLICY

The Grand Meadow School District provides students with textbooks. Normal wear is expected on these books. Abnormal wear is not expected and students who intentionally drop, throw, sit on, write in, or otherwise misuse textbooks in any manner will be fined for damages to the book. Book covers are required to be put on all books and maintained. Students with inappropriate writings on book covers may be subject to discipline.

Once students have checked a textbook out at the beginning of the year, it becomes their responsibility. If a book is lost or stolen, or otherwise damaged in any way, students are responsible for replacing the book at the price of a good used book, or a new book if a used book is not available. A fine may be assessed for small damages also.

Lost or Destroyed Textbooks: An amendment of Minnesota Statutes 120.101 provides that: "The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students."

LUNCH

Minnesota adopted into law that each student would receive one (1) free breakfast and one (1) free lunch per day. All ala-carte and 2nd entrees are available, but at cost of the items.

Lunch Period: **Students must not leave campus during noon hour to get lunch.** Students must report to the lunchroom during their assigned lunch period. Being late to lunch may result in a tardy. Students will remain in the cafeteria until dismissed by the person in charge of lunchroom supervision. Students will NOT be allowed to eat lunch at home or up town. Students may bring a sack lunch if they wish.

Students may not bring any glass bottles into the school. Extra food that is served is for students who have paid for a meal that day. Students are not allowed to take extra sandwiches, etc. and then distribute them to those who have not paid for a meal.

Students are responsible for taking their own trays up after they are finished with their meal, making sure that they clean all leftovers off their trays, including gum, before they are stacked up. All silverware is to be put in the tray provided, and anyone caught throwing silverware away will be disciplined. When going through the lunch line students will be allowed to take only one set of silverware. Students that do not pay for a meal will not be allowed to take extra silverware to eat off of friends' plates. Students that bring lunch from home may use school silverware if they place it in the proper container for the dishwasher.

Excessive delay in lunch times is prohibited under Policy 534. Free and reduced lunch forms should still be filled out to receive educational benefits.

EXTRA-CURRICULAR OPPORTUNITIES

Grand Meadow School offers several extra-curricular opportunities for student participation in grade 7-12. Below is a list of activities along with a list of the advisor(s).

CLUBS:

Art Club (7-12th grade)
Robotics
FFA (Future Farmers of America) (7-12th grade)
Knowledge Bowl – Junior High
Knowledge Bowl – Senior High

Advisor(s)/Building Contact

Mrs. S. Johnson
Mrs. Jessica Fretty
Mr. W. Garten
Mrs. K. Drinkall
Mrs. K. Drinkall

SPORTS:

Fall Sports:

Cheerleading (9 -12th grade)
Cross Country (Men & Women 7-12th gr.)
Football (9-12th grade)

Football (7-8th grade)
Volleyball (Varsity)
JV Volleyball
Volleyball (9th grade)
Volleyball (7-8th grade)

Coach F. Gehling
Coach L. Glynn, Coach M. Bradley
Coach J. Bain, Coach Stejskal, Coach E. Lane
Coach T. Hoch, Coach W. Garten
Coach C. Paul
Coach TBD
Coach T. Nordeng
Coach TBD

Winter Sports:

Basketball (Men 9-12th grade)

Basketball (Men 7-8th grade)
Basketball (Women 9-12th grade)
Basketball (Women 7-8th grade)
Cheerleading (Women 9-12)
Wrestling (9-12th grade)
Wrestling (7-8th grade)

Coach C. Burmester, Coach E. Lane,
Coach B. Kraft
Coach T. Fay
Coach R. Gayden
Coach A. Oian
Coach F. Gehling
Coach R. Smith, Coach J. Hale
Coach S. Sawdey

Spring Sports:

Golf (Men & Women 7-12th grade)
Track (Men & Women 7-12th grade)

Clay Target League (Men & Women 6 -12th gr.)
Baseball(co-op GMLOK)
Softball(co-op GMLOK)

LeRoy-Ostrander Host School
Coach A. Thauwald, Coach J. Hubka,
Coach L. Glynn, Coach R. Young, Coach M. May,
Coach T. McBryde, Coach D. Lewison
Coach M. Peterson
Kingsland Host School
Kingsland Host School

National Organizations:

* NHS (National Honors Society, 11 – 12th grade)
Application Process for Membership

Miss F. Gehling and Mr. P. Strong

ACTIVITIES

Note: All clubs, organizations, and sports will follow the GMHS Academic Eligibility Policy.

Students who are not in attendance by 9:58 a.m. on the day of a sporting/fine arts contest may not attend after school events. This applies to both elementary and high school activities and elementary students attending high school activities. The only exception is if the activity is required for a grade in a class.

ACTIVITY FEES

The Grand Meadow Board of Education approved no participation fees during the 2017-2018 school year. Fees will be re-evaluated in the future but will not be charged during the 2025-2026 school year.

MINNESOTA STATE HIGH SCHOOL LEAGUE

Grand Meadow School is a member of the Minnesota State High School League. All League rules and regulations will be observed during activities.

Rules For Use Of Mood-Altering Chemicals: The Grand Meadow School recognizes the use of alcohol, tobacco, drugs and marijuana as a very serious offense and is a significant health problem for many adolescents, resulting in negative effects of behavior, learning and the total development of each individual. School rules are designed to assist the school administration as they observe, confront and assist students regarding the use of mood-altering chemicals. The rules which were adopted by the Board of Education and effective for the 1994-95 school year and thereafter for students who use mood-altering chemicals appear below with accompanying philosophy and rationale.

Section I. Philosophy and Purpose:

A. Philosophy of the Board of Education Relating to the Use of Mood- Altering Chemicals, i.e., Alcohol, Tobacco, Drugs and Marijuana: The Board of Education recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects of behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

The close contact in school activities of advisors and coaches provides them with a unique opportunity to observe, confront and assist young people. The Board, therefore, supports education and awareness training in adolescent chemical use problems including the symptomatology of chemical dependency and special issues affecting school activities for administrators, athletic directors, coaches, advisors, participants and their families.

B. Statement of Purpose:

1. To provide consistency with the above philosophy and “to elevate standards of sportsmanship and to encourage the growth of responsible citizenship among the students and school personnel.”
2. To emphasize the schools’ concerns for the health of students in areas of safety while participating in activities and the long-term physical and emotional effects of chemical use on their health.
3. To promote equity and a sense of order and discipline among students.
4. To confirm and support existing state laws which restrict the use of such mood-altering chemicals.
5. To establish standards of conduct for those students who are leaders and standard-bearers among their peers.
6. To assist students who desire to resist peer pressure, which directs them toward the use of mood-altering chemicals.
7. To assist students who should be referred for assistance or evaluation regarding their use of mood- altering chemicals.

C. Standards of Conduct: The Board of Education recognizes that local, state and federal laws prohibit the illegal use, possession, distribution and sale of alcohol, tobacco and other illicit drugs on school premises or as a part of any school related activity by any district employee, visitor or student. The designated supervisor or administrator is mandated to report violations to the proper law enforcement authorities and to record information to be used later as a part of the disciplinary action. Compliance with the District #495 Drug/Alcohol/Tobacco Use and Abuse Policy is mandatory for all district employees, students and visitors.

Disciplinary action will be taken against anyone who violates district policies regarding the use, possession, distribution, and sales of any alcohol, tobacco, or illicit drug substance. Disciplinary action may include, but is not limited to: referral

to local law enforcement, hearing, detention, suspension, or expulsion for students (See policy for employees). Visitors who violate the policy or law will be turned over to the local law enforcement.

Students will have a right to due process. Parent notification of student violations will be timely. Students who participate in Minnesota State High School League Activities will be subject to the penalties set forth by the MSHSL.

All students will be subject to District Disciplinary action after a meeting with the Principal and/or Dean of Students and Counselor.

A copy of the policy will be made available to the public through the district newsletter. The policy will also be a part of the Employee Handbook, the Elementary Student Handbook and the Middle School/High School Handbook.

D. Programs: Grand Meadow Public Schools offers an age-appropriate and developmentally-based drug and alcohol education and prevention program for all students, pre-school through 12th grade. The program addresses the legal, social and health consequences of alcohol, tobacco, and other drug use. Information will be made available through the school counselor and school social worker regarding alcohol, drug and tobacco counseling and rehabilitation and re-entry programs.

E. Policy Review: The District #495 Drug/Alcohol/Tobacco Policy will be reviewed by the Board of Education biannually at regular board meetings. Any member of the public with a concern may contact the superintendent of schools and ask to be on the agenda to address a concern. The review will address the policy, the violations and the handling of disciplinary actions.

Section II Rules:

During the school year or during the season of practice, play or rehearsal, regardless of the quantity, a student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by her/his doctor.

Section III Categories of Activities:

A. Category I Athletics: Those school-sponsored activities in which the school has a schedule of interscholastic contests and tournaments including all athletic programs and events. MSHSL Athletic Eligibility Rules will be followed.

B. Music - Category II Fine Arts: First Violation: Penalty - After confirmation of the first violation, the student shall lose eligibility for the next public performance. No exception is permitted for a student who becomes a participant in a treatment program. A student would not be excluded from co-curricular classes but, would instead lose eligibility for public performance or any activity events or practices which are scheduled outside of the regular school day. Students will still be allowed to practice.

Second Violation: Penalty - After confirmation of the second violation, the student lose eligibility for the next two (2) consecutive public performances. No exception is permitted for a student who becomes a participant in a treatment program.

Third Violation: Penalty (A) - After confirmation of the third or subsequent violations the student shall lose eligibility for the next six (6) consecutive public performances.

Category II Violation Policy (Fine Arts) – Students committing category II violations will serve 25 hours of community service to regain eligibility for Fine Arts performances and events such as, but not limited to, music, contests and theatre. These hours must be recorded and signed by the adult who supervises the community service. Students may not collect any money for these hours and the hours cannot in anyway be connected to the student's family (example; chores, babysitting, etc.). Moreover, these hours cannot count towards Cord Program hours. Students failing to complete the required number of hours within four weeks will not be allowed to perform. However, Fine Arts activities which are part of a class's curriculum and are graded are exempt (i.e., concert or pep band events). Any student wishing to perform a solo at a concert would remain ineligible until the hours are completed.

Penalty (B) - If after the third or subsequent violation, the student, on their own volition, becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in M.S.H.S.L. activities after a minimum of six (6) weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center. Advisor will caution students about eligibility before they become participants and after suspected violations.

C. Drama - Category II Activity - Eligibility Requirements: First Offense: Penalty - Two weeks of suspension from events. Local Regulations: Major part - the role will be recast. Minor part - Students may not participate in practice but may keep role if offense occurs at least two weeks before performance. If offense occurs in the last two weeks before show, the part will be recast. Advisor will caution students about eligibility/participation after suspected violations.

D. Speech - Category II Activity - Eligibility Requirements: First Offense: Penalty - Two (2) weeks suspension from events. Also, student may not practice with advisor during that two (2) week suspension period.

In both drama and speech, the second violation is six (6) weeks with all other regulations the same. Third violation is a period of twelve (12) weeks for suspension.

E. Penalties shall be accumulative beginning with and throughout the student's participation in school activities in grades 7-12.

F. Students may practice or rehearse during the period of ineligibility but will not compete.

G. Letter awards, honors, etc. will not be awarded to students who violate the rules during their season of play.

Summer Rules: Any student who participates in a Minnesota State High School League sponsored activity is subject to all league rules. A student or parent should get a copy of the rules prior to the beginning of each season. Student and parents should make themselves aware of all rules.

NOTICE: The following are League Policies: At its regular March 24, 1993 meeting the MSHSL Representative Assembly passed an amendment which expanded the enforcement period prohibiting the use of mood-altering chemicals to encompass the previously exempted summer months. The effective date for the expanded enforcement period of chemical eligibility rules will be immediately. That League rule now reads:

During the calendar year, regardless of quantity, a student shall not:

1. Use a beverage containing alcohol
2. Use tobacco, or
3. Use or consume, have in possession, buy, sell or give away any other controlled substance.

FINE ARTS

As part of our Fine Arts program we offer a Fall Play for grades 7-12, One-Act Play for grades 7-12, All School Musical for grades 5-12, Speech Team for grades 7-12, Vocal Music for grades 7-12, and Visual Arts for grades 7-12.

CHEERLEADING

Cheerleading is offered for students, grades 7-12 for Fall and Winter season sports only. Students must follow the Grand Meadow High School Academic Eligibility policies and MSHS League rules and regulations.

ACTIVITIES/CLUBS

Activities and clubs that students at Grand Meadow may take part in are: Tutoring, Future Farmers of America (FFA), FUSE and other Board approved groups. Students will follow the Grand Meadow High School Academic Eligibility policy.

SOCIAL PROGRAMS

Dances and parties provide valuable social experiences and serve as a release from the tension developed through study. The school is quite willing to cooperate with students in arranging dances and parties when students' behavior is conducive to the interests of the school. The following regulations have been developed pertaining to the social programs:

1. Parties shall be held on nights proceeding days when school will not be in session.

2. All parties shall end no later than 12:00 (midnight) including Homecoming and Prom.
3. All parties must be scheduled by the advisor with the approval of the principal at least one week in advance. All advisors must complete and hand in a planning form.
4. At Least two chaperones must be present at all parties. The chaperones should allow only eligible participants into the building.
5. All lights must be off, dishes and floor cleaned, and all borrowed equipment returned before the cleanup committee leaves the building.
6. Grand Meadow School parties are for Grand Meadow students. Guests should be registered at the office by noon the day of the dance. Alumni are an exception at Homecoming.

STUDENT COUNCIL

Student Council involves class elected student representatives and class officers in grades 7-12. Students will follow the Grand Meadow High School Academic Eligibility Policy and the MSHSL policies and penalties.

SENIOR CLASS TRIP

Seniors must be on track to graduate and meet board, administration, and faculty standards to participate. A list of those seniors planning to participate must be approved by administration. Students not participating in the trip are expected to attend regularly scheduled classes. Absences by a senior during this time must be pre-approved by the principal. Students with an attendance percentage less than 85% may be denied participation in the Senior class trip. If students do not follow the eligibility guidelines, they may appeal in writing. The appeal will be reviewed by the class advisors, administrators, and the class trip committee.

Eligibility Guidelines:

- Seniors must be passing all classes their senior year with a D- or above for each grading term. (Quarter 1 through fourth quarter midterm)
- Any student who receives more than three detentions must appeal to be eligible for the senior trip.
- All dues and forms must be turned in by the assigned times.
- Students who have more than ten Category II absences for the year in any class will need to appeal to be eligible for the senior trip.
- Any student who receives an out of school suspension (OSS) or an in-school suspension (ISS) during their senior year must appeal to go on the senior trip.
- Any student who has received any harassment or bullying charges will have to appeal to go on the senior trip.

Appeal Guidelines:

- Any student needing to appeal for the above reasons will need to write a Senior Trip Appeal Essay.
- Essays must be submitted no later than one week after the fourth quarter midterm.
- Appeals will be evaluated on a case-by-case basis.
 - Write an essay to an audience of your peers, supervisors, and administrators explaining what circumstances lead to your ineligibility; propose your plan to avoid further misconduct; and why you believe you should be allowed to go on the senior trip.

Essay Format: 12 Point Font, Double Spaced, Times New Roman Font, 3-5 Pages

Automatic Disqualifications:

Seniors who participate in a "senior skip day" will not be eligible for the senior class trip (If 60% of the senior class is absent, there will be an administrative investigation to determine the validity of absences).

PROM

The prom is an event for juniors and seniors. However, a junior or senior may invite a guest or date not attending Grand Meadow School as previously stated. Because of the special significance of Prom and the students involved, the minimum grade level allowed to attend will be a senior high student, which means grade 10 or of sophomore standing for the school sponsored activities.

The junior or senior guests from outside Grand Meadow School must also be a minimum of a sophomore or older to attend the dance. All guests who are not enrolled at Grand Meadow Public School must fill out an out of town dance permission form. The Prom Committee will determine the admission fees to the Prom Grand March.

HOMECOMING

Homecoming is sponsored each fall by Student Council. The Student Council will determine the admission fees to Homecoming Coronation and the Grand March ceremony.

DANCES

All dances at Grand Meadow Schools are chemical free activities. Once a student enters a dance, the student may not leave and be readmitted. Doors close approximately 30 minutes after the dance begins and no students will be admitted after that time. Each student of Grand Meadow High School may sign up a maximum of one guest or date for a dance and the Grand Meadow High School students are responsible for the behavior of their guest or date. All guests who are not enrolled at Grand Meadow Public School must fill out an out-of-town dance permission form. The student date must come to the dance with the student who signed him/her up.

SCHOOL SPIRIT

School spirit may be divided into three categories:

1. Courtesy - towards teachers, fellow students, opponents, and the officials of school activities.
2. Pride - in everything our school endeavors to accomplish and has accomplished.
3. Sportsmanship - the ability to win and lose gracefully.

School spirit means loyalty to all functions of the school. A loyal student supports their school and does their utmost to keep their scholastic and activity standards at the highest possible level.

Reminder... When you are privileged to wear a school uniform, cap and gown, band uniform, athletic uniform, or school letter your behavior reflects upon yourself, the school, and the community.

SPORTSMANSHIP CODE

We appreciate your positive support of our school activities. We thank you for respecting officials, participants and coaches. Acts of misconduct will not be tolerated and may result in immediate removal.

EXTRA-CURRICULAR TRANSPORTATION

Students who are participating in events sponsored by Grand Meadow School District are expected to ride to and from the event in vehicles designated by the district.

Students who drive to school are expected to park in the normal parking spaces in the northwest gravel lot before leaving for events.

Students will be allowed to ride home with their own parent(s)/guardian(s) provided a communication is presented to the coach of the individual sport. Parent(s)/Guardians(s) must personally speak to the coach/chaperone before leaving with their child(ren) and sign-out that they are leaving with them.

Students will only be allowed to ride home with someone other than their parent/guardian if communicated and approved by coach.

TRANSPORTATION TO STATE TOURNAMENTS

The school will provide transportation to state tournament events for varsity athletes and cheerleaders for one day, when the schedule allows for this and the activity.

Coaches/Cheerleading Advisors have gotten approval a minimum of one week in advance. All students must pay for their own tickets.

Students in grades 9-12, and who are members of the varsity (A Squad) tournament teams are eligible for the state tournament trips, and 7th and 8th grade students only if they are on the Varsity (A) team roster. Students must meet Grand Meadow High School Academic Eligibility policy requirements in order to attend a state tournament. Team managers are

eligible if they were members of the team and were at a majority of all practices as a manager. Other team members, non-team students, statisticians, etc., are not eligible to go.

Parents may take their child home after an activity if they let the activity advisor know in writing ahead of time. A student will only be allowed to return with a relative, or designated adult, if they have a written note from parents turned into the school office before the end of the school day of the event or by Friday for a weekend event.

FIELD TRIP CHAPERONE

The Grand Meadow School District expects all participants attending a school sponsored trip to adhere to the rules and expectations of the school district while away from the school. It is important to remember that field trips take a great deal of planning and not all who volunteer will be able to attend based on venue and number restrictions. Older siblings of students who still attend Grand Meadow Public Schools are not considered chaperones and will not be permitted to attend. Please communicate with the teacher well in advance about trip arrangements.

Chaperones and adults participants will need to adhere to school policies and procedures. All adults attending will have current background checks on file prior to going on a school sponsored trip or event. Chaperones may oversee students other than your own, and must adhere to the guidelines set by the teacher regarding each trip. Chaperones must ride school provided transportation. Chaperones and adults are to be role models and conduct themselves in a manner consistent to the expectations outlined.

Ref: MSBA Policy 510, GM School Board Policy 510.1.

STUDENT PUBLICATIONS

School-Sponsored Media Student Publications

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 publications and activities. Student media advisers. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. Students producing school-sponsored media official school publications and participating in school activities will be under the supervision of a student media faculty advisor and the school principal. "School-sponsored media" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in school-sponsored media an official school publication or school-sponsored activity is prohibited when the material:

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

COMMUNICATIONS

CLOSING SCHOOLS

If it becomes necessary to close school because of bad weather, information will be communicated via E-news, Infinite Campus Messenger, and the district webpage, as well as KROC radio stations and KTTC channel 10 and KAAL channel 6 television stations for broadcast. If school is to close early in the day because of weather, the information will be announced over the intercom. If school is starting two hours late due to weather, students are expected to be in school by 10:00 a.m.

USE OF TELEPHONE

Inform your parents and friends not to telephone you during school hours unless absolutely necessary. Students will not be excused from classes to accept calls unless it is an emergency calls. Messages will be accepted and forwarded to you only in case of an emergency.

POLICY FOR PERSONAL CELL PHONES, OTHER PERSONAL ELECTRONIC DEVICES

We promote technology use within the classroom as a means to enhance learning, however, there are times when cell phones, headphones, electronic items, other items distract from learning. Student devices may be used before or after school and during the lunch period. If students are using their device during class inappropriately, the teacher may confiscate and bring it to the office. Our highest priority in promoting the use of technology is to deepen the learning while respecting the educational environment, honoring others right to privacy, assuring academic integrity and promoting respect for staff member's direction in the classroom

Grades 5-12 students may keep cell phones with them during the day but, are required to place cell phones in the designated area (pockets) in classrooms while in class or in their locked locker.

Cell phones are not to be used in any classroom, restroom, or locker room at any time unless the teacher specifically allows cell phones as part of an assignment. Students who abuse cell phone privileges will be subject to the following consequences:

First Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator that requests that your phone be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The confiscated cell phone will be turned over to the student, the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated after the end of the school day.

Second Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator that requests that your phone be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The student in possession of the confiscated cell phone will be assigned one after school detention. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated.

Third Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator that requests that your phone be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The student in possession of the confiscated cell phone will be assigned two after school detentions. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated. The cell phone will then be turned into the office daily or be left outside of school.

Students who abuse cell phone privileges in a restroom or locker room will be subject to the following:
Surrender phone to the teacher, substitute, paraprofessional or administrator that requests it be turned in. The adult supervisor will complete the confiscated cell phone documentation and submit the form and cell phone to the office. The student in possession of the confiscated cell phone will be assigned three after school detentions. The confiscated cell phone will be turned over to the parent or legal guardian or adult owner of the cell phone after proof of ownership is demonstrated.

Students who refuse to surrender a cell phone to a school official will be subject to school suspension for insubordination.

Students that are using another person's cell phone without their permission will be charged with theft. Students that violate this policy while using another person's cell phone with permission will be punished along with the phone's owner.

In 2023, MN Sate Policy 524 stated that students are not allowed to use cell phones during the school day.

E-LEARNING POLICY

Grand Meadow e-Learning Day

The Grand Meadow School adopted an alternative learning day in the event of a school closure. During the school year, students will continue their daily academic schedule as usual from outside of the school setting if an e-learning day is implemented. Families will be notified via Principal E-news, the district website, as well as other designated broadcasting entities that the closure of school will be an “e-Learning Day.”

Note: The first three (3) weather-related closures are Snow Days (no school or activities), the next five (5) closures would be e-learning.

Purpose: The rationale for e-Learning days are to sustain the educational process for the students of Grand Meadow. Additionally, doing so will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five time (days) during the year and will be counted as instructional days. Lastly, adopting the plan will either eliminate or decrease the need for make-up days at the end of the school year.

Plan: It will be the teacher’s responsibility to follow the Minnesota Department of Education’s program plan for e-Learning days and the plan established by the Grand Meadow School.

As stated by MDE Statue 120A.414 the plan must include:

- Accommodations for students without sufficient access to the Internet, hardware, or software in their homes.
- Accessible digital instruction for students with disabilities under chapter 125A and meet the needs of each student’s Individualized Education Program (IEP)/504 plans.
- Notification to parents and students of the plan at the beginning of the school year and, upon implementation, at least two hours’ notice prior to the normal school start time that students are to follow the e-Learning day plan.
- Access to teachers via telephone and online during normal school hours.

Grand Meadow School Faculty:

In the event of an e-Learning day, GM faculty will:

Have an e-Learning assignment posted on the Grand Meadow Schools homepage no later than two hours after the normal start time (10:00 a.m.).

Have a plan to take attendance for each class. Some ways attendance could be verified include:

- a. Logging in to class page(s) on the district’s school’s learning management system (LMS).
- b. Email exchange/test exchange/phone call with teacher.
- c. Parent verifies attendance; a documentation process is developed and retained by the school as part of the student’s attendance record.
- d. Activity in classes (pages accessed, discussion participation, formative assessments completed).
- e. Work submitted during the e-Learning day.

Be available for communication online and by telephone between 10:00 a.m. and 3:00 p.m. Faculty will have voicemail from school linked to their email.

Allow students up to two days to make-up work administered on an e-Learning day.

Examples of high-qualified e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Google Classroom or other LMS, Google apps).
- c. Include formative assessment and feedback.
- d. Provide opportunities for peer interaction.
- e. Include active instruction by teachers, monitoring progress and providing feedback, facilitating, coaching, clarifying and adjusting the task, and suggesting next steps.

- f. Include the option for the class to meet synchronously via video chat like Google Hangouts, Zoom, Skype, or Facetime,

MISC. STUDENT INFORMATION

WITHDRAWALS & ADDRESS CHANGES

A student withdrawing or transferring from Grand Meadow High School must present written permission from their parent or guardian to a principal. You will receive a form to present to your teachers. They will fill out the form and initial it after all books and materials have been turned in. You should also contact your counselor and have your parents sign a release immediately in the case of address change or a change in your telephone number. This information is needed in case of an emergency, county change, transportation status, etc.

SAFE/SNOW HOMES

All students must have on file the address and phone number of a home where students could go in the case of an emergency. This could include a snow emergency or any personal emergency.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences will be conducted twice each year. Dates to be announced. Participation at conferences are encouraged as it is an excellent way for parents and teachers to communicate and work together to insure student's success.

PROCEDURES

ACCIDENTS AND ACCIDENT REPORTS

Any accident in the school building, on the school grounds, or at any school sponsored activity must be reported immediately to the person in charge and to the school office. All persons involved in or witnessing an accident should be sure to complete an accident report and deliver it to the office.

INTERNET POLICY

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

Please see Policy 524 on the website for more information

STUDENT SURVEY

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an un-emancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

- ❖ political affiliations or beliefs of the student or the student's parent;
- ❖ mental and psychological problems of the student or the student's family;
- ❖ sex behavior or attitudes;
- ❖ illegal, antisocial, self-incriminating, or demeaning behavior;
- ❖ critical appraisals of other individuals with whom respondents have close family relationships;
- ❖ legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
- ❖ religious practices, affiliations, or beliefs of the student or the student's parent; or
- ❖ Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

Recording Policy:

Students are prohibited from photographing, recording, or making any electronic record of other students, staff, or visitors without express consent of the individual that is the subject of the recording, photograph, or electronic record. This policy applies to students during the school day, instructional and non-instructional time, or while participating in school events.

SCHOOL SAFETY

School safety is everyone's responsibility. Everyone should conduct themselves in a safe and orderly manner at all times.

SCHOOL TRAFFIC CONTROL

All students should follow the direction of the school crossing guards while in the bus loading zone or while crossing the street and intersections. Students should obey State and District traffic regulations at all times.

FIRE DRILLS

Fire drills are required by law and are an important safety precaution. General rules to be followed are:

1. When the alarm sounds: WALK!! DO NOT RUN!!
2. When proceeding through the halls keep to the side your classroom was on and walk two abreast to the nearest exit. Follow the same procedure when descending stairs.
3. Fire exit routes are posted in each classroom.
4. Keep a safe distance from the building when outside. Do not reenter until the all-clear is given
5. The first student out should hold the doors for the other students.
6. There are five (5) required fire drills per year.

TORNADO DRILLS

When the alarm sounds all students will go to the designated tornado shelter in a quiet and orderly manner. Students will remain in the shelter until administration gives the all clear.

EMERGENCY DRILLS

In the case of an emergency each classroom will be notified verbally. Students will proceed in a quiet and orderly fashion to the designated emergency shelter. Students will remain with their instructors until notified by the administration that it is safe to return to the school facility. Students may not go to their locker or take personal possessions with them to the shelter.

LOCK DOWN PROCEDURES

Lockdown Procedures for Students: Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by an administrator or his or her designee.

For purposes of the Lock-down Drill, an announcement will be made over the intercom stating, "This is (staff will identify themselves)". This is a lockdown drill, please secure your area." In the case of a real situation you may be notified by a member of the administration or custodial staff coming to your room and they will be using the same statement.

Immediately following this announcement:

1. Teachers are responsible for closing and locking doors and will stay with students.
2. For the safety of all students, please listen to your classroom teacher for specific directions and follow them.
3. DO NOT LEAVE the room for any reason. DO NOT OPEN THE DOOR for any reason. Teachers will notify the appropriate office if a student is missing.
4. Students who are not in secure areas, (example: hallways, restrooms or any room that can't be locked) should go to the nearest office.
5. After an intercom announcement has been made which states that the Lock Down is over teachers are responsible for unlocking and opening doors.
6. There are five (5) lockdown drills per year.

During these drills and especially in the case of a real emergency situation it is important for students to know that designated

members of faculty and staff will be monitoring and securing all hallways, bathrooms and other non-securable areas in the building for your safety.

ACTIVE SHOOTER DRILL

- one (1) drill be conducted each year
 - Notice
 - The school district must provide notice of a pending active shooter drill to every student's parent or legal guardian before an active shooter drill is conducted. Whenever practicable, notice must be provided at least 24 hours in advance of a pending active shooter drill and inform the parent or legal guardian of the right to opt their student out of participating.
 - If a student is opted out of participating in an active shooter drill, no negative consequence must impact the student's general school attendance record nor may nonparticipation alone make a student ineligible to participate in or attend school activities.
 - The Commissioner of the Minnesota Department of Education must ensure the availability of alternative safety education for students who are opted out of participating or otherwise exempted from an active shooter drill. Alternative safety education must provide essential safety instruction through less sensorial safety training methods and must be appropriate for students with mobility restrictions, sensory needs, developmental or physical disabilities, mental health needs, and auditory or visual limitations.
 - Any student in early childhood through grade 12 must not be required to participate in an active shooter drill that does not meet the Criteria set forth above.
 - A student must not be required to participate in an active shooter simulation. An active shooter simulation must not take place during regular school hours if a majority of students are present, or expected to be present, at the school. A parent or legal guardian of a student in grades 9 through 12 must have the opportunity to opt their student into participating in an active shooter simulation.

BUS SAFETY

Riding the school bus is a privilege. Improper conduct on the bus will result in that privilege being denied.

Only regularly scheduled bus students are to ride the school buses unless they have written permission and this is given to the bus driver beforehand and the bus driver has approved it.

Bus students are to go immediately to the buses as soon as they are dismissed from school. Students may only ride another bus if they have a signed parent note.

The rules for student conduct are posted in each bus. Bus drivers will issue a verbal warning followed by a written warning to parents. If behavior does not improve bus riding privileges may be suspended. For safety considerations, the district has installed digital video and audio cameras in all of the busses.

STUDENT TRANSPORTATION SAFETY POLICY

I. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING:

- A. School Bus Safety Week: The first complete week of school is designated as school bus safety week.
- B. Student Training - The School District shall provide students enrolled in grades pre-school through 12th with school bus safety training. The training shall be results-oriented and shall consist of instruction and practical training using a school bus. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
 1. Transportation by school bus is a privilege not a right;
 2. District policies for student conduct and school bus safety;
 3. Appropriate conduct while on the bus;
 4. The danger zones surrounding a school bus;
 5. Procedures for safely boarding and leaving a school bus;
 6. Procedures for safe vehicle lane crossing; and
 7. School bus evacuation and other emergency procedures.

All students who are transported by school bus and are enrolled during the first week of school must demonstrate achievement of the school bus safety training competencies by the end of the third week of school. Students who enroll in a school after the first week of school and are transported by school bus shall undergo school bus safety training and demonstrate achievement of the school bus safety competencies within three weeks of the first day of attendance. The School District may deny transportation to a student who fails to demonstrate the competencies, unless the student is unable to achieve the competencies due to a disability.

The District will, to the extent possible, provide Pre-school and Kindergarten students with school bus safety training before the first day of school.

The School District will also encourage student safety education for bicycling and pedestrian safety. The District will work with the local Jaycee's and the Minnesota State Highway Patrol on helping to provide such education. The school district's curriculum for transportation is maintained and available for review in the office of the Superintendent.

II. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or at the bus stop.

Consequences for school bus/bus stop misconduct will be imposed by the Building Principal or the Transportation Director. All school bus/bus stop misconduct will be reported to the District's Transportation Director. Serious misconduct will be reported to the Department of Public Safety and may be reported to local law enforcement.

A. School Bus and Bus Stop Rules - The School District school bus safety rules are to be posted on every bus. If these rules are broken, the School District's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the School District's Transportation Office/School Office.

B. Rules

1. Immediately follow the directions of the driver.
2. Get to your bus stop on time. The school bus driver will not wait for late students.
3. Stay away from the street, road or highway when waiting for the bus. Do not wait in the street.
4. Wait until the bus stops before approaching the bus.
5. If you must cross the street, always cross in front of the bus where the driver can see you.
6. Use the hand rails.
7. Do not stand up while bus is in motion.
8. Keep all parts of your body inside the bus.
9. Sit in your seat facing forward.
10. Talk quietly and use appropriate language.
11. Keep the bus clean.
12. Do not throw any objects.
13. Report any bus damage or anything loose on the bus as you leave. Students may be required to pay for any damage caused to the bus.
14. Get off the bus promptly.
15. Listen to the driver in an emergency.
16. After getting off the bus, move away from the bus. Wait for the driver to signal to you before crossing the street.
17. No fighting, harassment, intimidation or horseplay.
18. No use of alcohol, tobacco, or drugs.
19. Do not bring any weapon or dangerous objects on the school bus.
20. Students who do not show respect for these rules and follow instructions of the bus driver, may be suspended from riding the bus.

C. Consequences - Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular events (for example, field trips or competitions) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.

1. Pre-school/Kindergarten – 12th Grade - The District reserves the right to apply a wide range of consequences for student school bus/bus stop misconduct, including but not limited to, verbal warning, parent conferences, assigned seats, suspensions or loss of riding privileges, and detention.
2. Other Discipline - Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.
3. Records - Records of the school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Minnesota Department of Public Safety.
4. Vandalism/Bus Damage - Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
5. Notice - Students will be given a copy of school bus and bus stop rules during school bus safety training. Rules are to be posted on each bus and both rules and consequences will be periodically reviewed with students by the driver.
6. Criminal Conduct - In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

III. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety

1. Become familiar with District rules and policies, regulations and principles of school bus safety.
2. Assist students in understanding safety rules and encourage them to abide by them.
3. Recognize their responsibilities for the actions of their students.
4. Support safe riding practices and reasonable discipline efforts.
5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
7. Respect the rights and privileges of others.
8. Communicate safety concerns to school administrators.
9. Monitor bus stops, if possible.
10. Support all efforts to improve school bus safety.

B. Parent and Guardian Notification: A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year. Parents and guardians are asked to review the rules with their students.

A copy of the complete Transportation Policy is available in the Superintendent's Office.

STUDENTS DRIVING TO SCHOOL

Students driving to school shall park their vehicles only in the designated student lot on the northwest gravel lot. Once parked, the vehicle should be locked and left unattended for the remainder of the school day.

The school parking lot is for everyone as long as proper parking procedures are followed. The lot should remain un-crowded in the event that emergency vehicles need to get through. If there is overcrowding in the lots, students use may be limited.

All driving at and around the school shall be in accordance with rules of law and property.

Students are not to park in front of door W3, driveways, or on any of the yellow marked areas located around the school property. Students are not allowed to park in the parking lot directly south of the school building during the school day.

CLASSES REQUIRING SPECIAL ITEMS

Classes such as agriculture, shop, physical education, and science labs may require safety glasses or other special clothing in order to participate in class. Adequate time will be given to students to obtain these items.

FACILITIES

LOCKERS

Each student will be assigned a locker for Physical Education classes and for academic classes to provide safekeeping of school materials and personal belongings. Students may be asked to clean lockers at any time. Locks are provided to each student and if lost each student will be required to pay \$5.00 per lock before final end of the year checkout. Locking mechanism may not be obstructed.

The state-mandated policy for locker search is as follows:

“School lockers are the property of the school district. At no time does the Grand Meadow School District relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have a reason to believe that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student’s personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.”

Grand Meadow Public School cooperates with area Law Enforcement Agencies in various training exercises including drug dog operations. All areas of the school including student lockers are subject to random searches at any time. All violations will be referred for appropriate action.

Any student who wishes to use a school lock may check one out at the beginning of the school year. All students will be responsible for any book or item missing during the school year from their locker.

Students are asked to not share combination numbers with friends and only school provided locks are allowed on any lockers in school either in the halls or locker room.

NOTICE: Students will be allowed to go to lockers only between classes, before and after school. Once the tardy bell has rung no student may be in the halls or at his or her locker. Detention may be assigned for failure to comply.

PHYSICAL EDUCATION/SPORT LOCKERS

Lockers will be assigned by P.E. instructor and locks will be issued at the beginning of the year. These lockers are under the same policy as hall lockers. The fee for lost locks is \$5.00.

LOST OR DESTROYED TEXTBOOKS

An amendment to Minnesota Statutes 120.101 provides that; “The school will charge an appropriate replacement fee for textbooks, workbooks or library books lost or destroyed by students.”

STUDENT CONDUCT

RULES FOR STUDENT ASSEMBLIES

1. Walk quietly to the assembly when dismissed.
2. Wait quietly for the program to begin - seats may be assigned.
3. Students must sit with their grade level class and advisors.
4. Applaud by clapping your hands only.
5. Remain seated until given instructions to leave.
6. Give all guests the proper respect and attention.
7. Electronic devices should be off and out of sight unless needed for the program.
8. Students may forfeit the privilege of attending an assembly if they choose to not follow these rules.

STUDENT REMOVAL FROM CLASS

When a student has been removed from a class, the student will be sent to the high school office. Teachers will call the office to advise staff that a student has been removed. The student will be given a Removal from Class form to be completed

and will be held in the office for the remainder of the class. The teacher and student will meet for a re-admit conference prior to returning to class.

Students who are removed from class and sent to the office for discipline related issues may receive one hour of detention. The teacher will complete the behavior form and return it along with a detention form, if necessary, to the high school office for which the student may be assigned up to three hours of detention by the principal.

DISRUPTION OF SCHOOL/STUDENT MISCONDUCT

A student shall not by use of violence, force, noise, gesture, coercion, threat, intimidation, fear, passive resistance, or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of school.

Students shall not engage in such conduct that is reasonably certain to cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Students shall not urge other students to engage in such conduct for the purpose of causing or which is reasonably certain to result in the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

While this list is not intended to be inclusive, the following acts, when done for the purpose of causing a substantial and material disruption or obstruction of any lawful mission, process, or function of the school, illustrate the kinds of offenses encompassed here:

1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use;
2. Blocking the entrance or exit of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of, the building or corridor or room;
3. Setting fire to or substantially damaging any school building or property;
4. Firing, displaying or threatening use of firearms, possession of live or spent ammunition, explosives or other weapons on the school premises for any unlawful reason;
5. Prevention of or attempting to prevent by physical act the convening or continued function of any school, class, or activity or of any other lawful meeting or assembly on the school campus;
6. Prevent students from attending a class or school activity, except under direct instruction of the principal, blocking normal pedestrian or vehicular traffic on a school campus; and
7. Continuously and intentionally making noise or acting in any manner as to interfere seriously with the teacher's ability to conduct their class.
8. No electronic devices are to be used without teacher permission.
9. Hacky Sack and other sporting equipment may only be played in the gymnasium providing it does not disrupt any classes.

Violations will result in disciplinary action including, but not limited to counseling conference, Administration conference, detention, suspension or expulsion.

FIGHTING

Students who participate in fighting will be suspended for the remainder of the school day and a police report may be filed.

DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY

According to the Supreme Court the conduct of students, both inside and outside of school hours, on or off school property, may be regulated by rules established by the school authorities if such conduct directly relates to and affects the management of the school. (Sheenha v. Sturges 53 Conn. 481.2 A 841) A student shall not intentionally cause, or attempt to cause, damage to school property, or steal or attempt to steal school property. Students will not intentionally cause or attempt to cause damage to the property of a District employee on or off the school site. Violation of this policy or public law will result in notification of law enforcement. Graffiti, tagging or any other form of marking of school property will be considered a major violation and will be dealt with accordingly.

VANDALISM

Any student who has willfully damaged any item of school property will be held financially responsible for repairing or replacing the damaged item. Any student who has willfully damaged the property of a District employee on or off school property will be held financially responsible for repairing or replacing the damaged item. Other disciplinary measures may also be taken, and law enforcement may be notified.

VERBAL ABUSE OF SCHOOL EMPLOYEE

A student shall not direct abusive, profane, or disrespectful language toward any school employee; 1) On the school property during and immediately before or immediately after school hours; 2) On the school property at any other time when school is being used by a school group; or 3) Off the school property at a school activity, function or event, or any other time.

Violation of policy will result in disciplinary action.

INSUBORDINATION

Every student shall be expected to follow reasonable rules, directions and requests from the school personnel. Failure to comply with directions, rules and reasonable requests will result in disciplinary action.

EXCESSIVE SHOW OF AFFECTION

No excessive show of affection, including physical touching is appropriate. If students are asked to cease behaviors and don't, they will be considered insubordinate and will face disciplinary action.

HARASSMENT AND VIOLENCE POLICY

GRAND MEADOW SCHOOL BOARD POLICY PROHIBITING HARASSMENT & VIOLENCE

PURPOSE:

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

GENERAL STATEMENT OF POLICY

- The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's Protected Class. as defined by school district policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's Protected Class.
- The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated school district policy.

DEFINITIONS

- "Assault" is:
 - an act done with intent to cause fear in another of immediate bodily harm or death;
 - the intentional infliction of or attempt to inflict bodily harm upon another; or
 - the threat to do bodily harm to another with present ability to carry out the threat.
- "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national

origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability when the conduct:

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

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

- Protected Classifications; Definitions
- “Disability” means, with respect to an individual
 - a physical, sensory, or mental impairment that materially limits one or more major life activities of such individual;
 - has a record of such an impairment; or
 - is regarded as having such an impairment.
- “Familial status” means the condition of one or more minors having legal status or custody with:
 - the minor's parent or parents or the minor's legal guardian or guardians; or
 - the designee of the parent or parents or guardian or guardians with the written permission of the parent or parents or guardian or guardians. Familial status also means residing with and caring for one or more individuals who lack the ability to meet essential requirements for physical health, safety, or self-care because the individual or individuals are unable to receive and evaluate information or make
- or communicate decisions The protections afforded against harassment or discrimination on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
- “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
- “National origin” means the place of birth of an individual or of any of the individual's lineal ancestors.
- “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
- “Sexual orientation” means to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.
- “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- Sexual Harassment; Definition
- Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - that conduct or communication has the purpose or effect of substantially interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
- Sexual harassment may include but is not limited to:
 - unwelcome verbal harassment or abuse;
 - unwelcome pressure for sexual activity;
 - unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;
 - unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;

- unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity and expression.
- Sexual Violence; Definition
- Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- Sexual violence may include, but is not limited to:
 - touching, patting, grabbing, or pinching another person's intimate parts;
 - coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- Violence; Definition
- Violence prohibited by this policy is a physical act of aggression or assault upon another or a group of individuals because of, or in a manner reasonably related to, an individual's Protected Class.

REPORTING PROCEDURES

- Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally

reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

- In the District. The school board hereby designates Kyleigh Doering as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

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

- Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- Use of formal reporting forms is not mandatory.
- Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- False accusations or reports of violence or harassment against another person are prohibited.
- A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

INVESTIGATION

- By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
- In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the

superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

SCHOOL DISTRICT ACTION

- Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.
- The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the targets or victims and alleged perpetrators of harassment or violence, the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

RETALIATION OR REPRISAL

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

RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

HARASSMENT OR VIOLENCE AS ABUSE

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

DISSEMINATION OF POLICY AND TRAINING

- This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- This policy shall appear in the student handbook.
- The school district will develop a method of discussing this policy with students and employees.
- The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

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

HAZING POLICY

HAZING PROHIBITION

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

General Statement of Policy:

- a) No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- b) No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- c) Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- d) This policy applies to behavior that occurs on or off school property and during and after school hours.
- e) A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- f) The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

Definitions:

- a) "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm (physical, mental or emotional) to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing harmful substance on the body.
 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- b). "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

REPORTING PROCEDURES

A. Any person who believes they have been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.

B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

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

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

SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion, transfer, remediation/training, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

REPRISAL

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

DISSEMINATION OF POLICY

This policy shall appear in both the Middle School/High School and Elementary student handbooks, the Teacher Handbook, and the Board Policy Notebook.

Disruptions/Violence: Disruption of any school function that tends toward violence will not be tolerated and appropriate law enforcement will be called.

Discrimination toward anyone on the basis of gender, race, disability or personal beliefs will not be tolerated. Students who feel that they have been discriminated against should report the behavior to the principal, counselor or human rights officer immediately. Disciplinary action will be taken against any person found responsible for discrimination.

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 students' ability to learn and teachers' ability to educate students in a safe environment.

The school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school district and the rights and welfare of its students and is within the control of the school district in its normal operations, it is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY:

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:

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

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

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

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:

1. Harming a student;
2. Damaging a student's property;
3. Placing a student in reasonable fear of harm to his or her person or property; or
4. Creating a hostile educational environment for a student.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

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

IV. REPORTING PROCEDURE

A. Any person who believes they have been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

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

C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.

E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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

G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

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

D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

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

VII. TRAINING AND EDUCATION

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

B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

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

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

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

PLEDGE OF ALLEGIANCE

Grand Meadow Schools starts every day with the pledge of allegiance. Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

STUDENT BEHAVIORS PROCEDURES

PROCEDURAL CODE FOR DEALING WITH ALLEGED VIOLATIONS

Alleged misconduct shall be dealt with by the principal or their designee:

1. Whenever the alleged misconduct constitutes a violation of the rules that govern the misconduct; or
2. Whenever a teacher considers a problem of classroom discipline to be so serious as to warrant the principal's attention; or
3. Whenever the principal deems it advisable that they deal personally with the misconduct.

PRINCIPAL'S ACTION

If, as a result of the investigation, the principal determines that disciplinary procedures are necessary, he may take action including but not limited to in conjunction with the Students Rights and Responsibilities handbook:

1. Detention;
2. Social Worker conference;
3. Parent conference;
4. Teacher conference;
5. School assignments;
6. Restricted privileges;
7. Revised class schedule;
8. Reasonable force;
9. Other action deemed reasonable and fair;
10. Suspension from school pursuant to the Pupil Fair Dismissal Act
11. Transfer the case to the Board of Education for action prescribed in the Pupil Fair Dismissal Act.
12. Community service hours.

PRINCIPAL'S INVESTIGATION

In dealing with alleged misconduct, the principal shall investigate the incident and hear all relevant accounts. The student shall be encouraged to raise any defense the student thinks is pertinent.

PARENT NOTIFICATION

Parents will be notified in a timely fashion of all disciplinary action taken which involves their child.

STUDENT DUE PROCESS RIGHTS

Any student has the right to have a copy of all District discipline policies. Students have a right to a conference with the principal, counselor, and/or human rights officer when disciplinary action is to be taken. Students have a right to have parents contacted if and when law enforcement is called because of student conduct.

DETENTION/COMMUNITY SERVICE

Parents will be notified of a detention each time one is assigned. Students may be asked to serve detention after school. When a student is assigned time after school the student must check into the detention room by 3:15 p.m. The detention supervisor will then check the student's name off if the student is on time. If a student is late to detention the student will be counted absent and will have to take the penalty for missing detention. Detention time takes precedence over all other school activities and is considered an assigned class, if a student is in extracurricular activities, the student must report and serve their detention first. Work is not an excuse to miss detention. If a student is given a detention by a substitute teacher there will be 2 days of detention given.

Missing an assigned detention is a very serious offense. The penalties for missing detention are; First offense - 1 hour added; Second offense - 2 hours added; Third offense - suspension from school. Being suspended for missing detention will not relieve you from making up the time assigned for detention. You will make up the missed detention time when you are through with your suspension.

GRAND MEADOW DISCIPLINE POLICY/EXPECTATIONS

Students shall address all school staff with respect. School will make every effort to create and use non-exclusionary discipline for students.

Likewise, staff are expected to address students by either their first name, or by Mr. and Miss (full last name). No staff member should address a student by a nickname or slang term of any kind.

A. While serving a detention, students will be required by the detention supervisor to bring only schoolbooks and materials for classes to the detention hall. No other materials except those needed for a class may be brought to detention hall, including magazines, toys, candy, etc. The detention supervisor may assign work if necessary. Students will serve detention from 3:15 p.m. to 4:15 p.m., Monday through Friday and must report on time or they will receive one additional hour plus the one assigned if they skip an assigned detention. Students may not study together, sleep, or leave the detention room for any reason.

B. Students will receive a school suspension after reaching specific detention numbers; except for violations of attendance and tardy policies.

1. Students will receive a one (1) day in-school suspension (ISS) upon receiving their fifth (5th) detention in a year.
2. Students will receive a two (2) day ISS upon receiving their sixth (6th) detention in a year.
3. Students will receive a three (3) day ISS upon receiving their seventh (7th) detention in a year.
4. Students will receive a three (3) day out-of-school suspension upon receiving their eight (8th) and ninth (9th) detention in a year. The student will not be allowed to return to school until a conference with the parents, student's class advisor, student, school counselor, and school administrator are held. The superintendent will be informed of the conference action. A referral may be made to the appropriate special services if this is a concern.
5. Students receiving a tenth (10th) detention may be referred to the board of education for expulsion.
6. Up to ten (10) days of suspension may be assigned by administration (MS 127.27).

NOTE: Any student receiving an ISS or out-of-school suspension will be required to meet with the school social worker at each step in the process. Students that are receiving special services in LD, EBD, or any other behavior programs and have been placed in one of the above-mentioned programs, may have modifications, administered and adopted by the building principals and specialists in those areas. Special placement in other appropriate programs either in or out of the district may be utilized in these circumstances.

IN SCHOOL SUSPENSION (ISS)

You must go to the office and get all your assignments before the first bell. You are allowed only schoolbooks while in ISS. (NO COMIC BOOKS, MAGAZINES, HEADSETS, FOOD ITEMS, BEVERAGES, ETC.) Your lunch will be brought to you, or you may bring a sack lunch. No snacking is allowed in ISS. (POP, CANDY, CHIPS, etc.) Students are allowed to participate in practices and attend extracurricular and school activities after serving an ISS, but may only do so after 3:05 p.m. Students receiving special services such as D.A.P.E., Speech and Language, will be allowed to participate in these programs. Credit will be allowed for work completed during ISS.

OUT OF SCHOOL SUSPENSION (OSS)

Students who are suspended from school and are prohibited from attending school and out of school (for example: skipping school) are not allowed to participate in practices or attend extracurricular or school activities during the suspension period. Students must finish all assigned work to be re-admitted to school by the principal. The student will receive full credit for work and be required to make up any missed tests.

Students may not be involved in any school sponsored activities whether they are held on or off school property or off during their out-of-school suspension.

EXPULSION

Under the laws of the state of Minnesota the Board of Education may expel a student from school for due cause. The student and their parents have a right to a hearing with the Board of Education. A student may be on Out of School Suspension while the expulsion hearing is pending. The student and parents have a right to counsel during hearing proceedings

- 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.

CORPORAL PUNISHMENT

Corporal punishment is illegal in the state of Minnesota. Corporal punishment will not be used at Grand Meadow Public Schools. Appropriate physical restraint is legal and may be used in the following circumstances:

1. To protect a child from hurting himself/herself or another individual.
2. To protect a district employee from harm.

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student.

Restraint must fit the situation. Any time a student is involved in a physical restraint incident parents will be notified in a timely manner. Students with a special education in IEP may have additional provisions regarding restraint. In the case of a special education student the regulated procedures codes will be followed. Reasonable force may be used by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S.121A.67.

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. See policy 506 for more information.

STATE/FEDERAL LAWS

CHILD LABOR LAW

Minnesota Chapter # 261 establishes a child labor law curfew for high school students under age 18. The law prohibits work after 11:00 p.m. on an evening before a school day or before 5:00 a.m. on a school day with exceptions: A student may be permitted to work until 11:30 p.m. on the evening before a school day and beginning at 4:30 a.m. on a school day if the parent or guardian provides the employer with a note. This law does not include high school students enrolled in alternative education programs approved by the State Board of Education or those in Area Learning Centers.

ALCOHOL/TOBACCO

A student shall not knowingly possess use, transmit, or be under the influence of any narcotic, alcoholic beverage, hallucinogenic drug, amphetamine, barbiturate, marijuana, controlled substances, tobacco related devices, electronic delivery(vape) or intoxicant of any kind:

1. On school property during and immediately before and immediately after school hours;
2. On school property, on school busses, at any other time when school is being used by any school group; or
3. Off school property at a school activity, function, or event.

A student who uses at school or has in their possession at school or attends a school function after the use of alcohol or drugs may be subject, up to, a five (5) day suspension. The assignment of suspension depends upon the severity of the incident. The school administration will make the final determination in such matters. Students who violate this policy will be subject to the following:

First Violation-Parents notified, and student suspended from school and/or attendance at school functions (optional) for a time to be determined by school officials, with a minimum in-school suspension of two (2) days;

Second Violation-Parents notified, and student suspended from school for a maximum of 5 days and/or attending school functions (optional) for a time to be determined by school officials.

Ineligibility for those activities covered under the Minnesota State High School League will be in effect immediately for the time period as established by the League. Students and parents are to refer to the Grand Meadow District #495 Policy and Minnesota State High School League rules as reviewed with each student who participates in extracurricular activities. This would be in effect for tobacco violations as well.

School authorities will furnish the Police Department with a complete report, including the controlled substance(s), alcoholic beverages(s), and other physical evidence obtained, for analysis and such criminal action as the Police Department may determine.

Students should be aware that, pursuant to this policy the administration has been instructed to conduct searches of the suspect student's person, the area under their immediate control, and their locker, and seize and retain possession of any drugs or alcoholic beverage still in possession or subject to the immediate control of the student, or found in their locker.

Use of a drug authorized by medical prescription from a registered physician, when used by the person whose name is on the prescription shall not be considered a violation of this rule. Persons using prescription medication should notify the office. Prescription drugs should be held in the office, not in student lockers.

TOBACCO PRODUCTS

A student shall not use or transmit any tobacco product of any kind:

1. On school property during and immediately before and immediately after school hours;
2. On school property at any other time when school is being used by any school group; or
3. Off school property at a school activity, function, or event.

Any student who shall use or transmit any tobacco product of any kind shall:

1. On the first offense be given a suspension for a period of one (1) school day;
2. On the second offense be given a suspension for a period of two (2) school days;
3. On the third offense be given a suspension for a period of three (3) school days;
4. On the fourth offense be referred to the Board of Education for an expulsion hearing pursuant to the Pupil Fair Dismissal Act of 1974, if amended, as amended.

Petty Misdemeanor: Makes it a petty misdemeanor for those under age 18 to use tobacco and may be subject to juvenile authorities.

EXCEPTIONS

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

WEAPONS MN SS 121.207 MN SAFE STREETS SCHOOL ZONE ACT

Grand Meadow Schools adopts a "No Tolerance" Policy toward weapons. A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon:

1. On the school property during and immediately before and immediately after school hours;
2. On the school property at any other time when school is being used by a school group;
3. Off school property at any school activity, function or event;
4. MN State statute 152.021 - 152.023 prohibits the possession of drugs, alcohol, tobacco or weapons within 30 feet or one city block of school owned property.
5. Students found to have brought firearms to school will be referred to the criminal justice system and to the school board for expulsion for up to one calendar year from the date of incident.

ASSAULT ON A SCHOOL EMPLOYEE

A student shall not intentionally cause, or attempt to cause, or the threat to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to a school employee:

1. On the school property during and immediately before or immediately after school hours;
2. On the school property at any other time when school is being used by a school group; or
3. Off school property at a school activity, function, or event. Neither self-defense nor action undertaken on reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

PHYSICAL ABUSE OF A STUDENT OR OTHER PERSON NOT EMPLOYED BY THE DISTRICT

A student shall not intentionally do serious bodily injury to any person:

1. On the school property during and immediately before and immediately after school hours;
2. On the school property at any other time when school is being used by a school group; or
3. Off the school property at a school activity, function, or event. Neither self-defense nor action undertaken on reasonable belief that it was necessary to protect some other person is to be considered an intentional act under this rule.

CHEATING, PLAGIARIZING, GAMBLING, STEALING

A student shall not cheat on assigned work, or knowingly allow others to cheat using their work. This policy also covers computer files, computer-generated assignments, and the use of AI.

A student shall not gamble while on school property or while attending or being transported to any school sponsored activity.

A student shall not steal, take possession of, or transmit any belongings to another without the owner's consent and knowledge, while on school property or at any school-sponsored activity. Violations of rules will follow District discipline policy.

Graduated cheating policy: If students are caught plagiarizing or being academically dishonest, a record will be kept beginning their freshmen year and will carry through their senior year of high school. Offenses will compound throughout their high school career. For each case of academic dishonesty, parents will be notified, the student must meet with the teacher who assigned the homework or assessment, the student will receive disciplinary action as listed below, and the student's grade will be negatively impacted at the teacher's discretion.

1st offense: 1 hour detention

2nd offense: In school suspension

3rd offense: Out of school suspension

Subsequent offenses: Disciplinary action will be up to administrative discretion

2025-2026 MS/HS ADMINISTRATION/FACULTY/STAFF & ASSIGNMENTS

Administration/Support Staff:

Mr. Paul Besel	Superintendent/PreK-4 Principal
Mr. Philip Strong	MS/HS Principal/504 Coordinator
Mr. Dan Armagost	Special Education Director
Mrs. Rebecca Young	Activities Director
Ms. Tonya Klapperick	Transportation Director
Mrs. Lori Stier	Transportation Safety and Maintenance Coordinator
Mrs. Elizabeth Rice	Administrative Assistant/Registrar
Mrs. Trudy Swanson	HS Administrative Assistant/Acct. Clerk
Mrs. Leslie Hendrickson	HR Administrative Assistant/Background Checks
Ms. Tonya Klapperick	K-4 Administrative Assistant
Ms. Cathy Paul	K-4 Administrative Assistant/Community Ed

Faculty:

Mr. Bain	Physical Education/Health
Mr. Christian	Instrumental Music
Mrs. Drinkall	7-12 Language Arts
Mr. Garten	Ag. Science/Shop
Miss Gehling	5 th Grade
Mrs. Glynn	7-12 Social Studies/Phys. Ed
Mr. Gowlland	5 th Grade
Mr. Hoch	7-12 Social Studies
Mrs. Johnson	7-12 Art
Mr. Keefe	9 - 12 Science
Mr. Kraft	6 th Grade
Mrs. Munson	6 th Grade
Mrs. Rohl	7-12 Math
Ms. Oian	7-12 Social Studies
Mr. Pischke	9-12 Math
Mr. Stettler	7-12 Science
Mrs. Swanek	Ag Education/MS Science
Mr. Swanson	Economics/Careers
Ms. Kieran Sween	K-12 Vocal Music
Mrs. Wilson	9 - 12 English

Special Education:

Mr. Bain	K-12/DAPE
Mrs. Bradley	K-12 DAPE
Mrs. Schmitt	4-8 LD
Mrs. Hughes	K-6 DCD/Enrich
Mrs. Severtson	K- 4 LD
Ms. Wheeler	PK- 4 LD
Mrs. Young	MS/HS EBD/LD

Special Services:

Miss Doering	Social Worker
Mrs. Himebaugh	Nurse
Mrs. Koch	Food Service Director
Mrs. Nordeng	Media Center Supervisor
Mr. Swanson	Student Services/Career Navigator

High School Phone: (507) 857-1120

Fax Phone: (507) 754-5608

Dear Parent or Guardian:

Your son/daughter will soon have access to the Internet. The Internet is a global information system with great information and educational potential, and we see the skills required for its use as vital to the productivity and citizenship of your students when they enter higher education and the work force. Above (Section 1001) are the District Policy Statement and guidelines. Please read the document and discuss it with your children. Thank you for your kind assistance. If you have any questions, please call us.

Respectfully Yours,

Paul W. Besel, Superintendent/PreK-4 Principal

Philip Strong, MS/HS Principal

Luke Waletzki, Technology

PLEASE RETURN THE BOTTOM PORTION OF THIS LETTER TO THE OFFICE AS SOON AS POSSIBLE. BE SURE STUDENT AND PARENT/GUARDIAN HAVE SIGNED WHERE APPROPRIATE.

Student's Name (Please Print) _____ Graduation Year _____

I have read, understand and will abide by the above policy statement and guidelines.

_____/_____/_____
Signature of Student *Date*

As the Parent/Guardian of this student, I have read the school district policies and guidelines for acceptable use of 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 district to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. 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/Guardian's Name (Please Print) _____

Signature of Parent/Guardian *Date*

