

***Mountain Iron-Buhl High School  
&  
Merritt Elementary***

**Mountain Iron-Buhl ISD #712**

***K-12 Student & Parent Handbook***



**Home of the Rangers**

***Serving the Communities of Mountain Iron & Buhl***

**[www.mib.k12.mn.us](http://www.mib.k12.mn.us)**

8659 Unity Drive  
Mountain Iron, MN 55768

Dear Parents / Guardians and Students:

Welcome to the Mountain Iron-Buhl School District, ISD # 712. We are glad you are attending our school! This handbook is designed to answer many of the questions you might have about the rules, regulations, activities, and district-wide guidelines/policies for the Mountain Iron-Buhl School District.

The board policies for Mountain Iron-Buhl School District can be found on the district webpage by [clicking here](#). If you have any questions you can contact your school office.

All of us here are looking forward to helping you have a successful school year! If you have questions, concerns, or suggestions, don't hesitate to reach out.

Sincerely,

Reggie Engebretson, Ed.D.  
Superintendent  
Mountain Iron-Buhl School District, ISD #712

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**Mountain Iron-Buhl High School & Merritt Elementary**

**Website -** [www.mib.k12.mn.us](http://www.mib.k12.mn.us)

8659 Unity Drive, Mountain Iron, MN 55768

**Phone -** 218.735.8271

**Superintendent,** Dr. Reggie Engebritson (218) 735.8271 ex. 1104

**PK-12 Principal,** Adam Nelson (218) 735.8271 ex.1006

**Dean of Students,** Kris Hoffman (218) 735.8271 ex. 1050

**Director of Teaching & Learning,** Kristi Berlin (218) 735.8271 ex. 1121

**PK-12 Secretary,**

Nikki Buchholz

**Extension**

(218) 735.8271 x 1051

**Student & Personnel Coordinator**

Anni Grahek

(218) 735.8271 x 1005

**School Counselor**

Amy Hultman

(218) 735.8271 x 1007

**Student and Family Advocate**

Abigail Perry

(218) 735.8271 x1052

**Health Services**

Gabrielle Christenson, RN

(218) 735.8271 x 1055

Courtney Johnson, LPN, School Nurse

(218) 735.8271 x 1055

**American Indian Education**

Danielle Young

(218) 735.8271 x 1091

**Technology Director**

Jeff Oian

[jeff@edmidwest.com](mailto:jeff@edmidwest.com)

**Director of Building, Grounds, and Transportation**

Kay Cornelius, Dir of Transportation

(218) 735.8271 x 1986

Dave Nordlund, Maintenance

(218) 735.8271 x 1006

**Food Service**

(218) 735.8271 x 1056

**E-Mail Addresses for All School Staff**

1<sup>ST</sup> letter of first name and full last name @isd712.org

e.g., *anelson@isd712.org*

**WELCOME TO Mountain Iron-Buhl High School & Merritt Elementary!**

This handbook is for parents and guardians of students, as well as students, attending the Mountain Iron-Buhl School District. This handbook is intended to facilitate communication between your home and our school. It is our sincere desire to provide a safe and orderly school environment and to work closely with our students' families to help ensure that our students receive the very best education possible.

Please review this handbook and keep it for future reference. Please discuss appropriate information with your child. If you have any questions or concerns about the Mountain Iron-Buhl School District or your child's classroom, please do not hesitate to contact your child's teacher, PK-12 Principal Adam Nelson, or Dean of Students Kris Hoffman. Questions are welcomed!

### **Our School District's Mission Statement**

Mountain Iron-Buhl School District is a strong, caring and committed PK-12 independent district providing a close knit, inclusive environment that promotes academic growth and inspires excellence to graduate civically engaged, productive and successful citizens.

### **Our School District's Vision Statement**

#### **TO PROVIDE:**

- EXPANDED COLLEGE & CAREER OFFERINGS & OPPORTUNITIES
- ACCOUNTABILITY FOR STUDENTS HEALTH & WELL-BEING
- INCLUSIVE EDUCATIONAL EXPERIENCES
- STRONG ACADEMIC ACHIEVEMENT
- EDUCATORS PREPARED TO MEET THE NEEDS OF 21<sup>ST</sup> CENTURY LEARNERS
- EFFECTIVE & EFFICIENT DISTRICT MANAGEMENT

## **GENERAL INFORMATION**

### **Statement of Equal Opportunity**

The Mountain Iron-Buhl School District is obligated under the law to provide equal opportunity for education and employment and, therefore, will not discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, economic status, disability, or age.

### **HARASSMENT STATEMENT**

It is the policy of the Mountain Iron-Buhl School District to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability. *This school district prohibits any form of harassment or violence.*

If any student or parent believes a student has been subject to such harassment, please report the incident to Principal Nelson or Superintendent Engebretson. The Mountain Iron-Buhl School District is committed to conducting a prompt investigation. Any student found to have engaged in harassment based on race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regards to public assistance, sexual orientation, including gender identity or expression, or disability will be disciplined up to and including expulsion. [Click here](#) to view the Harassment Policy

### **Helping Your Child Succeed at School**

Parent and/or guardian involvement and support are critical to the educational success of each student. Prepare your child(ren) for each school day by seeing they get enough rest, are appropriately dressed for the weather and have healthy meals and snacks. Communicate with your child's teacher or principal whenever you have a question or concern. Encourage your child(ren) to do their best and to share with you what happened during their day in school.

### **Parent Parking and Building Access**

Mountain Iron-Buhl School District has one PK-12 Office and one Main Entrance to the building (Ranger Doors). All doors are locked during the school day. If parents/visitors want to enter the building, they must park in the Mountain Iron-Buhl High School lot and enter through the RANGER DOORS (Door #4). You will need to check in at the front desk and all parents/visitors in our schools during the school day must wear a Visitor's Badge. Bus passes, information about absences and food account deposits can all be taken care of in the office. Thank you for your cooperation!

### Arrival

For safety reasons, children **must not** arrive before supervision is present.

Doors open at 8:00 A.M.

Breakfast 8:00 A.M.

Enter Classrooms 8:15 A.M.

School Begins 8:25 A.M.

Dismissal Times 3:06 P.M. (M/T/TH/F) - 2:09 (Wednesdays).

**\*\*\*ALL STUDENTS NOT UNDER THE DIRECT SUPERVISION OF A STAFF MEMBER OR PARTICIPATING IN AN AFTER-SCHOOL ACTIVITY MUST LEAVE THE BUILDING BY 3:15PM (M/T/TH/F) or 2:15PM (Wednesdays) IN THE HIGH SCHOOL. ALL ELEMENTARY STUDENTS MUST BE PICKED UP NO LATER THAN 3:10PM (M/T/TH/F) or 2:10PM (Wednesdays)\*\*\***

### Late Arrivals

Students (not eating breakfast) are expected to enter through the Mountain Iron-Buhl High School doors if they are being dropped off by a parent/guardian in time to be in their classroom by 8:25 A.M. Buses will drop off students at the Mountain Iron-Buhl High School doors. Parents/guardians are responsible for making sure their child is here on time. If a child is not in the school by 8:25 A.M., they are considered tardy. Students must be signed in at the **main school office** by the responsible adult OR have a signed note from a parent/guardian explaining the reason for the late arrival. Please present a note from the doctor or dentist at this time.

### Departure

Students are expected to leave the school grounds immediately after dismissal unless they are directly supervised by district staff, parent/guardian or another adult. Parents who are transporting or walking students home after school are strongly encouraged to meet them at the Mountain Iron-Buhl High School doors.

### Early Release

Students who need to leave during the school day will be released directly to their parent/guardian. **The parent/guardian must come to the main office to sign the student out.** If someone other than the parent/guardian is taking the child from school, we must have parent/guardian permission in writing or via a direct phone call.

### School Calendar

The district calendar can be found on the school district's website ([click here](#)).

### Illness or Injury During the School Day

If a student becomes ill or injured during the school day, the parent/guardian will be contacted if it is necessary to arrange for the student to be removed from school. The above procedures will be followed for check out.

### Conduct Between Home & School

The child and the parent/guardian have the responsibility for each child's conduct and safety to and from school. Bus behavior rules must be followed or the child may lose transportation privileges. All parents are strongly urged to adhere to posted school speed limits, especially before and after school.

If students are walking to school alone, please be sure they know to never accept a ride or gift from a stranger and to stay at least 3 giant steps from any vehicle that stops near them. Students and adults are asked to report to the school office if anything out of the ordinary happens on the way to/from school.

### Employee and Volunteer Background Checks

It is the policy of the Mountain Iron-Buhl School Board to request a criminal history background check on all individuals

who are offered employment in our schools, who are offered the opportunity to provide athletic coaching, or extracurricular services to our schools, regardless of whether any compensation is paid. Regularly scheduled volunteers, will also have background checks. Background checks on enrolled students will not be required.

### Complaints

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

### Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

### Safety

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

### Visitors in District Buildings

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

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

### Equal Access to School Facilities

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

### Fees

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.

- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within two miles of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.

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

#### Messages to Students

A telephone is available in the office for student use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is a reserved right. Elementary students are not permitted to keep a cell phone on their person and should keep all cell phones in their respective locker during the school day. High school students may have a cell phone on their person; however, it must but must be put away during class time.

#### Parent and Teacher Conferences

Parent and teacher conferences will be held each fall and spring. Please [click here](#) to see the district calendar for Parent Teacher Conference dates. Conference reminders will be sent out via instant alert and will be in the weekly student newsletter.

#### Pledge of Allegiance

Students school-wide will recite the Pledge of Allegiance to the flag of the United States of America during student announcements at the beginning of the first day of the school week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

#### School Closing Procedures

School may be canceled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast via instant alert, which can include phone call, email and text message.

The Superintendent is empowered to close school or to dismiss the school population early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel. Such action is never to be taken lightly, for public education is one of the principal functions of the community and should be maintained at a normal level except in extreme circumstances. When this regularity of operation ceases, serious difficulties are caused and the welfare of children may be jeopardized.

Schools may not properly be closed merely to avoid inconvenience. While under certain circumstances it may be prudent to excuse all students from attending school, to delay the opening hour, or to dismiss students early, the administration has the responsibility to see that as much of the administrative, supervisory, and operational activity is continued as may be possible. Therefore, if conditions affect only a single school, only that school shall be closed. In making the decision to close school, the principal shall consider many factors relating to the fundamental concern for the safety and health of children:

1. Weather conditions, both existing and predicted.

2. Driving, traffic, and parking conditions affecting public and private transportation facilities.
3. Actual occurrence or imminent possibility of an emergency condition, which would make the operation of school difficult or dangerous.
4. Inability of teaching personnel to report for duty, which might result in inadequate supervision of students.

The Superintendent shall weigh these factors and shall take action to close the school only after consultation with traffic and weather authorities and school officials from neighboring districts. Students, parents, and staff shall be informed early in each school year of procedures, which will be used to notify them in case of emergency closing

#### Fundraising

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

#### Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. Graduation exercises are under the control and direction of the building principal.

#### Parent Volunteers

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school building or classroom, parents/guardians should contact the building principal or dean of students regarding completion of a background check. Parents/guardians who visit the school should sign in at the school office before entering a classroom.

#### Gifts to Employees

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

#### Interviews of Students by Outside Agencies

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

#### Notice of Violent Behavior by Students

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

#### Prom

Students attending the prom must be a junior or senior. A junior or senior may invite a sophomore or an out-of-school guest; however, the guest must be approved by the principal at each site. The student guest must be 19 years old or under and/or no more than one year removed from high school.

#### School Activities

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



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

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

The Mountain Iron-Buhl School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact the school athletic director.

#### Extracurricular Fees

- Varsity and JV Athletes \$75.00
- Jr High (Grades 6-8) Athletes\* \$ 50.00
- Maximum Family Participation Fee \$200.00
- Fees are waived for students receiving free or reduced lunch.

#### Fees for Special Activities

Classes sometimes participate in special activities that involve additional costs for the school district. Parents may be *requested* to pay a fee for these special activities, but any payment is voluntary. No student will be excluded from such activities due to lack of payment.

#### Field Trips

Field trips are recognized as having educational value. Trips are encouraged when they fit within the budget and curriculum. Parent/guardian permission slips must be signed and on file prior to a student departing on any trip away from the school campus. This does not include emergency evacuations. All parents/adults going on field

#### Student Publications and Materials

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

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

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

#### School-Sponsored Student Publications

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

- Is obscene to minors;
- Is libelous or slanderous;

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

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

#### Student Records

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, [click here](#) for district policy..

#### Student Surveys

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" by [clicking here](#).

#### Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all resident students who live two miles or more from the school and within the school district. Transportation will be provided on all regularly scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by the students' parent or guardian. Open Enrolled students will have to find transportation to and from school or to a set bus route closest to their home.

#### Extracurricular Transportation

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

#### **Homework**

Homework is an extension of regular classroom programs and is an important part of your child's education. Please talk with your child's teacher if you have any questions or concerns about homework expectations.

#### **Library Use**

Students at Mountain Iron-Buhl High School have weekly opportunities to check out books from their respective school libraries. Books/materials must be returned before new books/materials can be checked out. Fines for lost and/or damaged materials must be paid before final report cards are released.

#### **Pets and Animal Visits**

Please do not bring or permit your child to bring an animal to school. We have children and staff in our schools that are sensitive to animal dander and may have a severe reaction to exposure to certain animals.

#### **Photographs**

Our school district contracts annually to have pictures taken of elementary school children. Individual pictures are taken in the fall and class pictures are taken in the spring. All children will be photographed. Price information for parents who

choose to purchase picture packages will be sent home prior to the picture dates.

Photos will also be taken during a school day by teachers and office staff for the purposes of classroom activities and school publications. Please notify the office by September 15<sup>th</sup> if you do not wish for your child's photo or name to be used in school newsletters, brochures, website (without full names) or other promotional materials.

#### **Possessions**

Knives, matches, firecrackers, bullets, guns, toy guns, or other potentially dangerous items must never be in school or on the bus. School staff have the right and responsibility to confiscate personal items which pose a safety hazard or educational distraction.

#### **Lost & Found**

There is a "Lost & Found" box in each building. Please make sure all outerwear, boots, mittens, hats, etc., are marked. Small articles like watches, bracelets, wallets, etc., are held in the building office. Please encourage your child to periodically check the Lost & Found. Items not claimed are donated to the Recycling Center store in December and June.

#### **Money and Valuables**

Children should not carry money to school except to make school related purchases. If it is necessary to bring money or valuables, check them in at the school office. Make sure to **CLEARLY** mark what the purpose of the money, i.e. lunch account, book fair, etc.

#### **Religious Time**

Students shall be excused upon written request from their parents/guardians for the purpose of religious instruction. An instructional program shall continue for the students remaining in school; however, no student shall be discriminated against or penalized because of attending release time instruction or remaining in school.

#### **Report Cards**

Report cards are issued four times each year, approximately every nine weeks. Parents can view report cards on Parent Portal. 4th Quarter Report Cards will be mailed home. If you don't have computer access and would like to receive a hard copy please contact the office. Applications for the parent portal are available on the school website or in the office.

#### **Testing**

In addition to any testing that an individual classroom teacher might do, state and federal laws require us to test all of our students annually in grades 7-11. It is important that your child be present on testing dates, and that s/he comes rested and prepared. Please mark your calendar with the testing dates as soon as they are announced in the school newsletter. We provide students opportunities to perform practice tests so that they know what to expect and our students perform well, because of our strong focus on academics and the Minnesota standards.

#### **Updated Parent/Guardian Information and Refusal Form Posted**

Minnesota Statutes, section 120B.31, subdivision 4a was revised in the 2017 legislative session. As a result, MDE has updated and posted its [Parent Guardian Guide to Statewide Testing and Refusal to Test Form](#) (MDE website > Students and Families > Statewide Testing). You may access this form and provide it to the building principal if you refuse to allow your child to take the state reading or mathematics exam.

**\*For a full list of all district policies, please visit our website at [www.mib.k12.mn.us](http://www.mib.k12.mn.us) > School Board > School Board Policies / Mandatory Policies**

### **Food Service/Breakfast, Snacks and Lunch**

Proper nutrition is a very important component of the learning process. Breakfast and lunch are free that are served at our school.

**Breakfast:** Breakfast is served from 8:00 am until 8:15 am and must be eaten in the cafeteria. Students are allowed to enter classrooms at 8:15 am. If your student has special needs for breakfast, contact the classroom teacher or building principal so we may accommodate the needs.

#### **Lunch**

Lunch is to be eaten in designated areas only. Lunch times vary by classroom. Students will be notified of their assigned lunch time on the first day of school. Students may receive a lunch at school or bring a prepared lunch from home. Milk will be available to supplement lunches brought from home.

We ask that **every** family complete an application for Educational Benefits: Free and Reduced Priced Meals, whether or not your child eats school breakfast or lunch. These applications are available on our district website.

Besides the well-deserved financial benefit to your family, every student that qualifies for free or reduced meals generates hundreds of additional dollars of federal and state funds in numerous school programs for all of our students. These programs include our Title I programs, our school library programs, and other community services. All information on these applications is kept in **strict confidence**. Particularly with our computerized lunch program, students are unaware of who is receiving free or reduced lunches. If you have any questions about your privacy or about the application, please contact the superintendent.

#### **Food Service Accounts**

Students/parents must deposit money into their accounts for the purpose of purchasing a la carte items from the cafeteria. Checks should be made out to "INAC" and can be brought to the office before school begins. Students are not allowed to go below zero dollars when charging for a la carte items. Parents can also monitor their students' food service accounts online. Contact the school office for a Parent Portal application for further information.

#### **Lactose Free or other Special Diet Requests**

Upon written request from parents/guardians, the Mountain Iron-Buhl School District will provide lactose free milk to students. Written requests should be sent to:

*Mountain Iron-Buhl Health Office  
8659 Unity Drive  
Mountain Iron, MN 55768*

### **SEARCHES**

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

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

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the

search of a student's personal possessions, the school officials will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

#### Desks

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

#### Personal Possessions and Student's Person

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

#### Communication

Communication between our schools, classrooms, teachers and parents is one of our highest priorities. Please call or email your child's teacher or principal when you have a question or concern. If you feel that your concern has not been adequately addressed, you are encouraged to contact the superintendent. Our weekly newsletters and our [www.mib.k12.mn.us](http://www.mib.k12.mn.us) website also provide current classroom, school and district information. Instant Alert (below) will also be used occasionally for announcements.

#### Computers & Headphones

Students will have access to computer devices. Students will have access to approved sites on the Internet for curriculum based projects with adult supervision. Improper usage or website access will have consequences. No privately owned jump drives, CDs or programs may be brought to school and used on school computers. The school is not responsible for replacing lost or broken headphones that are brought from home.

### **VEHICLES ON CAMPUS**

#### Patrols and Inspections

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

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

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

#### Student Publications and Materials

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

### **SPECIAL EDUCATION/504 PLAN**

#### Special Education Services for Students

In accordance with state and federal mandates, the district assesses and appropriately serves students with disabilities. District staff use a child study process to systematically screen, assess and, if appropriate, place students in special

education services.

Students are entitled to a free appropriate public education in the “least restrictive environment” (usually the school the child would attend if the child did not have a disability).

The amount of time and type of service required shall be determined by the IEP process.

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

#### Section 504 Process for Students

Section 504 is a federal law, which prohibits discrimination against persons with a disabling condition in any program receiving federal financial assistance. The law defines a person with a disabling condition as anyone who:

- Has a mental or physical impairment which substantially limits one or more major life activities
- Has a record of such an impairment, or
- Is regarded as having such an impairment

The district has specific responsibilities under the act, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

#### Child Study Team

The Child Study Team meets regularly to discuss teacher concerns about individual students. The purpose of this team is to give our professionals opportunities to share ideas and problem solve. Parents/guardians will be informed if the Team has specific suggestions or ideas that we feel will be of benefit to your child. If you have concerns about your child that you would like to discuss with the Child Study Team, please contact your child's teacher or principal.

#### Move to testing

Students with an Individualized Education Program, Section 504 Accommodation Plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, see the building principal.

### **Video and Audio Recording**

#### School Buses

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

#### Places Other Than Buses

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

## **ACADEMICS**

#### MIB High School Academic Honesty Policy

Mountain Iron-Buhl students are expected to achieve success with integrity. Academic dishonesty is a serious violation of scholarship standards at Mountain Iron-Buhl High School. Any act that misrepresents a student's schoolwork or that abridges the rights of other students to fair competition is forbidden. Academic dishonesty includes, but is not limited to,

cheating on assignments, exams or plagiarizing. (misrepresenting another's work as one's own original creation), sabotaging another student's work, and using without attribution a computer concept of program. All written, substantiated reports of academic dishonesty shall become a part of the student's disciplinary file. Incidents of academic dishonesty shall be cumulative including all classes and activities, all semesters, and all years of enrollment at Mountain Iron-Buhl High School.

A substantiated report of academic dishonesty will result in one of the following consequences: **First Offense (Category I):** The student will complete an alternate assignment/test/activity/project at the discretion of the classroom teacher.

**Second Offense (Category II):** Grade of "F" on assignment/ test/activity/project on which academic dishonesty occurred. The student will be required to complete an alternate assignment at the teacher's discretion.

**Third Offense (Category III):** Failure of the semester for high school students in the class in which the incident of academic dishonesty occurred. In the event of a third offense, the student will be immediately removed from the class or activity involved and a final grade of "F" will be assigned.

A student may not enroll in another class or activity until the semester following the removal. Students may appeal such action to the department group within three school days of the notice of removal. Junior high school students (Grades 7-8) will receive a grade of "F" on the assignment/test/activity/project on which academic dishonesty occurred and will be required to complete an alternate assignment at the teacher's discretion.

#### **Class Rank/Honor Roll**

Mountain Iron-Buhl High School will not award valedictorian and salutatorian awards. Recognition for outstanding academic achievement will be awarded as follows:

**HIGH HONORS** - Awarded to all seniors who have earned a cumulative GPA of 3.67 after the third marking period of the senior year.

**HONORS** - Awarded to all seniors who have earned a cumulative GPA of 3.0 after the third marking period of the senior year.

It is recommended that two honor students be selected by each senior class to give the traditional commencement address.

Every student who has a grade point average of 3.00 to 3.66 is listed on the "B" Honor Roll. Those students with a grade point average of 3.67 to 4.00 will be listed on the "A" Honor Roll. Only those subjects meeting five days each week will be used in determining grade point averages. The following grade points will be used to average honor point:

A	=	4.00	C	=	2.00
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	0.67
B-	=	2.67	D-	=	.067
C+	=	2.33	F	=	0.00

#### **Early Graduation**

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

1. All course and credit requirements must be met.

2. The principal or designee shall conduct an interview with the student and parent or guardian, familiarize the parties with opportunities available in post-secondary education, and arrive at a timely decision.
3. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

### Grades

Students' grades will be reported at mid-term and at the end of each during the year. Report cards will be delivered electronically to parents at the end of each grading period.

Students grades, attendance and behavior reports may be viewed online on Infinite Campus. **If you applied for Parent Portal access last year, you do not have to apply this year.** Your username and password have not been changed. To access Parent Portal, a link has been provided on the Mountain Iron-Buhl School District webpage: [www.mib.k12.mn.us](http://www.mib.k12.mn.us) or you can type in the Parent Portal address by [clicking here](#).

### Graduation Requirements

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

In order to receive a diploma, students must successfully complete at least 24 credits in grades 9-12 and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Credits	Explanation
Language Arts	4	
Mathematics	3	Must include algebra, geometry, statistics, and probability.
Science	3	Must include one credit of biology and one credit in chemistry or physics.
Social Studies	4	Must include United States history, geography, government and citizenship, world history, and economics.
Arts	1	
Physical Education	1	
Health	½*	
Elective Courses	7 ½*	

\*½ credit is earned with each semester final grade

### Minnesota Academic Standards

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

Minnesota Academic Standards, English Language Arts K-12
Minnesota Academic Standards, Mathematics K-12



Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Physical Education K-12
Minnesota Academic Standards or Local Standards, Arts K-12

#### School District Required and Elective Standards

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

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

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

#### Alternative Educational Opportunities

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the building principal or school counselor to discuss options.

#### Post-Secondary Enrollment Options

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program will be provided to all eighth, ninth, tenth, and eleventh grade students by March 1. 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 *school counselor* by May 30 for enrollment the following school year. 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 district's school counselor*.

#### Summer School/Night School

The school district may provide summer school learning opportunities. Homework Help is available two times per week after school from 3:15PM - 5:15PM for students in grade 5-12 and Night School is available for students in grades 9-12 at the same time. For more information, contact the building principal or school counselor for more information.

#### Parent Right to Know

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

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;

3. the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

## **Attendance and Absences**

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability.

### **Compulsory School Attendance**

School attendance is **essential** to a student's school success. The Minnesota Compulsory School Attendance Law states that all children between the ages of 7 and 18, and ages 5 and 6 if they are enrolled, must attend school every day on time unless lawfully excused by the school. Under Minnesota law, school administration has the right and responsibility to determine the validity of any absence from school. School attendance is very important. **Students who miss school, miss out.** Please follow our health policies in regards to students' health and when they should be kept home. We understand and respect that family situations, special events or emergencies may require that students sometimes miss school. However, **please avoid absenteeism except for genuine health-related reasons and family emergencies.**

### **Procedure when a student is absent from school**

***All student absences will be considered unexcused unless verified as excused by a parent/guardian.***

Please notify your child's teacher and main office if you know in advance that your child is going to miss school. If you have not previously notified your child's teacher, for safety reasons **please call the school office no later than 8:30am** on the morning of the absence. Each school has a 24-hour voicemail system and a message can be left at any time: **(218) 735-8271, Option #1.** If the teacher or office has not been notified regarding an absence, upon the student's return, a note signed by a parent/guardian, stating the reason for the absence, must be presented to the school office.

Students who are excessively excused by parents/guardians for absences, excessively absent without an excuse, excessively tardy, have excessive amounts of undocumented health absences or excessive amounts of other non-emergency absences may be requested to meet with the Principal, Dean of Students and/or referred to the St. Louis County Attorney's office for educational neglect.

### **Pre-Arranged Absences and Make Up Work**

Please schedule family vacations during the school breaks. Make-up work must be requested at least two school days in advance - please do not ask teachers to compile work with less notice. Be aware that sometimes teachers may not be able to provide all make-up work prior to an absence due to unanticipated changes in instructional scheduling.

### **Tardiness**

Students arriving at school after 8:25A.M. must check in at the main office. It is important for a smooth start to the school day that students be in their seats and ready for school by 8:25.

### **Excused Absences**

To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.

The following reasons shall be sufficient to constitute excused absences:

- (1) Parent verified illness. (up to 3 consecutive days or 8 total per year)
- (2) Doctor verified illness. (up to 3 consecutive days or 8 total per year)
- (3) Family emergencies or serious illness in the family. (up to 3 days per year)
- (4) A death or funeral in the student's immediate family or of a close friend or relative. (up to 4 days per year)
- (5) Family vacation with advanced notice (up to 5 days per year)
- (6) A student's condition that required ongoing treatment for any health related issue (physical or mental) with a note from the provider.
- (7) Medical, dental or orthodontic treatment or counseling appointments.
- (8) Court appearances occasioned by family or personal action.
- (9) Religious instruction or holiday with advanced notice.
- (10) Physical emergency conditions such as fire, flood, storm, etc.
- (11) Serving a suspension.
- (12) Active duty in any military branch of the United States.

#### Unexcused Absences

When leaving during school hours, a student must have a signed note from parent/guardian. This note is their pass to leave the classroom at the designated time. Students must sign out in the office.

A student who will be absent for two or more days must present to the attendance secretary a signed note from a parent/guardian indicating the days they will be absent. The student will receive a Pre-Arranged Absence Form, on which they will note any homework to be completed and ask each teacher to sign. Please complete one week in advance.

A student who becomes ill during the school day must report to the health office. Parents will be contacted if it is necessary to arrange for an ill student to be taken home.

***All absences not excused by a parent/guardian with a valid reason within two school days will be recorded as an unexcused absence.***

***No student is to leave the building or its premises during the school day without the school's permission.***

#### Student Athletes & Fine Arts Attendance Eligibility

Student athletes and Fine Arts participants must be present in school for a full day without any unexcused absences in order to be eligible for participating in practice and to compete in any athletic or fine arts competition. If a student athlete has a doctor appointment or other medically excused absence during the school day, they must bring in a doctor's note in order to be eligible to participate in practice or any competition. Any student athlete or fine arts participant who are ill and miss more than four class periods in a school day is ineligible for practice or competition.

#### Required Truancy Reporting/Educational Neglect

##### A. Continuing Truant

Minnesota Statute 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minnesota Statute 120A.22 and is absent from instruction in a school, as defined in Minnesota Statute 120A.05, without valid excuse within a single school year for:

1. Three (3) days if the child is in elementary school; or
2. Three (3) or more class periods on three (3) days if the child is in middle school, junior high, or high school.

##### B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statute 260A.03 provides that the school attendance officer or other designated school official may notify the student's parent/guardian, by first-class mail or other responsible means, of the following:

1. That the child is truant.

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

[Where services and procedures under Minnesota Statute 260A are available within the school district, the following provisions should also be included in the policy]

#### C. Habitual Truant

1. A habitual truant is a child under the age of 16 years of age who is absent from attendance at school without lawful excuse for seven (7) school days if the child is in elementary school or for one or more class periods on seven (7) school days if the child is in middle school, junior high school, or high school or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven (7) school days and who has not lawfully withdrawn from school.
2. A school district attendance officer may refer a habitual truant child and the child's parent/guardian to appropriate services and procedures, under Minnesota Statute Ch. 260A.

#### D. School Truancy Referral Form

Mountain Iron-Buhl School District will be in compliance with utilizing the school referral form.

### **Behavior Expectations**

**THE RANGER THREE *M-I-B*** is the cornerstone of all our interactions and behaviors.

<b><i>M</i></b>	-	<b><i>Make Good Choices</i></b>
<b><i>I</i></b>	-	<b><i>Integrity</i></b>
<b><i>B</i></b>	-	<b><i>Be Respectful</i></b>

***We acknowledge the dignity and worth of one another, and strive never to diminish another by our conduct or our attitude.***


#### **Expected Behavior at Mountain Iron-Buhl High School & Merritt Elementary**

Students are expected to demonstrate appropriate behavior in school, in the classroom, while being transported to and from school and at all school activities. Following our ***Shared Expectations*** is the best way to help you be successful every day at school.


#### **Shared Expectations**

Mountain Iron-Buhl High School's and Merritt Elementary's Shared Expectations are a proactive behavioral approach centered on appropriate and positive behaviors which can lead and contribute to student success academically, behaviorally, and socially. Our goal is to create the conditions and relationships needed for students to strengthen themselves and make the right decisions.

### MOUNTAIN IRON-BUHL HIGH SCHOOL'S BEHAVIOR MATRIX

	Classrooms	Hallways/ Common Spaces	Restrooms/ Locker Rooms	Parking Lot	Bus
<b>M</b> <b>Make Good Choices</b>	<b>Self:</b> Be Engaged  <b>Others:</b> Polite/Kind  <b>Community:</b> Be Welcoming	<b>Self:</b> Be Mindful  <b>Others:</b> Walk "Right"  <b>Community:</b> Clean (language, area, self, etc.)	<b>Self:</b> Practice Good Hygiene  <b>Others:</b> One at a time!  <b>Community:</b> Keep it Clean	<b>Self:</b> Be observant of surroundings  <b>Others:</b> Be mindful of others  <b>Community:</b> Show Ranger Pride	<b>Self:</b> Stay seated  <b>Others:</b> Be Kind and Accepting  <b>Community:</b> Be Mindful of Bus Expectations
<b>I</b> <b>Integrity</b>	<b>Self:</b> Work Hard & Follow Through  <b>Others:</b> Honest & Trustworthy  <b>Community:</b> Positive intentions	<b>Self:</b> Trustworthy  <b>Others:</b> Show Kindness (Appropriate Peer Interactions)  <b>Community:</b> Be a Role Model	<b>Self:</b> Use for the intended purpose  <b>Others:</b> See Something, Say Something  <b>Community:</b> Keep it Clean	<b>Self:</b> Follow traffic laws  <b>Others:</b> Be watchful for the safety of others  <b>Community:</b> Safety, safety, safety!	<b>Self:</b> Language Usage and Volume  <b>Others:</b> Be a Role Model  <b>Community:</b> Take care of others
<b>B</b> <b>Be Respectful</b>	<b>Self:</b> Own your actions  <b>Others:</b> Accepting and Inclusive  <b>Community:</b> Encouraging	<b>Self:</b> Own your actions  <b>Others:</b> Awareness of others' space  <b>Community:</b> Show Ranger Pride	<b>Self:</b> Time Management  <b>Others:</b> Practice Good Hygiene  <b>Community:</b> Keep it Clean	<b>Self:</b> Be aware  <b>Others:</b> Respect others' property  <b>Community:</b> Keep it clean	<b>Self:</b> Keep hands, feet, and personal belongings to yourself  <b>Others:</b> Be Kind to Drivers and Riders  <b>Community:</b> Keep it Clean

### MERRITT ELEMENTARY'S BEHAVIOR MATRIX

	Make Good Choices	Integrity	Be Respectful
<b>All Settings</b>	→ Represent yourself well	→ Be polite	→ Respect facilities

	<ul style="list-style-type: none"> <li>→ Have a positive attitude</li> </ul>	<ul style="list-style-type: none"> <li>→ Cooperate with others</li> <li>→ Be friendly</li> </ul>	<ul style="list-style-type: none"> <li>→ Respect everyone's materials</li> <li>→ Manage your own possessions</li> <li>→ Clean up after yourself</li> <li>→ Show school pride</li> </ul>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>→ Be prepared</li> <li>→ Participate</li> <li>→ Listen</li> <li>→ Follow Directions</li> </ul>	<ul style="list-style-type: none"> <li>→ Listen to others</li> <li>→ Be considerate</li> </ul>	<ul style="list-style-type: none"> <li>→ Use materials appropriately</li> <li>→ respect all property</li> <li>→ Keep the classroom clean</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>→ Walk safely</li> <li>→ Walk quietly</li> <li>→ Keep hands to yourself</li> <li>→ Listen to directions</li> </ul>	<ul style="list-style-type: none"> <li>→ Keep hands and body to yourself</li> <li>→ Follow directions</li> <li>→ Use a quiet voice</li> <li>→ Greet others with a smile or wave</li> </ul>	<ul style="list-style-type: none"> <li>→ Organize your belongings</li> <li>→ Respect wall displays and other student work</li> <li>→ Stay in your line</li> <li>→ Stay on the right side of the hall</li> </ul>
<b>Lunchroom Multi-Purpose Room</b>	<ul style="list-style-type: none"> <li>→ Use your manners</li> <li>→ Take turns</li> <li>→ Keep hands, and feet to yourself</li> <li>→ Stay in your spot</li> </ul>	<ul style="list-style-type: none"> <li>→ Use appropriate voice level and language</li> <li>→ Show kindness</li> <li>→ Use respectful table manners</li> </ul>	<ul style="list-style-type: none"> <li>→ Walk</li> <li>→ Return trays and silverware</li> <li>→ Clean up your space</li> <li>→ Throw away your garbage</li> </ul>
<b>Outdoor Activities</b>	<ul style="list-style-type: none"> <li>→ Be safe</li> <li>→ Keep hands, feet, and belongings to yourself</li> <li>→ Line up when the whistle is blown</li> </ul>	<ul style="list-style-type: none"> <li>→ Use appropriate language</li> <li>→ Show kindness</li> <li>→ Be fair</li> <li>→ Take turns</li> </ul>	<ul style="list-style-type: none"> <li>→ Take care of and use equipment properly</li> <li>→ Put away equipment</li> </ul>
<b>Restrooms</b>	<ul style="list-style-type: none"> <li>→ Wash and dry hands</li> <li>→ Go back to class immediately after finished</li> </ul>	<ul style="list-style-type: none"> <li>→ Respect others' privacy</li> <li>→ Use a quiet voice</li> <li>→ Use appropriate language</li> <li>→ Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>→ Keep bathrooms clean</li> <li>→ Flush toilet after use</li> <li>→ Keep sink area clean</li> </ul>
<b>Assemblies</b>	<ul style="list-style-type: none"> <li>→ Listen to the speaker</li> <li>→ Use quiet voices</li> <li>→ Remain seated</li> </ul>	<ul style="list-style-type: none"> <li>→ Listen and watch</li> <li>→ Applaud appropriately</li> </ul>	<ul style="list-style-type: none"> <li>→ Treat chairs with care</li> <li>→ Sit in your chairs</li> <li>→ Keep hands and body to yourself</li> </ul>
<b>Arrivals</b>	<ul style="list-style-type: none"> <li>→ Walk safely</li> <li>→ Keep hands, feet, and belongings to yourself</li> <li>→ Maintain your personal space</li> </ul>	<ul style="list-style-type: none"> <li>→ Greet others with a smile or wave</li> <li>→ Help others when needed</li> <li>→ Allow space for others</li> </ul>	<ul style="list-style-type: none"> <li>→ Walk on right side of the hallway</li> <li>→ Keep your locker area clean</li> </ul>
<b>Dismissals</b>	<ul style="list-style-type: none"> <li>→ Walk safely</li> <li>→ Take home everything you need</li> <li>→ Know your afternoon plan</li> </ul>	<ul style="list-style-type: none"> <li>→ Help others when needed</li> <li>→ Keep hands, feet and belongings to yourself</li> <li>→ Stay in your line</li> </ul>	<ul style="list-style-type: none"> <li>→ Close your locker quietly</li> <li>→ Pick up all of your belongings</li> <li>→ Walk on the right side of the hallway</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>→ Sit appropriately</li> <li>→ Watch for your stop</li> </ul>	<ul style="list-style-type: none"> <li>→ Use an inside voice</li> <li>→ Be courteous to the driver</li> </ul>	<ul style="list-style-type: none"> <li>→ Keep the bus clean</li> <li>→ Keep hands, feet, and</li> </ul>

	→Stay in your seat →Keep aisles clear	and other bus riders →Use school appropriate language	personal belongings to yourself →Put trash in the garbage can
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### STUDENT CODE OF CONDUCT

1. We choose kind words and kind actions.
2. We listen to adults and follow directions.
3. We use our time wisely.
4. We help each other learn.
5. We are respectful, safe, and responsible.

### Behavior Interventions

Individual teachers have classroom behavior expectations which all students are expected to follow, even when a substitute teacher is present. There are also expectations for appropriate behavior on the playground, in the hallways, bathrooms, cafeteria, and buses. When a student has persistent difficulty meeting these expectations, communication with the parent/guardian will occur. Similarly, parents/guardians are encouraged to contact a teacher if there are questions about school behavior or consequences. Teachers may also refer a student to the Principal for persistent or significant behavior problems.

Frequent or significantly inappropriate student conduct will result in intervention procedures by school district personnel and may result in suspension in accordance with *MIB Policy 506*. A severe and/or persistent problem may require a partial or full day in-school or out-of-school suspension. If an out-of-school suspension is deemed necessary, a parent/guardian must make arrangements for picking the student up early and/or arrange supervision of the child for the time it is mutually agreed that the student shall return to school. Mountain Iron-Buhl High School teachers and administration prioritize working cooperatively with parents/guardians if student misbehavior is an issue. We want your child in school. In cases where a student has been excluded from class or suspended from school, a parent conference may be required prior to the student re-entering the classroom.

Refer to Mountain Iron-Buhl High School Progressive Discipline guidelines at the end of this handbook for an outline of consequences that will be enforced based on the Level of the infraction and the frequency of the behavior.

\*Please note that staff will be planning and beginning initial implementation steps structured around Positive Behavioral Interventions and Supports (PBIS) this school year. This means your child will experience positive examples, and teaching of school wide positive and expected behaviors that are common to all areas of the school, and you may begin to receive increased communication about positive behaviors your child is displaying at school, (or areas we will support, and ask you to support as well). Any questions as this is implemented may be directed to your child's teacher or the principal.

### The Pupil Fair Dismissal Act

Behavior expectations, consequences and procedures are in accordance with The Pupil Fair Dismissal Act of 1974, Pupils—Suspension, Exclusion and Expulsion—Chapter 572. Information outlining grounds and procedures for the suspension, exclusion and expulsion of a public school pupil enacted by the Legislature of the State of Minnesota may be obtained from the office of the school's principal, Mountain Iron-Buhl High School, 8659 Unity Drive Mountain Iron, MN 55768.

It is the school district's policy to recognize the responsibility and accountability for student behavior to be the student's and the student's parents/guardians.

### Bicycles and Other "Wheeled" Devices

Bicycle riders are expected to know and observe safety practices when riding to and from school. Bicycles must stay in the bike rack or a designated parking area during the school day. Students should wait for the school buses to leave

before riding their bikes home. If a student does not follow safety rules and is deemed to be an unsafe rider, the parent/guardian will be notified and the student may lose his/her privilege to ride a bike to/from school. Parents are encouraged to designate a specific route for your child to follow each day and expect that your child follows the same route consistently for safety purposes.

Skate boards, roller blades, shoes with wheels, scooters, or other mechanical wheeled devices are not to be used at school or in the building. This includes motorized radio controlled vehicles. If a student needs to store such an item during the day for off campus use outside of school hours, the device must be stored in a location agreed upon by a teacher or principal.

## **Bus Transportation**

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

***Riding the school bus is a privilege, not a right.*** The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked. The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

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

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

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

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

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school principal or dean of students. Serious misconduct may be reported to local law enforcement. The school zone and bus/school rules include 50 yards from the bus stop.



### Misbehavior in School Vehicles

Bus behaviors include but are limited to the following. The consequence for these offenses on the bus will include family contact, and could include bus suspensions based on the number and severity of the incident.

**Insubordination** when the bus is in motion (as required by Minnesota Statute 169.447), including not keeping hands, arms, legs and head inside their area, language or disrespecting others. Students must stay seated while the bus is in motion and use safety belt when applicable.

**Tampering With Emergency or Safety Equipment** -- Unauthorized handling of emergency or safety equipment on the bus, including first aid kits, fire extinguishers, and emergency doors, windows or hatches.

**Throwing Objects** -- Throwing any items inside a bus, from outside to inside or from inside to outside a bus.

**Improper Boarding or Departing** -- Getting on or off the bus in a manner which could cause injury to self or others.

### Bus Pass to a Different Stop

Mountain Iron-Buhl High School students **must have** a signed bus pass from the PK-12 Office in order to ride and get dropped off at a location different than his/her typical stop. A note or phone call from the parent/guardian is required for a student to get a bus pass. The pass must be given to the driver as the student gets on the bus. It is preferred that students bring notes to school for a bus pass and come to the office to get it. **Please do everything possible to avoid phone calls to school during the day to change a student's after school plans as this creates confusion and interrupts the student and teacher's focus on academic tasks.**

## Searches

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

### Lockers and Personal Possessions Within a Locker

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

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

### Desks

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

### Personal Possessions and Student's Person

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

## **Vehicles on Campus**

### Patrols and Inspections

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

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

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

### Parking on School District Property

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs, have been excused from school by parent/guardian, 11-12 grade students for Open Campus Lunch, and/or permission has been granted to the student by the building principal or dean of students;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day, unless they are an 11-12 grade student with Open Campus Lunch privileges;
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

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

### Visitors

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

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

Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, gang activity, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope

to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

*Student Misbehavior, Discipline, Consequences, and Restorative Practices*

The consequences apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity or at a school bus stop.

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Our goal is to help students change behavior and there may be multiple approaches to build skills, provide support and utilize restorative practices as much as possible.

Category I Offenses	Category II Offenses	Category III Offenses
Brief Insubordination Running Out of Seat Off-task behavior Yelling Tattling Horse Play Dress Code PDA Disrespect Minor/Brief Disruption Minor Name Calling/Teasing Cell Phone/Electronics Leaving Classroom without permission Cheating/Plagiarism Prohibited Items/Distractions including toys	3 Minor Category I Violations Abuse, Verbal Bullying Disruption, Gross Destruction of Property Fire Extinguisher, use Fireworks, use/possession Gambling Harassment Incendiary Device, Possession/Use Insubordination, Gross Language, Inappropriate Name Calling/Teasing Physical Contact Public Display of Affection Technology Violation Threatening Language Vandalism Vehicle, Unauthorized Use	Ammunition Possession Arson Assault, Physical Bodily Harm Bomb Threat Burglary Chemical Paraphernalia Chemical Possession, including Vapes Chemical Use, including Vapes Distribution/Selling Chemicals Explosive Possession/Use Extortion/Robbery Fighting Fire Alarm, False Harassment Hazing Sexual Violence Stealing Theft/Receiving Stolen Property Trespassing Vandalism, Major Weapon Weapon Look Alike
Possible Consequences/Restorative Practices	Possible Consequences/Restorative Practices	Possible Consequences/Restorative Practices
Address behavior Increased proximity Remind appropriate behavior Non-verbal redirection	Conference with Dean or Principal Conference/Phone call to parent/guardian Lunch detention	Conference with Dean or Principal Conference with parent Lunch detention Recess detention

Verbal redirection Conference with student Phone call home Confiscate (cell phone/electronics) Offer student a choice Loss of Privilege Minor Documentation (Required) Behavior Contract	Detention during recess Remove from activity Documentation After School Detention Apology Social Skills, individual or group After/Before School Program Restorative Practices In School Suspension Removal from Class	Removal from activity/Sport After school detention In-School Suspension Tobacco Cessation Program Apology Social Skills, individual or group Out of School Suspension Referral to Law Enforcement Expulsion Alternative Educational Placement
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Consequences for student behavior apply regardless of whether the misbehavior took place in school, on district property, in a district vehicle, at a school or district activity, or at the bus stop. The Dean or Principal may recommend restorative practices or to modify consequences on a case-by-case basis, in accordance to the Mountain Iron-Buhl Schools student handbook. More severe consequences may be administered with the approval of a district-level administrator, which may include students with multiple offenses in different categories of misbehavior.

The full list of all category 1, 2, and 3 offenses, as well as potential consequences can be viewed in the office upon request, the following are examples of how the progressive discipline policy will operate for a few category 2 offenses.

### **REMOVAL OF STUDENTS FROM CLASS**

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

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

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

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

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

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

### **REMOVAL OF STUDENTS FROM CLASS**

Students may be removed from class by school personnel for the any of the following reasons:

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

### **DISMISSAL**

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

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

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

### **ADMISSION OR READMISSION PLAN**

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior.

#### **RESTORATIVE PRACTICES**

ISD #712 utilizes restorative practices as a behavioral intervention. Our schools will use non-exclusionary discipline when possible, but reserves the right to use consequences such as suspension when deemed necessary by administration.

Restorative practices focus on students regulating their emotions/behaviors, repairing relationships, and educating students about appropriate behaviors and responses in the future.

#### **Students with an Individualized Education Program (IEP)**

When a student with a disability is dismissed for more than ten (10) days in a school year, is being considered for a 45-day unilateral placement, or before initiating any expulsion or exclusion, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination meeting. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or when the tenth cumulative day of suspension has elapsed. The team will determine if the behavior is related to the student's

disability. The team may need to conduct a Functional Behavior Assessment and write a behavior intervention plan to support the student at school.

A dismissal for one (1) school day or less is a day of suspension if the student with a disability does not receive regular or special education instruction during that dismissal period. A student with a disability shall be provided alternative educational services to the extent a suspension exceeds five (5) consecutive school days.

Consistent with federal law, before initiating an expulsion or exclusion, the district, relevant members of the student's IEP team, and the student's parent shall determine whether the student's behavior was caused by or had a direct and substantial relationship to the student's disability and whether the student's conduct was a direct result of a failure to implement the student's IEP. When a student with a disability who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the district shall continue to provide special education and related services during the exclusion or expulsion. **Minnesota Statute § 121A.43**

	<b>IEP Team Meeting required</b>	<b>Manifestation Determination Required</b>	<b>Functional Behavioral Assessment Plan Required</b>	<b>Alternative Education Service Required</b>
Student removed for one school day or less	No*	No*	No*	No*
Student suspended for less than five consecutive school days	No*	No*	No*	No*
Student removed for 10 days in a school year	Yes	Yes	No*	Yes
Student suspended from the bus	IEP specific***	IEP specific***	IEP specific***	IEP specific***
Parent requests a manifestation determination following any removal for disciplinary reasons	Yes	Yes	No*	No*

\*Unless the student has been removed 11 or more cumulative days in a school year. **Minnesota Statute § 121A.43(a).**

\*\*In-school suspension is not considered a day of suspension for a student with a disability as long as the student continues to receive regular and special education services during the in-school suspension.

\*\*\*If bus transportation is a part of the student's IEP, a bus suspension would be treated as a removal unless the school provides transportation in some other way, because that transportation is necessary for the student to obtain access to the location where all other services will be delivered. If bus transportation is not a part of the student's IEP, a bus suspension typically would not be a removal.

### ***Behavior Definitions*** **Category II Definitions**

<b>Abuse, Verbal-</b>	Arousing alarm in others, through the use of language that is discriminatory, abusive, threatening or obscene.
<b>Disruption, Gross</b>	Any action taken to attempt to prevent one or more staff members or students from exercising their assigned duties, including interference or distraction from an electronic device.

<b>Destruction of Property</b>	Unintentional or accidental damage to property that belongs to the school or district, other students, staff, or others
<b>Fire Extinguisher, Unauthorized Use</b>	Unauthorized handling of a fire extinguisher.
<b>Fireworks, Unauthorized Use or possession of</b>	Using any substance or combination of substances or articles prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration, or detonation
<b>Gambling</b>	Playing a game of chance for stakes.
<b>Incendiary Device, Possession, Using</b>	Possession or use of matches, lighters, or other devices that produce flames.
<b>Insubordination, Gross</b>	Willful refusal to follow an appropriate direction given by a staff member.
<b>Language, Inappropriate</b>	The use of language that is inappropriate to the school setting, such as vulgar language, swearing, and derogatory terms (not directed at an individual/group).
<b>Name Calling/Teasing, Major or Repetitive</b>	The use of language that is inappropriate to the school setting, such as vulgar language, swearing and derogatory terms (directed at an individual/group).
<b>Physical Contact-</b>	Any inappropriate physical contact, including with objects. (Pushing, shoving, biting, kicking, tripping, pinching, etc.)
<b>Public Displays of Affection, Repetitive</b>	Displays of affection that are considered inappropriate to the age level or setting.
<b>Skiping</b>	Intentionally not attending class or missing more than ten minutes of class time.
<b>Technology Violation</b>	Inappropriate use of technology, including downloading VPN's and apps not approved by the school district. This can also include the use of messaging apps and inappropriate use of school email accounts.
<b>Threatening Language</b>	The use of threats towards students, staff, or others with the intention of harm.
<b>Vandalism (Minor) of school, staff, or student property</b>	Intentional or pre-planned damage to property that belongs to the school or district, other students, staff or others.

### Category III Definitions

<b>Ammunition, Possession</b>	Possession of bullets or other projectiles designed to be used in a weapon.
<b>Arson</b>	Intentional destruction or damage to school or district building or property by means of fire.
<b>Assault, Physical</b>	Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.
<b>Bodily Harm</b>	Committing an accidental act which, although a result of poor judgement, inflicts great bodily harm upon another person.
<b>Bomb Threat</b>	Threatening individuals/groups with the use of a bomb, including a false threat.
<b>Bullying</b>	See Policy #514
<b>Burglary</b>	Entering a building without consent and with intent to commit a crime or entering a building without consent and committing a crime.
<b>Chemical Possession including Vapes</b>	Possessing any chemical on your person, in your locker, or in your personal possessions; including tobacco and vapes.
<b>Use of Chemicals, including Vapes</b>	Possessing, influenced by the use of or using any narcotic/controlled substance/tobacco, or possessing paraphernalia where possession or use is prohibited by Minnesota or federal law; or use of over the counter or prescription drugs for the purpose of mood alteration or intoxication, or inhaling the fumes of certain volatile substances for their mood-altering or intoxicating effect. (Any prescription or over-the-counter medication a student is required to take, except for inhalers, must be left with and administered by the school nurse.)
<b>Distribution or Selling of Chemicals</b>	Selling or distributing, or intending to sell or distribute, any narcotic or controlled substance where sale or distribution is prohibited by Minnesota or federal law; or selling or distributing over the counter drugs or prescription drugs to be used for the purpose of mood alteration or intoxication, or volatile substances which can be inhaled for the purpose of mood alteration or intoxication.
<b>Explosive Possession/Use</b>	Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially.
<b>Extortion/Robbery</b>	Obtaining property from another person where his or her consent was induced by use of force, threat of force or under false pretenses.
<b>Fighting</b>	Combat (differentiated from physical contact under Level II) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action.
<b>Fire Alarm, False</b>	Intentionally giving a false alarm of a fire or tampering or interfering with any fire alarm.
<b>Harassment (Racial, Sexual, cultural, religious, gender, disability)</b>	See section on harassment, policy #413 Participating in or conspiring with others to engage in acts that injure, degrade, intimidate or disgrace other individuals, including indecent exposure, displaying pornography and words or actions that negatively impact an individual or group based on their racial, culture, or religious background, their gender, their sexual identity, or any disabilities they may have.



<b>Hazing</b>	Committing an act against a student or coercing a student into committing an act that creates a substantial risk of harm or holds a student up to ridicule in order for the student to be initiated into or affiliated with a student organization, group or club.
<b>Pornography, Possession or Distribution-</b>	The possession of any material that is of a sexual nature, include pictures on an electronic device. Also, any distribution of these materials. Note- possession or distribution of child pornography (person is under the age of 18), may require law enforcement involvement.
<b>Sexual Violence</b>	A physical act of aggression or force, or the threat of aggression or force, which involves non-consensual sexual intercourse with another person, including intentional removal of clothing covering a person's intimate parts, forcing a person to touch any person's intimate parts, or intentional attempted or actual removal of clothing covering the person's intimate parts or undergarments.
<b>Theft/Receiving Stolen Property</b>	Unauthorized taking of the property of another person or of the school district (including intellectual property) or receiving or possessing such property.
<b>Threats</b>	Threatening, directly or indirectly, to commit harm to another person or to property.
<b>Tobacco, Possession, Use Including Vapes</b>	Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events, in violation of Tobacco Free Environment and Minnesota Statute 609.685. This includes e-cigarettes/vapes.
<b>Trespassing</b>	Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized access or activity in a district computer, into district, school or staff computer files, into a school or district file server, or into a network
<b>Vandalism (Major) of school, staff, or student property</b>	Defacing, cutting or otherwise, damaging property that belongs to the school or district, other students, employees, or others.
<b>Weapon</b>	Possessing any firearm, whether loaded or unloaded, or any instrument designed as a weapon and capable of producing severe bodily harm, including knives.
<b>Weapon Look Alike</b>	Any instrument or device intended to look like a weapon that is capable of producing severe bodily harm.

### Hazing

The following definitions shall be used to clarify this policy:

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

- d. any activity that intimidates or threatens the student with ostracism; that subjects a student 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; or
  - e. 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.
2. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

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

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

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to a school district official.

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

The school district may take immediate steps, at its discretion, to protect the complainant, reporter, student, or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school district shall take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. 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 school rules.

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

### **Dress and Appearance**

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Appropriate clothing includes, but is not limited to, the following:

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

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

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

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

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

### Dress Code

Students are expected to dress in a clean and appropriate manner, which will not create a distraction within the learning environment.

- Appropriate hats may be worn in the hallway for high school students. Elementary students are not allowed to wear hats during the school day. Ears cannot be covered during class time.
- Clothing advertising alcohol or tobacco products cannot be worn in school.
- Clothing with obscene slogans and messages which are sexually inappropriate are not allowed.
- Clothing that is overly revealing or suggestive in nature is not allowed. Shoulders must be covered. Spaghetti strap tops and bare midriff tops are not allowed. Spaghetti straps of any type or sports bras should not be visible.
- Pants or jeans with holes in the seat area are not allowed. Pants or jeans that are so loose that undergarments are revealed are not allowed.
- Earrings or other jewelry that may pose a hazard to the student or others is not allowed.
- Tails or long dangling chains from pockets may not be worn.
- Midriffs (stomach area) must be covered at all times.
- Skirts/shorts should be below the fingertips when hands are held down the side of the body.
- Shoes must be worn at all times. Non slippery shoes are strongly recommended in elementary school. Rubber soled shoes must be worn in gym class.
- Containers of lipstick, hair spray, perfumes, deodorants, etc., are not allowed in elementary school. These items, if used, must be applied at home.

Any student who comes to school dressed inappropriately will be asked to change. Repeated problems with the dress code may result in being sent home to change. Any student who is sent home due to inappropriate dress will be charged with an absence.

It is a very good idea to place the student's name or initials on all clothing items especially outerwear. Each year we donate dozens of unclaimed items to the recycling shop.

### Other Important Discipline Information

1. The principal has the discretion to adjust consequences depending on the results of the investigation.
2. Police can be called at any time for any offense deemed necessary for police involvement.
3. Disciplinary actions will be reported to the athletic director, coaches, and supervisors, which may result
4. in suspension of participation.
5. Any cell phones or other electronic devices confiscated by staff members and turned into the office will be held until parents/guardians pick them by 3:25PM or they will need to be picked up the following day.

### Harassment and Violence Prohibition

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to

public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Detailed information on the school district's "Harassment and Violence Prohibition" policy is included in this handbook ([click here](#)).

## **Internet Acceptable Use**

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

Within 30 days of the start of each school year, the school district must give parents and students direct and timely notice, by United States mail, e-mail, or other direct form of communication, of any curriculum, testing, or assessment technology provider contract affecting a student's educational data. The notice must:

1. identify each curriculum, testing, or assessment technology provider with access to educational data;
2. identify the educational data affected by the curriculum, testing, or assessment technology provider contract; and
3. include information about the contract inspection and provide contact information for a school department to which a parent or student may direct questions or concerns regarding any program or activity that allows a curriculum, testing, or assessment technology provider to access a student's educational data.

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet Acceptable Use" policy ([click here](#)) and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form.

## **Chemical Use Prohibited**

*In accordance with state law and local school district policy, the **ENTIRE SCHOOL CAMPUS IS AN ALCOHOL & DRUG FREE ZONE. Any and all forms of drugs, tobacco or e-cigarette products are prohibited on school property. The only exceptions are prescribed medications and tobacco used in school sanctioned ceremonies.***

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

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

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

### *Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction*

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, [click here](#). Contact the building principal if you have questions or wish to report violations.

***[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]***

### *Vandalism*

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

### *Weapons Prohibition*

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy [click here](#) or, contact the building principal.

## **HEALTH AND SAFETY**

### *Accidents*

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

### *Asbestos Program*

The school district is subject to the Asbestos Hazard Emergency Response Act of 1986 (AHERA) which provides establishment of federal regulations which require inspections for asbestos-containing materials and the preparation and submission of an appropriate management plan with respect to all school buildings. AHERA further provides that the school district is required to appoint an Asbestos Program Manager who is responsible to ensure proper implementation and compliance with all of the requirements of AHERA. The Maintenance Supervisor of the school district has been designated by the Superintendent as the Asbestos Program Manager for Mountain Iron-Buhl School District.

### Child Abuse and Neglect

District employees are required to immediately report evidence of child physical or sexual abuse, neglect, emotional maltreatment or prenatal exposure to controlled substances to the Child Protection Unit of St. Louis County Social Services. Any person who is required to report this evidence and who willfully fails to do so will be guilty of a misdemeanor. At the same time, any person who reports child physical or sexual abuse, neglect, emotional maltreatment, or prenatal exposure to controlled substances is immune from civil or criminal liability that otherwise might result from such action.

### Do Not Resuscitate-Do Not Intubate

The school district will not honor “Do Not Resuscitate/Do Not Intubate” Orders regarding students and such orders shall not be incorporated into any of its individual student education plans or any of its individual student health care plans. School district staff will provide reasonable emergency care and assistance when a student is undergoing a medical emergency during school or school activities.

School district staff will activate Emergency Medical Services (911) as soon as possible when a student is undergoing a medical emergency during school or school activities. The parent/guardian will be notified of the emergency as soon as possible.

Notwithstanding this school district policy, IEP (Individual Education Plan) and 504 teams must develop individualized medical emergency care plans for students when indicated in keeping with state and federal law. Parents/guardians who request that emergency care be withheld for their child or who present DNR-DNI Orders, shall be advised of and shall be given a copy of this policy.

### Crisis Management

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

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

## **Health Services**

The student health office is staffed by the district’s school nurse. Students who become sick at school should report to the school nurse. In the event of an emergency, students check-in with the school nurse. The school nurse will arrange for students who get sick at school to go home early.

A parent/guardian should notify the school if his/her child is unable to attend school because of illness. Please contact the district’s attendance line to excuse your child for any illness.

### First Aid

The nurse’s office in each building is equipped to handle minor injuries requiring first aid. If the nurse’s office is not open, assistance can be sought from the building’s administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation. The district has installed automated external defibrillators (AEDs) in the high school plaza, in the hallway by the high school gym and by the elementary gym. Tampering with any AED is prohibited and may result in discipline.

### Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent or guardian suspects that his/her child has a communicable or contagious disease,

the parent or guardian should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

### Illness

#### ***Keep your child home for the following conditions/reasons:***

- Contagious diseases, such as chickenpox, measles or mumps.
- Skin eruptions or suspicious rashes.
- Vomiting/diarrhea, two or more episodes within 24 hours.
- Fever – 100 degrees or higher, especially if accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache, stiff neck or undiagnosed rash.
- Sore throat – especially when fever or swollen glands are present. A throat culture is recommended to check for strep throat. Students with strep throat must wait 24 hours after medication has been administered before returning to school. If you choose not to medicate, the child must have a negative strep test prior to returning to school.
- Itching – persistent itching/scratching of body or scalp.
- Pink eye (conjunctivitis) – keep home if your health practitioner recommends.
- Lice – keep home if your health practitioner recommends.
- Appearance/behavior – child looks and acts differently; unusually pale, lacking appetite, confused or extra irritable.

***For the health of your child and others, do not send your child to school when they are ill. If another child in your child's class had a contagious illness while at school, or their health practitioner recommends they continue to attend school during the treatment process, you will receive notification your child may have been exposed to the illness. This is intended to keep you informed so you can observe your child for any symptoms.***

### Health Consultation

The school nurse is available for health consultations to students, parents, and school staff. The school nurse can be reached by contacting the school office. Parents/guardians should contact the school nurse as soon as possible if their child(ren) has special health needs.

### Child Physical / Sexual Abuse / Neglect

All adults working in the school are required by law to report any **suspected** cases of abuse or neglect.

### Excuses from PE and/or Recess

Physical Education and recess are required for all elementary students. Therefore, students will not be excused from either of these activities except under these circumstances:

- 1) Up to 2 days with a written request from a parent/guardian stating the illness or injury.
- 2) More than 2 days with a written request from a physician stating for how many days the exclusion should be followed.

### Immunization Requirements

All students must provide proof of immunization or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five

years after the student reaches the age of 18. For a copy of the immunization schedule or to obtain an exemption form or information, contact the school nurse. Please [click here](#) to check the district's immunization policy.

#### Medications at School During the School Day

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

### **Safety and Security**

To enhance the safety of students, staff and visitors, district officials follow the safety and security guidelines listed below.

#### **At Each School**

- All visitors are asked to report to the office when they arrive at school.
- Staff is expected to question people in the building whom they don't recognize and who are not wearing a nametag or badge, and to question people who are "hanging around" the building after hours.
- Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- Portions of the building that will not be needed after the regular school day are closed off.
- Safety and security information is included in newsletters and handbooks for students, staff, and parent(s).

### **Mountain Iron-Buhl School District Digital Device Implementation Handbook**

#### **Overview**

The Mountain Iron-Buhl School District is committed to preparing our students to succeed in the changing societal landscape. It is essential that the District provide our students with the 21<sup>st</sup> century skills needed to be self-directed learners. We believe that effective teaching and learning includes the effective use of technology to best prepare each student for the world in which they will live. To accomplish this vision, the District is making device technology available to all secondary school students as described below.

All students in grades K-6 will have an iPad in their classroom. Elementary students will not be taking their iPads home on a regular basis. Students in grades 7-12 will be issued a Chromebook at the beginning of the school year to use in all of their classes.

The following requirements and guidelines apply to the device Implementation initiative.

#### **I. Student Responsibilities**

- A. Students are expected to use the device appropriately for educational purposes.
- B. Students are expected to have their device in school each day with a fully charged battery. Charging stations will be available in the media center for students who may need a recharge during the school day or for students who might not be bringing their device home. Repeated failure to bring the device to school or failing to charge



the battery may result in the loss of home privileges for the student.

- C. Students are responsible to download to the device any necessary documents, assignments, and/or materials from their teachers. If a family does not have wireless access at home, students must do this before school, during the school day, or after school.
- D. Students may load photos on their District-owned device for instructional purposes. The use of music on the device during instructional time will be at the discretion of the classroom teacher. Students may set their own background photos. The background must be appropriate and must include the students FIRST and LAST legal names. The font size and color must be easy to read for staff's use in recognizing the owner of the device. The presence of inappropriate music or photos, as determined by school officials, may result in the loss of the device and/or other disciplinary actions, outlined in the Student Handbook.
- E. Students may not install software, download apps or attempt to reconfigure the software of the device. If non-conforming apps or software are discovered on District-owned device, the device will be restored to the school set of software, and disciplinary action may be enacted. Tech staff are not responsible for saving, restoring or backing up documents, music, or photos that students may be storing on the device.
- F. Students are encouraged to store documents, worksheets, notes and other files on their device, but they must be responsible for backing up or saving all work to other media. Students must either email documents to themselves as a backup, or they may use a cloud-based storage account such as Google Docs or Dropbox.
- G. Students attempting to hack or jailbreak the device will be subject to disciplinary action.
- H. Students will not be allowed to personalize the case provided by the school. If students wish to provide their own case and personalize it, it must be approved by technology staff, and the District-provided case must be returned to the school.
- I. Students are discouraged from printing and encouraged to use email and cloud-storage solutions.
- J. If students choose to set a passcode for their device, they are required to use their lunch code as the password.

## **II. Parent Expectations**

- A. The District asks for the parents' support in communicating with their children about the standards of appropriate content and helping to monitor the use of the device at home.
- B. Parents are responsible for filling out and signing the Student-Parent Agreement form handed out at the orientation session and is also found in the Student-Parent handbook.
- C. If necessary, parents are expected to assist their child fill out any forms needed to report theft or damage.
- D. Parents are encouraged to become familiar with the device and help ensure the use of the technology to track their child's progress. The device allows parents and students to view teachers' assignment calendars, track homework, and monitor progress toward coursework completion.
- E. Parents should help to ensure that only the student and parents use the school-assigned device.

## **III. Terms of the device Loan**

- A. The device will be distributed at the discretion of the District Administration upon confirmation that the Student-Parent Agreement form has been signed and the Technology Insurance or waiver has been received.
- B. Legal ownership of the device remains with the District. The use of the device is a privilege extended to students and is conditioned upon compliance with the requirements of this handbook, the District's Acceptable Use Policy, and all other District policies.
- C. Student devices and accessories will be checked in at the end of each school year at a date and time determined by the Administration. Students who graduate early, transfer, withdraw or are suspended or expelled will return the device and accessories at the time of withdrawal. Students returning to school the following year will be issued the same device that was previously assigned to them.
- D. The District reserves the right to repossess the device and accessories at any time if the student does not fully comply with the terms of this Handbook. The District may also choose to limit and/or withdraw home use privileges for failure to comply.
- E. Failure to return the property in a timely fashion may result in the involvement of law enforcement.
- F. Software and apps will be managed by the District, due to the need to comply with licensing agreements.
- G. The device will be subject to routine monitoring by teachers, administrators, and/or technology staff. Users have

no expectation of privacy when using District-owned equipment or technology systems.

- H. If technical difficulties arise with an device, or non-conforming content is discovered, the device will be restored by tech staff. If the tech staff needs to restore a device, the District is not responsible for the loss of any content put on the device by the student.
- I. Each device has identifying labels, which must not be removed or altered in any fashion. Students may not permanently mark the device itself in any fashion.
- J. The use of the device during instructional time is governed by classroom teachers. Failure to follow the instructions of the teacher may result in disciplinary action.

#### **IV. General Care Instructions**

- A. The device screens should only be cleaned with a soft, clean cloth. Chemical cleaners or liquids, including water, should not be used on the device.
- B. Charging cables/cords should be inserted and removed carefully to prevent damage. This should be done on both ends of the cable by grasping the plugs rather than the cord. The charging cord should be plugged into the wall outlet before connecting the device. When disconnecting, remove the cable from the device before pulling the cord from the wall outlet.
- C. The iPads must be kept in the SCHOOL ISSUED protective cases at all times. The laptops should be transported in their cases.
- D. Students should never put weight on the device, stack items on top of them or wedge them tightly into a backpack or case. The device cases should not be used as a folder to carry other items, including any sharp or pointed items such as pens or pencils.
- E. Liquids, food and other debris can damage devices. They should be closed in cases and away from food and liquids when students are eating.
- F. The device should not be exposed to temperature extremes. Students should not leave the device in any location where the temperature falls below freezing or exceeds 95 degrees. If the device is cold, it should be allowed to warm up to room temperature before use. A device exposed to direct sunlight or high temperatures may overheat during use and must be allowed to cool down before subsequent use.
- G. The battery life of the device is shortened by using Wi-Fi, Bluetooth, high screen brightness, and videos. Students should learn to manage these settings and apps to improve battery performance.
- H. Students are encouraged to refer to the device Instruction Manual located on the device for further information.

#### **VI. Security and Theft Prevention**

- A. The device may ONLY be used by the student to whom it was assigned or by the parents of the student. The student may not loan it to another student.
- B. The student is responsible for the security of the device at all times. The device should never be left unsecured. When not with the student, the device should be secured or stored in a locked location out of view. During after-school activities and/or away events, students are still responsible for securing the device.
- C. Students should keep personal information about themselves and others off the device. Password security for network systems should be maintained. It is the responsibility of the student to keep his or her information secure.

#### **VII. Damage, theft, repair**

- A. Damage or hardware issues must be reported IMMEDIATELY to the appropriate school personnel. For cases of hardware failure or accidental damage, a loaner will be provided for the student throughout the repair/replacement process. There may be a delay if there are no more loaners available.
- B. Students/parents are responsible for the full cost of any willful, negligent or intentional damage to the device. Failure to pay for willful, negligent or intentional damage may result in legal consequences.
- C. Theft must be reported IMMEDIATELY to the appropriate school personnel. Students/parents will be required to fill out a theft report with the local authorities. This report is available from each school's main office. The report is necessary to file the serial number so the device cannot be sold through Pawn Shops.
- D. The device contains software that can be activated to track and recover the missing device. The District will

coordinate with law enforcement to track missing or lost devices.

#### **VIII. Connecting to the District Network**

- A. Students/families who own **their own iPad or laptop** (not Smartphones) may use these in school in place of a District-owned devices subject to the following conditions:
  1. The device is available to the student for use every day at school.
  2. The student/family is willing to provide the same apps, including any paid apps that are provided on the school device and required for the student's coursework. Licensing agreements for paid content prohibit the school from installing content purchased by the school account on devices not owned by the District.
  3. The District is not responsible for and cannot provide technical support for personally owned devices.
- B. Any personally-owned devices that are brought into the District must be brought to the media center and registered with technology staff before they are allowed onto the school network. This is for network security purposes as well as to comply with federal legislation regarding Internet content filtering.
- C. The District is not responsible for the loss, theft or damage of any personally-owned devices that are brought to school.

### **Harassment Policy**

At Mountain Iron-Buhl High School, it is expected that everyone will be treated with respect and will treat others with respect. Harassment is defined as "the subjection of someone to continuous, irritating attacks, questions, demands, or other unpleasantness (name calling, threats, sneers, etc.).

#### **PROCEDURE TO BE FOLLOWED IN THE EVENT OF HARASSMENT**

- If a person is being harassed, it is that person's responsibility to report that harassment to a member of the staff and to complete a harassment report form. Harassment forms may be obtained from any staff member.
- Proven cases of harassment will result in suspension, with a parental conference required for re-admission.
- Further instances of harassment, including retaliation against the victim, will result in more severe consequences and possible legal action.
- A student who chooses to make a false harassment report will be subject to the same consequences as a proven harasser.

***\*For a full list of all district policies, please visit our website at [www.mib.k12.mn.us](http://www.mib.k12.mn.us) > Parent Resources > School Board > School Board Policies***