

SPRING GROVE PUBLIC SCHOOL



2023-24 STUDENT HANDBOOK

Our mission is to inspire learners to meet challenges with confidence.

Inspire learners to meet challenges with confidence!

Welcome to the 2023-24 School Year!

Thank you for allowing us the opportunity to serve you, your children, and our community! We do not take this responsibility lightly and strive each day to make this the safest, most supportive, and highest learner centered environment there is. We continue to work to improve our programming to give your children opportunities that will be valuable to them and their communities upon their graduation from Spring Grove Public Schools.

Our CNA class, first offered this past year, was a great success, with some of those students working in the healthcare field before the year ended. That class will continue this year. We have entered into a partnership to allow students to be trained and receive certification in Heavy Equipment Operation to begin this school year. Another hallmark will be working towards advancing our Post Secondary Education Options courses. These are courses where students can earn college credit while still enrolled in high school.

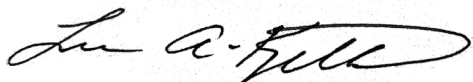
The Redefining Ready Initiative continues to evolve into a working way to track our graduates college and career readiness. It is with celebration that we say that 100% of our 2023 graduating class achieved the necessary metrics to qualify as college or career ready. This is a testament to the quality of our students, our teachers, and our parents who support their children in the educational process. Thank you!

School times will be shifting a little bit this year. At the special School Board meeting on August 8, 2023, the board approved a request from the Spring Grove Area Education Association to increase the instructional day by five minutes. With this approval school will begin at 8:25 am this school year and end at the usual time of 3:16 pm. Breakfast will continue to be offered, beginning at 8:05 am. Students not planning to eat breakfast should not arrive until 8:20 am.

There was historic legislation passed last spring in Minnesota in the education area. The Read Act will target literacy in school districts and other areas, including nonexclusionary discipline will be in place as well. Most noticeably, school meals (lunch and breakfast) will be offered free of charge beginning this year. Accrued balances will still need to be paid off and the funding includes only the initial school meal. Second helpings will still incur charges to lunch accounts.

We are looking forward to a great school year! We appreciate the trust you put in us and are excited to continue this journey in a partnership with you, your children, and our community!

Sincerely,

A handwritten signature in black ink, appearing to read 'Luke Kjelland', with a stylized, flowing script.

Luke Kjelland

PK - 12 Principal

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Employee Directory and Contact Information

SPRING GROVE SCHOOL DISTRICT

PHONE: 507-498-3223 FAX: 507-498-3470

113 2ND AVE. N.W. www.springgrove.k12.mn.us PO BOX 626

ADMINISTRATION

Superintendent	Mrs. Rachel Udstuen
Principal	Mr. Luke Kjelland
Assist. Superintendent	Ms. Gina Morken
District Accountant	Ms. Tanya Elton
Dist. Admin. Assist.	Mrs. Karen Fried
Dist. Admin. Assist.	Mrs. Rachel Bjerke
Dist. Admin. Assist.	Mrs. Jenny St. Mary
Comm. Ed/ Health Aide	Mrs. Cindy Thorson
Athletic Director	Mrs. Michelle Anderson

E-MAIL ADDRESS

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STAFF

Mrs. Anderson	Business Education
Ms. Amberg	Day Care Director/SpEd
Mrs. Augedahl	Special Ed
Mrs. Becker	First Grade
Miss Bergsgaard	ECFE Coordinator/4K
Mrs. Bjerke	Kindergarten
Mrs. Bratland	First Grade
Ms. Cross	Secondary Art
Mr. Deck	MTSS/Interventions
Mr. Dunkle	Social Studies
Ms. Elton	Science
Mrs. Eiken	Elementary Art
Mrs. Engel	Instrumental Music
Mrs. Fisher	SpEd
Mr. Grinde	Fifth Grade
Mrs. Hammel	Fifth Grade
Mrs. Jahnke	Media Center
Mr. Konz	Physical Education
Mrs. Lile	English/ Spanish
Mr. Lochner	Social Studies
Ms. Mestelle	Science
Mrs. Miller	English
Mr. Moore	Phy Ed/Health/HVED ALC
Mrs. D.Morken	Third Grade
Mrs. K.Morken	JH/HS Math
Ms. Nelson	Inhouse sub
Ms. Parker	Fourth Grade
Mrs. Schultz	1st/2nd Grade
Mr. Solberg	Student Counselor/Choir
Mrs. Solberg	Kindergarten
Ms. Storlie	Elementary Music
Mrs. Strand	Fourth Grade
Mr. Strinmoen	Mathematics
Mr. Thompson	I.T. Administrator
Ms. Lexi Thorson	Social Worker
Mrs. Tisthammer	Ag/Industrial Arts
Mrs. Tollefsrud	Second Grade

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Joyce Magers	Lunch Account Para	joyce.magers@springgrove.k12.mn.us
Brent Messner	Head of Maintenance	brent.messner@springgrove.k12.mn.us
Zach Fishbaugher	Maintenance	zach.fishbaugher@springgrove.k12.mn.us
Sarah Ostern	Maintenance	sara.ostern@springgrove.k12.mn.us
Schmitz Bus Co.	(507) 450-5160	schmitzbuscal@gmail.com
Bus Drivers: David Myrah, Lonny Tweeten, Michael Wiste		

Part 1 -- Information

Arrival and Dismissal Hours

School building hours are:

Elementary/High School/District Office hours

7:30 a.m. – 4:00 p.m.

School Hours – 8:25 – 3:16

Doors Open at 8:00 for breakfast.

Door 1 & Door 3 Walkers & Drop Offs

Door 6 Bus Riders

Bus loading/unloading area – north side of building

Student Dismissal: 3:16; Bus departure 3:23

If a student has an appointment with a teacher before school or needs assistance, report to the office.

All Students arriving late or leaving early must check in at the District Office

Students cannot be on school property without supervision.

Calendar

The school calendar is adopted annually by the school board. A copy of the school calendar can be found Appendix 19 and on the school district's website at www.springgrove.k12.mn.us > Quick Links for Parents > School Calendar.

Class Assignments

It is the policy of Spring Grove Public Schools that the responsibility for placement of students for the following school year is that of the homeroom and special education teachers, specialists, guidance and counseling team and

the elementary principal. The following criteria are taken into account when making these decisions: gender, date of birth, ability, independent learner, enrichment, parent support, medical/family/emotional/behavioral issues, special education and Title I.

Families may not request a specific teacher for their child.

Please have confidence in the decision made by the team. If you have information that would be helpful in making a proper placement for your child please provides this, in writing, to the principal before April 1. This is the date the process regarding assignments will begin and information provided after that time will be too late and not considered. The student's homeroom teacher for the upcoming school year will be provided on your child's 4th quarter report card.

Dances and Social Activities

Activities will end by 11:30 p.m. on Fridays and Saturdays unless extensions are needed due to ball games, etc. (Exceptions: Homecoming/Prom - 12:00 midnight). Students bringing guests must get permission from the principal. All dances and activities must be cleared through the principal.

Students attending school functions while using/possessing, or under the influence of tobacco products, electronic vaping devices, alcohol or drugs will be removed from the premises. Parents and law enforcement officials will be notified.

Dance Regulations

All student organizations wishing to sponsor dances must complete "Request for Approval of Student Activity Form", which requires the signatures of sponsors and chaperones, and submit it to the student council for the approval at least one week prior to the date of the dance. The principal must approve all "Request for Approval of Student Activities" that have passed the student council before the dance may be held.

- All rules, pertaining to student behavior, conduct, and dress outlined in the HANDBOOK apply at dances. Students should enter and exit the building through the front doors.
- One hour after the scheduled start of the dance NO students will be allowed to enter. The chaperones may make exceptions to accommodate student's work schedules and students involved in other school activities if prior arrangements have been made.
- Students will only be allowed in the designated dance area which will include: REST ROOMS.
- **Students who leave the building or the designated dance area will not be allowed to re-enter the dance.**
- Chaperones may send students home if their behavior, conduct, or dress is inappropriate.
- Students who are not involved in cleaning up should leave the school grounds immediately after the dance.
- At least two faculty members and three parents should serve as chaperones at all dances
- Junior High School dances are for students in grades 7 and 8.
- High School dances are for students in 9, 10, 11, & 12.
- Prom is for students in grades 11 & 12. 9th and 10th graders may attend if escorted by a 11th or 12th grader.
- Homecoming Dances are open to students in grades 7-12.
- Elementary students are not to be admitted to dances.
- One guest (7 – 12th grade) per Spring Grove student with a pass. Guests may be admitted to school dances if they:
 - a. Get a pre-authorized dance pass from the office no later than 1 day prior to dance. Needs to be signed by the guest's school principal.
 - b. Are the guest of a student who is attending the dance.
 - c. Have been pre-registered as a guest with the chaperone in charge.
 - d. Sign in when they arrive at the dance.
 - e. Follow the behavior, conduct, and dress guidelines established in the Handbook.
- Students under school suspension and students who have been expelled from school may not attend dances.
- ALUMNI may attend Homecoming Dances as special guests.
- Hosting activity students and chaperones are responsible for decorations, clean-up and supervision.

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 and this handbook.

Employment Background Checks

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

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non curriculum-related meetings during non instructional 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 non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non-school 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 / Bills

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own pencils, pens, paper, erasers, notebooks and other personal items. Students may be required to pay certain other fees or deposits, including:

- 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 home school. (Appendix 13)
- 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. (Athletic events \$3)
- Voluntarily purchased student health and accident insurance.
- Technology (see Appendix 13)
- Use of musical instruments owned or rented by the school district. (see Appendix 13)
- Transportation of students to and from optional extracurricular activities.
- Athletic participation. (see Appendix 13)

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

Student fees/bills must be paid in full to the office prior to participation in an activity or athletic season. A student may not participate until fees/bills paid. Notice will be given in writing by the principal's office by August 1 and quarterly hereafter. Lunch account balances will be exempt. Special circumstances to be handled by the principal.

Food/Beverages in the Classrooms

There are special occasions when parents send treats to school for the entire class. If you would like to send a treat, we ask that you adhere to State Department guidelines indicating that treats must be purchased from a bakery or a store. All candies should be individually wrapped. Home-made cookies, cakes, etc. are not allowed.

Beverages that are open in locker / hallways / classrooms are not allowed. Water bottles, including flavored water, may be used by students. There is a "healthy snack" vending machine available on the lower hallway by the cafeteria. These snacks are available for purchase before and after school and during the school day IF your supervising teacher/staff member has approved it.

Breakfast and lunch locations will vary. Non-perishable snacks can be stored in your backpack/bookbag.

Food Service

Breakfast and lunch are 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 eat the school lunch or bring a prepared lunch from home. Milk will be available for purchase to supplement lunches brought from home. Water is available to all students.

BREAKFAST

Students who want to participate in the School Breakfast Program are encouraged to arrive at school between 8:10 - 8:40 a.m. Breakfast stops serving at 8:35 a.m.

Students are not to arrive at school before 8:10 a.m. unless under direct supervision of a teacher.

In order for a breakfast to count as a reimbursable meal, students must select three components; one selection must be at least 1/2 cup of fruit or juice. Your child will be charged for duplicate components. Example, if your child takes two entrees, your

account will be charged for a meal and an extra entree. Same for milk, juice, etc. Please keep sufficient money in your lunch account. Milk break also comes out of your lunch account.

K-12	FREE
Adult	\$2.50
Student/Adult Milk: \$.40 single milk	

LUNCH

In order for a lunch to count as a reimbursable meal, students must select three components; one selection must be at 1/2 cup of fruit or vegetable. Charges will be accessed for extra components.

K-6	FREE
7-12	FREE

Student/Adult Milk: \$.40 single milk
Adult/Guest Lunch: \$4.95

Method of Payment for Student Lunch/Breakfast:

- All Lunch Accounts are Family Accounts. Parents may send (deposit) any amount to a child's lunch account and the above amount(s) will be deducted as used. Meal and milk money should be left at the office by 8:30 a.m. or deposits can be made online using JMC. (log onto you JMC account or use the JMC Family app)
- All students must make arrangements to maintain a balance in their lunch account. Low balance notices will be emailed out each Wednesday.
- Milk Break for elementary as well as additional milk and ala-carte items at breakfast and lunch are not included in the Free and Reduced Meal programs. If your account is delinquent in excess of \$15, your child may be denied seconds.
- Negative Lunch Account balances of \$50 will result in the following actions:

1. Phone call by building principal to family
2. Free/Reduced Lunch Application will be made available
3. Written notice by District to suspend Hot Lunch Meals until paid.
4. Referral to Houston county Social Services. Re: Child Welfare Report

- Unused lunch money will transfer to next year. NO re-funds will be given unless the student is a graduating senior.

The same rules that apply in the school apply in the cafeteria. The rules are posted on the cafeteria wall. Disregard of cafeteria rules is subject to disciplinary action.

Free and Reduced Meal Application

Free meal applications are available in the office or on the website: <http://www.springgrove.k12.mn.us> > Links for Parents > Free Meals Application. Your application also helps the school qualify for education funds, grants and discounts. For more information regarding eligibility for free and reduced price meals, contact Tanya Elton, District Accountant.

In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found at http://www.ascr.usda.gov/complaint_filing_cust.html or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by the School Board yearly, at the June board meeting. 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. See *Appendix 14* list of approved fundraising for this school year.

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.

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.

Holiday Celebrations and Parties

Students in grades K-5 will have two parties a year: Christmas and Valentine's Day. If you wish for your child not to participate in a party, please notify your child's teacher.

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.

Lockers

Lockers will be assigned to students. Log into JMC to see assignments and combinations if desired. Students will still be allowed to carry a backpack/bookbag if desired.

Elevator

The elevator is for staff use only. Can be used by students who have approval from the office for medical reasons, or from staff for special events (aka band concerts).

Media Center (Library)

The Spring Grove Media Center welcomes all students to

use the center and its resources for academic work, enlightenment, technical production, and recreational reading. Students are invited to use all the Media Center resources to complement and enhance their education.

In order that the largest possible number of students and staff benefit from the Media Center resources students are asked to practice the following behavior in the Media Center.

1. K-5 may check out books for one week and two weeks for 6 -12. Reference books may be checked out overnight.
2. Materials may be renewed at the discretion of the Media Center personnel.
3. Each elementary class visits the Media Center once a week. During this time there is instructional time where the students learn how to use the media center as well as having stories read to them and have time to check out books. All students are encouraged to check out books to take home and read. Reading helps improve vocabulary and language skills. Books are checked out and returned on a weekly basis. Overdue books may result in the inability to check out more books.
4. For 6 -12 graders overdue notices are shared every day via google docs with students. Periodic locker checks are made for overdue materials and materials that have not been checked out. Materials removed from the library without being checked out are considered stolen.
5. All materials that are lost should be reported immediately to prevent undue repercussions. Arrangements can be made to replace lost materials. Students will be charged replacement cost plus processing fees. If the book is found after the fine has been paid, the office has the discretion to retain the processing fee to cover the expenses incurred.
6. Students choosing not to adhere to these rules will lose the privilege of using the library/ media resources.

Messages to Students

Office telephones are not for students' personal use and due to the increase in cell phone usage, non-emergency long distance cell phone calls will **NOT** be made for a student from the office. 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 limited to before school, lunch, during passing between periods, and after school. Messages will be given to students before school, at lunch or after school.

Nondiscrimination

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent, Mrs. Udstuen, P.O. Box 626, Spring Grove, MN; phone: 507-498-3221, as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students

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

Parent/Teacher Concerns/Questions Protocol

Spring Grove Public Schools prides itself in welcoming parent participation and involvement. Our teachers, support staff, and administrative staff communicate often to keep parents informed of school events and procedures. Because our primary concern is of the well-being and education of our students, the Spring Grove Public Schools staff is committed to open, honest communication with parents. Despite our very best efforts, questions and concerns do arise. Part of our school procedure is that, in these cases, the parent must first contact the teacher before involving the school principal. This is because the teacher is the closest to the question or concern and is most able to resolve it quickly and effectively. To ensure the success of our students, we recommend that the following five steps to be followed when a question or concern arises:

1. Student contacts his/her teacher.
2. If the problem continues, parents may contact the teacher.
3. The teacher will follow up with the parent.
4. If the problem continues, the parent may choose to contact the principal.
5. The principal will ensure that the problem has been resolved.

Parent /Teacher Conferences

Parent and teacher conferences will be held in the fall and again in the spring. The focus of these conferences is the individual child and his/her progress in school. K – 5th grade conferences will be scheduled in homerooms. 6th–12th grade conferences are held in individual teacher rooms which parents will sign up for 10 minute conferences. Sign up will be done online with PTCFast. Conference dates may be found printed on the school calendar (Appendix 19). More information will come as we get closer to the dates.

Parent Volunteers

To volunteer in the school district, parents/guardians should speak to the teacher who will okay it with the principal. Parents/guardians who visit the school should sign in at the school office before entering a classroom. For further questions, contact the principal.

JMC Online Payments

We will be utilizing JMC Online Payments for lunch and fees. It is our intent to charge fees out to students for activities and you will see those charges under Tuition/Fees in JMC Parent Access. If you are selecting items from the “store”, please make sure to indicate the student that you

are paying the fee for. You can watch this JMC Online Payment Instructions for Parents and Guardians Youtube video. https://www.youtube.com/watch?v=appw1qmT_Oc&list=PL8v9of-huRRaaSQQQ77_UVR-Outoaa98El&index=3

You can pay your school fees for such things as school lunch, sports fees, participation fees, etc. The link to JMC is <https://sg.onlinejmc.com> or you can find the link to JMC on our school website (www.springgrove.k12.mn.us) under “Links for Parents” and “Quick Links for Students”.

JMC also has “JMC Family App” available for mobile devices. This allows for lunch payments, but as of yet does not let you pay for activities.

Pledge of Allegiance

Students in K-12 will recite the Pledge of Allegiance to the flag of the United States of America on Monday or first day of the 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.

Religious Release Time Classes (K-6)

Upon requests made by parents, the school cooperates with local churches and schedules time for students to attend religion classes. Classes are held in a building not on school grounds; hence the school is not responsible for the students during religion classes.

Religious training teachers are requested to walk their students back to school when their classes are dismissed.

If your child is disruptive during religion classes he/she will be sent back to school. As a parent you will have to meet with the religious training personnel to have the problem corrected.

If you wish your child to attend a Religious Release Time class, sign and return the permission form that will be available during assessment days.

Schedules

By logging into JMC on the school website you may view elementary and secondary schedules. Schedule changes in grades 7-12 must be made within five days of the class start day (drop/add).

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 Spring Grove 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 Principal or the Athletic Director.

Lunch Permit to Leave Building

Juniors & Seniors may leave the building during their lunch period if the Lion Pride Lunch Permit Form is completed, signed and returned to the high school office. He/she will be expected to follow the LION PRIDE PERMIT expectations.

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible. School closing announcements will be broadcast over local radio and television stations.

To receive messages via text, please be sure you have your JMC parent account up-to-date and that your cell phone number(s) are "checked" to receive text messages. Parents can do this by logging into JMC and on the left side click on "Parent Information".

In the event of school closings, these radio & television stations will be notified:

KDEC - Decorah 1240

KFIL - Preston 1060

KTTC TV - Rochester

WXOW TV - La Crosse

WKBT TV - La Crosse

WLAX/WEUX - La Crosse

KNEI - Waukon

La Crosse Radio Group: Classic Rock 100.1; Eagle 102.7, Magic 105

Mid West Family Broadcasting: Z93, WIZM, 95.7, 94.7, KQ98

Cumulus - Rochester: KROC, KWWK, KYBA, ZRock

Parent(s), Guardians, Students - please do not call the school office for school closings. Refer to above listings for announcements.

LION PRIDE LUNCH PERMIT

(Juniors & Seniors)

DATE: _____
month day year

Name of Student (print)

has my permission to leave the school building during lunch five (5) days per week. He/she agrees to the following:

- Student shall not drive or ride in motorized vehicles during the lunch period.
- Student may walk up/down town for lunch.
- I acknowledge that my child will be unsupervised when he/she leaves school property.
- I release the school of any liability in the event my child is injured or injures another while exercising open-campus privileges.
- Lunch Period is 30 minutes

To QUALIFY to be able to leave the building during lunch he/she must meet the following LION PRIDE PERMIT EXPECTATIONS.

PRIDE is an acronym for Personal Responsibility In Daily Effort. The LION PRIDE PERMIT was developed to promote student taking responsibility for their own actions and subsequently receiving more privileges after they have demonstrated they are responsible youths. Students must demonstrate a high level of consistency in three separate areas.

ATTENDANCE

- 3 or fewer absences per quarter
- No tardy detentions

Students may appeal for extenuating circumstances. Doctor, dentist, and orthodontist appointments with written verification are examples of absences that may be acceptable reasons for missing. Common colds, flu, etc. are examples of absences that will count toward the total of three absences. Students who do not qualify one quarter are encouraged to attempt to qualify the next quarter. Not everyone will qualify for the permit. Appropriate appeal forms for students who miss more than three days may be picked up and returned to the high school principal for approval.

DISCIPLINE

- No Discipline referrals to the office by a teacher which results in an administrative consequence.
- No MSHSL violation

ACADEMIC

- Must NOT be on Academic Ineligibility
- End of Quarter "F" in a class will result in revocation of permit for 9 weeks

Violations to these conditions of the LION PRIDE Lunch Permit will result in revocation of the Lunch Permit for the remainder of the quarter. Note: a final quarter grade of an F will result in a 9 week suspension

Signature of Parent

Signature of Student

School (Safety) Patrol

Our 6th graders are responsible for being trained yearly as our local School Safety Patrol. They patrol the crosswalks on Highway 44 in the morning and afternoon to assure safe crossing for our students walking to school. They are supervised by assigned staff. For their diligence and perseverance in all weather conditions, their reward is a trip to Target Field to see our Minnesota Twins at the end of the school year.

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 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 (Athletics, Physical Education)

- All locks used on school lockers must be a school lock or the lock will be cut off immediately.
- Locks will be provided for athletics and PE to be placed on their assigned locker.
- It is the student's responsibility to lock their locker. Spring Grove Schools will not be responsible for lost, stolen or damaged items.
- If a student loses his/her lock, they will need to notify staff and pay for a replacement.

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 con-

sent, 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.

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 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.

Student Publications and Materials

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

Distribution of Non-school-Sponsored Materials on School Premises

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees" policy in Appendix 2.

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 editorial control by the school district 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 complete information on the rights of parents/guardians and eligible students regarding student records, please see Appendix 3 in the back of this handbook. A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained at the District Office or District Website.

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 Appendix 4 in the back of this handbook. A complete copy of the school district's "Student Surveys" policy may be obtained at District Office or District Website.

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. 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. Masks/face coverings must be worn and physical distancing should be observed on all busses.

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.

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

Weather Conditions

Due to the inconsistency of Minnesota weather, have your child dress in layers throughout the winter. If the actual temperature outside is 0° or below or if the wind-chill is below 0°, student will have recess indoors.

Hats/headbands and glove/mittens are required. In addition, all students must wear boots outside from the time school personnel indicate they're necessary until the announcement is made that they're no longer needed. Not only do they help keep feet warm and dry, but it helps keep the floors of the building from becoming slippery and hazardous. Snow pants and boots are required when snow is on the ground or students must stay on the blacktop. Please write your child's name inside the winter clothing so it can be returned to your family, if necessary.

Part 2 - - Academics

Academic Eligibility Policy

Academic eligibility rules apply for the following activities:

1. All Minnesota State High School League Activities
2. Any Spring Grove Drama Productions
3. Any Spring Grove Music Performance
4. Any FFA Sponsored Activities

During the School Year

Students will be evaluated every two weeks. If after two weeks a student is failing one class, he/she will be warned and will be expected to bring the grade up to passing (D-). If the student is still failing any class for the next consecutive reporting period, then the student will be declared ineligible for a two week duration and will continue to be ineligible until he/she is passing that class.

Quarter Grades

If a student is failing a class at the end of a quarter/semester, that student will be ineligible for two weeks.

Students will be put on academic probation if they have an incomplete at the end of the quarter. After two weeks, if the student has not made up the work to improve the grade to passing, that student will be ineligible. Students failing a class at the end of the final grade reporting period are ineligible for two weeks during fall competition seasons.

Alternative Educational Opportunities

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

Alternative Programs – visit www.maapmn.org/pages/southeast

Cheating and Plagiarism

Cheating and plagiarism are prohibited. Students who cheat or commit plagiarism on any test or assignment will be given a failing grade for that test or assignment and will be disciplined in accordance with the school district's "Student Discipline" policy. Appendix 8. Students will be expected to complete an alternative assignment/test for a predetermined score value as decided by the teacher. Plagiarism is defined as the practice of taking someone else's work and passing them off as one's own.

Class Rank/Academic Standing

Honor Roll

The Honor Roll will be published at the end of each marking period. The following system is used to determine the Honor Roll:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	.67

80 minute classes = 2 weights

40 minute classes = 1 weight

SAMPLE CALCULATION:

Tech Ed. (80 minutes)	B+	3.33	X	2 (weights)	=	6.66
English (80 minutes)	B+	3.33	X	2 (weights)	=	6.66
Math (80 minutes)	A	4.00	X	2 (weights)	=	8.00
Psychology (40 minutes)	A	4.00	X	1 (weight)	=	4.00
Total:						7 weights = 25.32 points

25.32 points divided by 7 weights = 3.617 GPA for the quarter.

"A" Honor Roll = 3.67 or higher

"B" Honor Roll = 3.00 or higher

The top 4 (four) GPA's in the Senior Class will be reviewed by the principal. They will be designated as valedictorian, salutatorian, (2) honor students. They will speak at graduation as long as they meet the Spring Grove eligibility policy.

Distance Learning (Online)

Distance learning (DL) takes place when teachers and students are separated by physical distance and/or time.

The following are guidelines for distance learning opportunities for our students

1. A request form for a distance learning course can be picked up from the School Counselor. Completed forms must be submitted to the High School Principal no later than one week before the quarter begins.
2. The principal, in consultation with the School Counselor must approve all distance learning requests. In doing so the principal must have a degree of confidence that the student can successfully complete the course required. The student must demonstrate the ability to work independently.
3. The School Counselor will register all students for distance learning courses once approval from the principal is granted

4. The district will provide tuition payments of up to \$300/ distance learning course. A student who is a resident of another state and pays tuition to attend must pay for a distance learning course.
5. A DL supervisor may be assigned as duty under the Master Agreement. The School Counselor or building principal will serve as teacher of record.
6. The teacher of record will be the primary contact for the student's online instructor.
7. Students are not allowed to take more than two distance learning courses per semester.
8. Distance learning courses must be taken for a grade, calculated into the GPA and appear on their transcript. Quarter grades will be entered as pass/fail with a letter grade entered at the conclusion of the semester.
9. Distance learning courses must be completed within the semester of the school year contracted. Students who do not complete their coursework during this time will have 10 days to complete the coursework, excluding Qt.4 which is due by the last day of school.
10. Students who complete their coursework early will be expected to continue to engage in independent learning activities. The teacher of record will administer the final test during the final week of the quarter/semester.
11. A passing grade is expected on all courses taken by distance learning. If a grade of NP results, the student and his/her family will be responsible for reimbursing the school the full tuition amount owed.
12. A student who withdraws from a distance learning course is responsible for reimbursing the school the full

tuition amount owed.

13. All DL books must be returned to Spring Grove School District.

Early Graduation

Students may be considered for early graduation, as provided for within Minn. Stat. §120B.07, upon meeting the following conditions:

- A. All course or standards and credit requirements must be met;
- B. 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; and
- C. The principal's decision shall be in writing and may be subject to review by the superintendent and school board.

Experiential Learning Options

To meet Career and College Readiness Guidelines, the following options are available for students. Classroom Presentations, Site Tours, Career Day Opportunities, Job Shadowing, Mentorship, Work Experience, and Internship. Contact the School Counselor or the Principal for more information

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines

High School Level Courses Required for Graduation

Subject Area	Credits	Explanation
Language Arts	8	Must be sufficient to satisfy all academic standards in English language arts.
Mathematics	6	Algebra I is required by the end of eighth grade. Algebra II, or its equivalent, is also required. A computer science, career and technical education, or Project Lead the Way course may fulfill a mathematics credit if the course meets the academic standards.
Science	6	Must include at least one credit of biology, one credit of chemistry or physics, and one elective credit of science. The combination of credits must be sufficient to satisfy all of the academic standards in either chemistry or physics and all other academic standards in science. An agricultural science, or a career and technical education, or a Project Lead the Way course may fulfill a science credit if the course meets the applicable state academic standards. An agricultural science or career and technical education course cannot fulfill the biology requirement.
Social Studies	8	Must include at least United States history, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies. An agriculture education or business department may fulfill a one-half credit in social studies if the credit is sufficient to satisfy all of the academic standards in economics.
Arts	2	Must be sufficient to satisfy all of the state or local academic standards in the arts. A career and technical education course may fulfill an arts credit.
Elective Courses	28	
PE/Health	2	
TOTAL	60	

the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the principal at the school office.

Field Trips

Field trips may be offered to supplement student learning. Field trips may be optional and, if so, students who participate may be charged. Students will not be required to pay for instructional trips that take place during the school day, relate directly to a course of study, and require student participation.

Grades/Academic Progress

K-5 SBL (Standards Based Learning)

6-12 SBL & letter grades issued

Each teacher your child has for a class will clearly identify their grading assessment policy. 6-12 students' grades will be reported quarterly during the year, K-5 each semester. Report cards will be emailed to the student and the primary contact. Online grade reports may be reviewed on your JMC account.

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 Spring Grove High School. Students will have the first opportunity to take a test in basic requirements in 3rd. Parent may opt out of the statewide assessments for their student(s) by completing the form in Appendix 12 and returning it to the school district office.

Course Credits Required

In order to receive a diploma, students must successfully complete at least 60 credits and comply with the following high school level course requirements:

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 counselor or principal.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Homework is meant to be a reinforcing tool for educational progress; it should be used only in that capacity. Most work will be done under direct teacher supervision. This does not include make-up work the student has not completed.

All work is due the morning of the next school day after it has been assigned, unless otherwise stated (reports, presentations, etc.) Students with late or missing work may not be allowed special privileges (recess, free time, , etc, at the discretion of the teacher) until the work is completed. Students are encouraged to turn in make-up work as quickly as possible so that current learning is more easily understood.

You can help your child develop routines that will be of assistance in successfully completing homework assignments. The following suggestions are offered for this purpose:

- Become interested in your child's homework.
- Ask him/her to show the homework to you and to explain what the work completed was about.
- Sharing your child's work with him/her reinforces the importance of homework and helps the child to learn.

Independent Study

Independent Study is a course that a student takes from a licensed teacher on the Spring Grove faculty.

Spring Grove's Master Agreement, Article X, Section 5 states, "Secondary teachers may grant or deny at their discretion any requests to provide independent study classes for students".

Promotion and Retention

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The superintendent's decision will be final. The district has a variety of services to help students succeed in school. For more information, contact the principal.

Post-Secondary Enrollment Options

Ninth, tenth, eleventh and twelfth grade students may apply to enroll in Post-Secondary Enrollment Options (PSEO) and other advanced enrichment programs. General information about the PSEO program can be found on the MN Department of Education website. 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 (grades figured into GPA). Please note: individual colleges and universities may have earlier enrollment dates than listed in the state policy. Stu-

dents wishing to take a PSEO course should contact the School Counselor, Mr. Solberg.

Summer School/Lion's Academy

Grades K - 8 may participate in Lion's Academy conducted the month of July. Grades 9-12 may participate in Summer School for credit recovery. Program length varies.

Flexible Learning Year Program

The school district offers to its students a flexible learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. If a student participates in the program, the student may accelerate attainment of grade level requirements or graduation requirements. Students interested in participating in the flexible learning year program should contact Mr. Kjelland.

EOTO - Each One Teach One

This is an after school program for students in grades 3 - 8 who are in need of assistance in Reading and Math. Program is supervised by one classroom teacher and often has peer tutor assistance. Program generally operates Monday - Thursday for one hour nightly. Students may select the night or nights they wish to attend.

A student's participation in the program is optional. Program viability is contingent on numbers to support the program.

Students interested in participating in the learning year program should contact the principal or fill out a registration form at Assessment Days.

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:

- whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
- 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;
- 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 also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

Part 3 - - Rules & Discipline

Attendance

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. Parents/Guardians may excuse their child up to five days per semester or ten days per year. Any absence beyond this will require a medical/valid appointment excuse.

Students who are absent from school after 11:45 a.m. because of illness shall be ineligible to participate in any after school activity.

For detailed information, see the "Student Attendance" policy in Appendix 5

Bullying Prohibition

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, or at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information regarding the school district's "Bullying Prohibition" policy, see *Appendix 6: Bullying Prohibition*

Buses—Conduct on School Buses and Consequences for Misbehavior

School bus transportation safety is a team effort involving the school staff, bus drivers, students and parents.

- Students who ride the bus need to tell their bus concerns/incidents to their bus driver.
- When student bus concerns/incidents are told to parents by students, parents then need to contact their child's bus driver by phone.
- Bus drivers with concerns are encouraged to call the student's parents.
- In cases of written reports the driver will turn it into the school principal to be dealt with.

Generally, student cooperation on buses is good. This information is to clarify and confirm the procedures for students, parents, and bus drivers. These are the parties most directly involved in working with bus concerns/incidents

- Mrs. Udstuen, Superintendent
- Mr. Kjelland, K-12 Principal

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.

Behavior Matrix

	Be RESPECTFUL	Be SAFE	Be RESPONSIBLE
HALLWAY	<ul style="list-style-type: none"> • Keep hands and feet to self • Stay quiet - classes are in progress • Always listen to adults • I use my phone only at appropriate times 	<ul style="list-style-type: none"> • Follow directions • Accept consequences for your actions 	<ul style="list-style-type: none"> • Walk face forward • Keep to the right • Keep hallways clear and clean
RESTROOM	<ul style="list-style-type: none"> • Respect privacy • Use kind words and actions • Use equipment and supplies properly 	<ul style="list-style-type: none"> • Remind others of rules • Return to room promptly • Go, flush, wash 	<ul style="list-style-type: none"> • Wash hands • Report problems to an adult • Walk at all times • Keep water in the sink
ASSEMBLY	<ul style="list-style-type: none"> • Eyes and ears on speaker • Participate • Use appropriate applause • Always listen to adults • Never use your phone 	<ul style="list-style-type: none"> • Enter and exit quietly • Follow directions • Remain quiet 	<ul style="list-style-type: none"> • Walk at all times • Stay in designated area
PLAY GROUND	<ul style="list-style-type: none"> • Take turns • Use kind words and actions • Always listen to adults 	<ul style="list-style-type: none"> • Play by the rules • Invite others to play • I never throw wood chips, sand, or rocks 	<ul style="list-style-type: none"> • Stay in designated area • Report problems to an adult • Walk to and from building • Take care of all equipment
WINTER PLAY GROUND	<ul style="list-style-type: none"> • Take turns • Use kind words and actions • Always listen to adults 	<ul style="list-style-type: none"> • Play by the rules • Invite others to play • I only go down the slide • I never throw snow • I don't push on "snow mountain" 	<ul style="list-style-type: none"> • Dress for the weather (hat, mittens, coat, boots, snow pants) • Get dressed and ready for recess and for class when recess ends quickly • Take care of all equipment
CAFETERIA	<ul style="list-style-type: none"> • Respect other's space • Use kind words and actions • Always listen to adults 	<ul style="list-style-type: none"> • Clean up after yourself by picking up food and trash • Use inside voices to visit with neighbors 	<ul style="list-style-type: none"> • Follow directions from adults • Walk at all times • Eat only your food
LIBRARY	<ul style="list-style-type: none"> • Take care of books and equipment • Respect others who are trying to read and learn • Always listen to adults • I don't use my phone 	<ul style="list-style-type: none"> • Be quiet • Use time wisely 	<ul style="list-style-type: none"> • Follow directions from adults • Walk at all times
CLASS ROOM	<ul style="list-style-type: none"> • Use classroom materials appropriately • Walk at all times • Keep hands, feet and objects to yourself • My phone is in the appropriate place 	<ul style="list-style-type: none"> • Be ready to learn • Try your best • Stay on task • Participate 	<ul style="list-style-type: none"> • Pay attention to your teacher • Follow instructions • Use kind words and actions • Raise your hand to speak
BUS	<ul style="list-style-type: none"> • Stay seated face forward • Watch for traffic when entering/exiting • Keep hands and feet to yourself • Always listen to adults 	<ul style="list-style-type: none"> • Keep your backpack closed • Report problems to adults 	<ul style="list-style-type: none"> • Keep noise down • Use kind words and actions • Listen for your stop • Remember your bus number

Discipline

We believe education is one of the most important aspects of life so it's necessary to provide these Goals of Self-Management: every student has the right to learn in a pleasant setting without disruptions from others and every student has the right to be treated with dignity and respect without fear of physical, verbal or mental harm from others. To guarantee students an excellent learning climate, the Board of Education adopted bullying and harassment policies as well as the following Self-Management Guidelines. Students are expected to abide by these guidelines at all times.

If the behavior continues, the child will be referred to the MTSS Team. Parent/Guardian will be invited to meet with the homeroom teacher/class teacher, principal and other school personnel to create an individualized plan that is specific to the child's academic, behavioral, emotional and or social needs.

School administration reserve the right to administer additional consequences from what is listed above to the extent that is reasonable and appropriate based upon the specific facts and circumstances of student misconduct. Disciplinary action may include, but is not limited to, loss of privileges, loss of recess, noon detention, after school detention, and restitution.

K-12 Progression of Consequences for MINORS unless otherwise stated.







1. Reteach.
2. Planned Discussion
3. Parent contact.
4. Restorative Meeting with referring teacher, student, administration if needed
5. Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
6. Working Lunch (Determined by Administration)
7. Detention. (Time Determined by Administration).

K-12 Progression of Consequences for MAJORS unless otherwise stated.

1. Restorative Meeting with referring teacher, student, Administration if needed
2. Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
3. Working Lunch (Determined by Administration)
4. Detention (Time Determined by Administration)
5. In School Suspension (ISS)
6. Out of School Suspension (OSS)
7. Law Enforcement Option
8. Principal discretion to increase consequences due to flagrant nature.
9. Board Review for Expulsion/Exclusion







MINORS

Classroom/Staff Managed

Infraction Definition	Expected Behavior	Consequences
 <p>Littering: Any leaving or scattering of trash around the school property.</p>	Students shall help to keep the building and grounds free of trash	1st Offense- Classroom/Teacher Reteach
		2nd & Subsequent – 2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration
 <p>Open Food/Beverage: Breakfast and lunch are to be eaten in designated areas</p>	Water bottles encouraged. Non-perishable snacks allowed in locker. There is a “healthy snack” vending machine available in the lower hallway by the cafeteria. These snacks are available for purchase before and after school and during the school day if you supervising teacher has approved it.	1st Offense - Classroom/Teacher Reteach
		2nd & Subsequent – 2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration
 <p>Public Display of Affection: Any close physical contact between two individuals of an intimate nature.</p>	Students shall conduct themselves in a respectful manner in public.	1st Offense - Classroom/Teacher Reteach
		2nd & Subsequent – 2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration
 <p>Dress Code Violation: School-Appropriate Attire: Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Remember the 3Cs when dressing for school; you should be CLEAN, COMFORTABLE and COVERED-</p>	School-Appropriate Attire: Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Remember the 3Cs when dressing for school; you should be CLEAN, COMFORTABLE and COVERED.	1st Offense - Classroom/Teacher Reteach
		2nd & Subsequent – 2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration
 <p>Locker Violation</p>	Students are expected to keep their lockers free of clutter.	1st Offense-Classroom/Teacher Reteach
		2nd & Subsequent – 2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration
 <p>Throwing of Food/ Misuse of Food</p>	Students are to keep the cafeteria clean. Respect others' trays.	1st Offense-Classroom/Teacher Reteach
		2nd & Subsequent – 2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration

MINOR/MAJOR

Staff Reteach or Detention or Office Referral

	Infraction Definition	Expected Behavior	Consequences
	Noncompliance / Defiance: Not following direction of staff.	Students shall follow the direction of all staff.	1st Offense - Classroom/Teacher Reteach
			2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration if needed
	Disrespect: Student displaying Inappropriate Tone/Attitude/Gesture/Touch	Students are to treat everyone with respect at school or school event.	1st Offense - Restorative Meeting with referring teacher, student, Administration if needed
			2nd & Subsequent – Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
	Disruptive/Unsafe Behavior: Student engages in behavior causing interruption in a class/activity. Poor sportsmanship, minor property damage, talking back., or any activity that could be harmful to oneself or others	Students shall focus their behavior on learning and allowing others to learn.	1st Offense - Restorative Meeting with referring teacher, student, Administration if needed
			2nd & Subsequent – Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
	Inappropriate Language/ Profanity Disruptive Language not suited for school use	Students shall use appropriate language at school.	1st Offense - Restorative Meeting with referring teacher, student, Administration if needed
			2nd & Subsequent – Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
	Inappropriate Touch: Any pushing, shoving toward another individual; not keeping hands, feet, etc. to oneself	Students shall honor the personal space of others.	1st Offense - Restorative Meeting with referring teacher, student, Administration if needed
			2nd & Subsequent – Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
	Technology/Property Misuse: Including cell phone, iPad, MacAir, etc. Note - No Personal Laptops; not handling school or someone's property in an appropriate, protective way. Electronics/Cell phones turned off, left in back pack, cell phone holder, or locker	Students shall use all technology appropriately. Computers will be in the charging station nightly OR brought to school daily fully charged.	1st Offense-Reteach
			2nd & Subsequent – Restorative Meeting with referring teacher, student, Administration if needed; Loss of technology privilege as determined by administration *see cell phone policy (506) Appendix 1 *see laptop policy Appendix 17

MINOR/MAJOR

Staff Reteach or Detention or Office Referral



Infraction Definition	Expected Behavior	Consequences
<p>Lying & Cheating: Student is found cheating on a school assignment or test, plagiarism, or collusion with intent to deceive school personal</p> <ul style="list-style-type: none"> • Plagiarism: Plagiarism, presenting others' work as your own, and unauthorized collaboration are not allowed. Proper citation and acknowledgment of sources are required. • Cheating: Cheating, using unauthorized materials, or seeking other assistance without permission from staff is prohibited. Students must complete assignments independently unless they are given explicit permission to use other people or sources for aid. • AI Assisted Work: The use of AI tools or technologies to generate partial or complete assignments must be disclosed to and approved by the teacher prior to submission of the work. While AI can be a valuable tool, it is essential that students maintain intellectual ownership and understanding of the work produced. 	<p>Students are expected to give accurate info when asked. Do your own work.</p>	<p>1st offense - Restorative Meeting with referring teacher, student, Administration if needed; Assignment redone/alternative assignment for a teacher pre-determined value</p>
		<p>2nd & Subsequent - Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence/ ISS</p>

MAJOR






Office Referral

Infraction Definition	Expected Behavior	Consequences
Attendance Violation/Skipping Class: An unexcused absence for one class period or reporting to class after five minute tardy time or being in an unauthorized location	Students will attend classes on time daily and/or be in a supervised location	1st Offense-2 Hours Detention/ Working Lunch
		2nd & Subsequent 4 hours detention/ Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
Missed Administrated Detention: To not go to scheduled detention without first making arrangements with office or administrator	Students are expected to complete all detentions when scheduled. If an emergency situation occurs students should make other arrangements with the principal.	1st offense - Detention time doubles
		2nd & Subsequent - Meeting with Student, Parent/ Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence/potential ISS/OSS/Suspension from activities
Truant: See Attendance Policy, pages 36-39		
Tardy: See Attendance Policy, pages 36-39		
Vandalism (Property Damage/ Misuse): Deliberate, mischievous, malicious destruction, or damage of property or causing undo wear.	Students shall respect the property of other students, the staff, guests, the school district, et. Students and parents may be required to attend a conference with parties involved.	1st Offense-ISS and restitution
		2nd & Subsequent OSS and restitution
School Bus Violation(s)		See School Bus Policy, page 17
Bullying Extreme or repeated verbal behavior, cyber behavior, or any physical behavior set forth to intimidate a person to make them do some thing or feel uncomfortable or a any written or verbal expression, physical act or gestures, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to a student or group of students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance.	Students should treat each other with respect.	See Appendix 6 Range from PBIS to suspension and or expulsion








MAJOR

Office Referral

Infraction Definition	Expected Behavior	Consequences
 <p>Physical Aggression: Actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling scratching, throwing of an object, etc)</p>	<p>Students shall settle differences by non-physical means. Students and parents may be required to attend a conference with parties involved. Students may be charged with disorderly conduct and taken to court</p>	1st offense - ISS/ Potential Law Enforcement Referral/ Meeting with Student, Parent/ Guardian, Referring Teacher, Administration to develop Behavior Support Plan/ Consequence
		2nd & Subsequent - OSS/ ISS/ Law Enforcement Referral; Meeting with Student, Parent/ Guardian, Referring Teacher, Administration to develop Behavior Support Plan/ Consequence
 <p>Stealing/Theft: Student is in possession of having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission</p>	<p>Students shall respect the property of other students, the staff, guests, the school district, et. Students and parents may be required to attend a conference with parties involved. Restitution will be required.</p>	1st offense - ISS/ Potential Law Enforcement Referral/ Meeting with Student, Parent/ Guardian, Referring Teacher, Administration to develop Behavior Support Plan/ Consequence
		2nd & Subsequent - OSS/Law Enforcement Referral; Meeting with Student, Parent/Guardian, Referring Teacher, Administration to develop Behavior Support Plan/Consequence
 <p>Harassment & Violence: Verbal or cyber-related behavior intended to disturb, upset, embarrass, or harm someone else; delivering disrespectful message* (verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. *Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</p>	<p>Students are expected to treat other students and staff with respect during all school times.</p>	<p>See Appendix 7 Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.</p>
 <p>Use/Possession of Tobacco: using, possessing, distributing tobacco or tobacco paraphernalia, Vaping Products, E-Cigarettes or look-a-like</p>	<p>No Tobacco Use</p>	1st offense ISS/ Law Enforcement Referral
		2nd & Subsequent OSS/Law Enforcement Referral
 <p>Use/Possession of Combustibles: Student is in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid)</p>	<p>No Combustibles</p>	1st offense ISS/ Law Enforcement Referral
		2nd & Subsequent OSS/Law Enforcement Referral

MAJOR

Office Referral

Infraction Definition		Expected Behavior	Consequences
	Use/Possession of Alcohol: Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances, or look-alike substances.	No Alcohol	1st offense ISS/ Law Enforcement Referral
			2nd & Subsequent OSS/Law Enforcement Referral
	Using, possessing, distributing, or being under the influence of narcotics, drugs, or other intoxicating substances or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student.	No Drugs	1st offense ISS/ Law Enforcement Referral
			2nd & Subsequent OSS/Law Enforcement Referral
	Bomb Threat/False Alarm: Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.	No False Alarms	1st offense OSS/Law Enforcement Referral until Board review
			2nd & Subsequent OSS/Police Law Enforcement Referral until Board review
	Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects. Violation of the school Weapons Policy. Possession of ammunition including, but not limited to bullets or other projectiles designed to be used in or as a weapon.	No Weapons	1st offense OSS/Law Enforcement Referral until Board review
			2nd & Subsequent OSS/Law Enforcement Referral until Board review
	Hazing: Committing an act against a student or use of coercion to inflict harm..	No Hazing	OSS/ Potential Law Enforcement Referral

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

1. Students Grade K-1

- a. 1st Offense—Warning by bus driver; driver may assign a seat to a student.
- b. 2nd Offense – Parents are contacted by the building principal. He/she reserves the right to assign a noon or after school detention.
- c. 3rd Offense—Suspension from riding the bus for 3 days of school attendance. A meeting with parent will be scheduled.
- d. 4th Offense—Suspension from riding the bus for 5

days of school attendance. A meeting with parent will be scheduled.

- e. Further offenses/Server clause – Individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: when a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Rewards for Cooperation and Good Conduct

- a. Verbal positive reinforcement to students by the bus driver.
- b. The bus driver will allow the radio to be on, set at a moderate volume, for the enjoyment of all students.
- c. Students will be allowed to sit where they desire

3. Other Discipline

- a. Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct. Possible suspension from the bus for the year.

4. Records

- a. Records of school bus/bus stop misconduct will be forwarded to the school principal and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.

5. Vandalism/Bus Damage

- a. Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of the bus privileges until damages are paid.

6. Criminal Conduct

- a. In cases involving criminal conduct (i.e. assault, weapons, possession, and vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed. Parents/Guardians will be notified as soon as possible.

7. Parent Responsibilities for Transportation Safety

- a. Become familiar with District rules and policies, regulations and principles of school bus safety.
- b. Assist students in understanding safety rules and encourage them to abide by them.
- c. Recognize their responsibilities for the actions of their students at bus stop and on the bus.
- d. Support safe riding practices and reasonable discipline efforts.
- e. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
- f. Support procedures for emergency evacuation and procedures in emergencies as set up by the School District.
- g. Respect the rights and privileges of others.
- h. Communicate safety concerns to school administrators.
- i. Monitor bus stops, if possible.
- j. Support all efforts to improve school bus safety.

Parent and guardian notification

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

Cell Phones and Other Electronic Communication

Devices

Students may use their cell phones before school, passing times, lunch, and after school. Cell phones are NOT to be used in classrooms, restrooms and locker rooms. Teachers may instruct usage of your personal cell phone for email, text and calendar functions. Cellphones should be kept in backpacks, locker, or phone caddies at times not specified above.

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.

Students who abuse cell phone privileges will be subject to the following consequences:

First Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator who requests that your phone be turned in. Teacher will instruct student on appropriate use of cell phone/electronic device during approved times. Student may pick up their phone in the school office after school from Mr. Kjelland.

Second offense: Surrender phone to the teacher, substitute, paraprofessional or administrator who requests that your phone be turned in. The confiscated cell phone will be turned over to the parent or legal guardian.

Third Offense: Surrender phone to the teacher, substitute, paraprofessional or administrator who requests that your phone be turned in. The student will lose their ability to carry their cell phone during the school day. Duration determined by administration. Make up time will be assigned.

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

Students who are using another person's cell phone without their permission will be charged with theft. Students who vi-

olate this policy while using another person's cell phone with permission will face consequences along with the phone's owner.

Discipline

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

Appendix 8

Discipline Complaint Procedure

In instances when a parent, staff member, student, or community member feels that the school district has not followed the correct procedure when dealing with a discipline situation, a written complaint should be made to the school district within three days of the alleged infraction. The district will allow involved parties to submit additional information related to the complaint. Within three school days of the complaint, the school principal, or other designated administrator will investigate the complaint to see if district procedures were followed correctly. Once a determination has been made the complainant will be notified in writing of the findings and conclusions. Corrective action will happen at the district level related to any of the investigation's findings. Reprisals or retaliations from any party involved in the complaint are strictly prohibited. Any party who engages in reprisal or retaliation will be subject to further corrective action as determined by the district.

Dress and Appearance

School-Appropriate Attire: Students are encouraged to be dressed appropriately for school activities and in keeping with community standards. Remember the 3Cs when dressing for school; you should be **CLEAN, COMFORTABLE** and **COVERED**. Personal appearance should not be distracting, cause disruption or present unsafe situations. The following guidelines, while not all inclusive, will be used by staff in discerning appropriateness of student attire between school hours 8:25 - 3:16.

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:

- Shorts, tank tops, shirts or cut off shirts must be of sufficient length and coverage.
- Coats and sunglasses are not worn to class
- Undergarments should not be showing.
- No slippers, blankets, pajamas or winter coats during the school day.
- Pants, skirts and shorts must be worn at waist. Appropriate footwear is a must.
- 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.
- Headgear, including hats or head coverings are not to be worn except with the approval of the building principal. (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

Please remember this listing is simply a guide to help students and is subject to change. If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

Spring Grove Eligibility Policy

Category I: Athletic Eligibility

Spring Grove Public Schools follows all regulations and penalties as stated in the current MSHSL Eligibility Brochure (including fall and spring Clay Target League).

Category II: Activities Eligibility

Spring Grove Public Schools follows all regulations as stated in the current MSHSL Eligibility Brochure and the penalties stated below.

Activities include:

- Speech
- One Act Play
- School Plays including the Musical
- League sponsored Band and Choir Performances
- Band and Choir Concerts
- Marching Band Events and Parades
- Color Guard Events
- Pep Band Performances
- Regional FFA Contests
- FFA State and National Conventions
- Knowledge Bowl Competitions
- Spelling and Geography Bee Contests
- Visual Arts Activities
- Odyssey of the Mind Competition

PENALTIES:

1. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next one (1) performance/contest or two (2) weeks of the season in which the student is a participant, whichever is greater. Bylaw 205: No exception if permitted for a student who becomes a participant in a treatment program.
2. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next

two (2) consecutive performances/contests or four (4) weeks of the season in which the student is a participant, whichever is greater. Bylaw 205: No exception if permitted for a student who becomes a participant in a treatment program.

3. Third and subsequent Violations: After confirmation of the third and subsequent violations the student shall lose eligibility for the next four (4) consecutive performances/contests or twelve (12) weeks of the season in which the student is a participant, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

Penalties are progressive and consecutive.

Denial Disqualification: A student shall be disqualified from all activities for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Category III: All Student Eligibility

Additional Restrictions placed on all Spring Grove Students.

IIIA: Student who does not participate in Category I and/or II.

The following activities will be restricted three (3) months for First Violation, six (6) months for the Second Violation and nine (9) months for the Third and Subsequent violations. Eligibility requirements for a violation occurring during summer recess will begin on the first student day of the school year.

Activities include:

- FFA Officers
- Class Officers
- Student Council
- Homecoming Royalty
- Prom Royalty
- Waiters at Prom
- Graduation Speaker
- NHS Informal and Formal Induction

Last Date to Join A Team/Activity: A student may not join a team or activity two (2) weeks after the start of the season to work off eligibility. Students without eligibility concerns may petition to join after that date by meeting with the following school personnel: Athletic Director, Coach/Director/Advisor, Principal or Activity Director.

IIIB: Student who does participate in Category I and/or II.

The following activities will be restricted three (3) events or three (3) months for First Violation, six (6) events or six (6) months for the Second Violation and nine (9) events or nine (9) months for the Third and Subsequent violations whichever occurs first. Eligibility requirements for a violation occur-

ring during summer recess will begin on the first student day of the school year.

Activities include:

- FFA Officers
- Class Officers
- Student Council
- Homecoming Royalty
- Prom Royalty
- Waiters at Prom
- Graduation Speaker
- NHS Informal and Formal Induction

Last Date to Join a Team/Activity: A student may not join a team or activity two (2) weeks after the start of the season to work off eligibility. Students without eligibility concerns may petition to join after that date by meeting with the following school personnel: Athletic Director, Coach/Director/Advisor, Principal or Activity Director.

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 which 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.

Harassment and Violence Prohibition

The school district strives 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, 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. For detailed information on the school district's "Harassment and Violence Prohibition" policy, see Appendix 9: Hazing Prohibition

Hazing Prohibition

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, see Appendix 9

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. A copy of the school district's "Internet Acceptable Use" policy is available at the district office and the school website.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. (Appendix 17)

All students who wish to use the school district's computer system must sign the Internet Use Agreement form yearly.

Social Media

Students should be aware that third parties, including the media, faculty, future employers, and college officials could easily access your social media profiles and view all personal information. This includes pictures, videos, comments and posts. Inappropriate material could negatively affect the perception of both the student and our school and could have negative repercussions in the future. Examples of inappropriate and offensive behaviors concerning participation in online communities may include variations of the following behaviors, though this is a list of potential examples and is not meant to be all-inclusive:

1. Derogatory language or remarks about other students, teachers, administrators or representatives of other Schools.
2. Demeaning statements about or threats to any third party.
3. Incriminating photos or statements depicting violence; bullying; hazing; sexual harassment; vandalism, stalking; underage drinking; selling, possessing, or using controlled substances; or any other inappropriate behaviors.
4. Creating a serious danger to the safety of another person or making a credible threat of serious physical or emotional injury to another person.
5. Indicating knowledge of an unreported felony theft or felony criminal damage to property.
6. Indicating knowledge of an unreported school or team violation -- regardless if the violation was unintentional or intentional.

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 and permission has been granted to the student by the principal.
- Students are permitted to use motor vehicles only before and after the school day;
- 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.

Bicycles

Bicycles are to be walked while on school property and are to be stored in the designated racks on the north side of the school building during the school day.

Tobacco-Free Schools : Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

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, 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" policy, see Appendix 10. Contact the principal if you have questions or wish to report violations.

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; air guns; 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. 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, contact the principal.

Part 4 - - Health & Safety

Accidents

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

Asbestos Management Update

The school district has developed an asbestos management plan. A copy of this plan can be found in the District Office and is available on the district's website.

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 and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Emergency Contact Information

Emergency Contact Information cards will be sent home the first day of school with your child. Please fill out and return it to the school office promptly. It is very important that every student maintain an up-to-date address and telephone number record at the school office. Notify the school immediately if you have a change of address or telephone number during the school year.

Health Information

First Aid

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 automated external defibrillators (AEDs). Tampering with any AED is prohibited and may result in discipline. Locations: One in the game gym; and two portables located in the office and at the football/baseball field.

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 suspects that his/her child has a communicable or contagious disease, the parent should contact the school office 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.

Parents/students are expected to complete Covid-19 screening procedures at home prior to school each day. Anyone experiencing Covid related symptoms the last 48 hours should not attend school in person while symptoms persist or until a negative Covid -19 diagnosis has been confirmed.

Health Service

Students who become sick at school should notify the office. In the event of an emergency, report to or notify the office. The administrative assistants 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. The district administrative assistant will call home if a student is absent without parent notification.

Hearing and vision screenings date to be announced for K-12 graders.

Immunizations

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 Health Office or the principal.

Medications at School during the School Day

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

1. This policy includes BOTH prescription AND over-the-counter medications.
2. Since giving medications to students presents some potential problems, it is preferred that medications be given at times OUTSIDE of school hours if possible. If not possible, trained school staff will assist students and parents with this responsibility.
3. Students requiring medicine at school shall be identified by parents to the school office,.
4. The Physician Order for Medication at School and the Administering Medications Form (parent/guardian authorization) must be completed by the parent and physician (if prescription medication) before any medication will be given in school. All medications must be accompanied by the parent authorization form and prescription

medications must be accompanied by the written physician's order. Over the counter herbal supplements are not regulated by the food and drug administration and therefore pediatric doses cannot be safely calculated. A physician's order must be on file for any request to dispense herbal supplements.

5. The parents of the student shall assume responsibility for informing the school office of any change in the student's medication. Medication dosage changes must be prescribed and documented in writing by the physician. When circumstances warrant, the physician may provide verbal medication orders or changes of dosage to the school office. Verbal orders must be followed by written authorization within three days.

6. For the parent and the child's protection, the medication will be brought to the school office by an adult. In extenuating circumstances the medication may be transported by other persons; provided, however, that the school office is notified in advance and a written agreement between the school and parent/guardian is completed. Written agreements are valid for not more than one year or until medication is discontinued.

7. All prescribed medications must be brought to the school in a properly labeled prescription bottle issued by a pharmacist. (A duplicate bottle can be obtained from the pharmacist upon request). The label on the duplicate bottle must match the doctor's order. Over the counter medication must be brought in the original, sealed, purchased container with the child's name written on it. If the medication dosage means that pills need to be cut in half, the medication must be brought to school already cut (pharmacists or parents should cut the pills in half before bringing to school). Some medications (ex. Ritalin, Cylert, Dexedrine) are controlled substances. Parents may be asked to bring only a one (1) month supply at a time to the school since the bottle of medication needs to be regularly counted and logged.

8. All written medication authorizations are effective for the current school year only.

9. Medications will be kept in a locked cabinet, file or drawer. Any exceptions must be cleared with the school office.

10. Bronchial inhalers for students requiring this breathing assistance may be carried with the student upon the doctor's written order, parent permission and health office notification. Teachers will be informed.

11. Requests for self-administered medications will be dealt with on an individual student basis. Approval will be determined on a case-by-case basis by the school office. These students must have the Administering Medication Request Form filled out and on file in the school office.

12. Students without prior approval, observed by school personnel self-administering medications, will be reported to the principal.

13. Any medication given by school personnel, other than oral or inhalers, must be dealt with on a one-to-one basis with the school office. (ex. eye drops, ear drops, injections, gastrostomy tube medications, emergency medications). The school district retains the discretion to reject requests for administration of medication.

14. Field trips - planning for students with conditions that require medication on field trips will be done on an individual basis PRIOR to the day of the field trip, with the help of the parent or guardian. It is the teacher's and parent's responsibility to inform the school health office in advance of a field trip as necessary, following school procedure. The school office shall designate and train a supervisor of medications for field trips. When narcotics or other controlled substances are required to be administered on a field trip, a locking "field trip bag" will be prepared by the health office.

Pesticide Application Notice

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticides; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting the head of maintenance.

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.

Standard Response Protocol

Standard Response Protocol will be used to communicate all types of emergencies. The Standard Response Protocol is based on an all – hazards approach as opposed to individual scenarios. The premise is simple – there are five specific actions that can be performed during an incident.

The SRP is based on the following five actions:

Hold – Hold students in the Classroom Area and continue class as normal

Secure – Students are kept inside the building and all outside doors are locked. No one is allowed in.

Lockdown – Students are locked into their classroom. Lights are turned out and students are to be out of sight of any windows. Prepare to use ALICE procedures as needed

Alice

Alert-Lockdown-Inform-Counter-Evacuate is a school wide safety program that teach students and staff how to respond if an intruder enters the building

Evacuate- Students are evacuated to a pre-determined location where parents can be reunited with students through the Standard Reunification Method.

Shelter- Students shelter in given area for hazards such as tornadoes, Hazmat, Earthquakes, etc

Suicide Prevention Information

If you need suicide or mental health crisis support, or are worried about someone else, please call or text 988 or visit the 988 Suicide & Crisis Lifeline chat to connect with a trained crisis specialist or contact Crisis Response for Southeast Minnesota 1-844-CRISIS2 or 1-844-274-7472

Visitors in District Buildings

To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the school office(s) and enter the building using the buzzer system located at Door 1 with the exception of events open to the public. All visitors will be required to sign in the 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.

Appendix 1: Policy Cross Reference Table

Below are references numbers for the school district policies which may be found on the school website

Topic	Policy Number(s)
• Accidents	806
• Alternative Educational Opportunities	605
• Attendance	503
• Bullying Prohibited	514
• Cell Phones and Pagers	506
• Class Assignments	515
• Complaints	103
• Course Credits Required	604
• Crisis Management	806
• Discipline	506
• Drug Free School and Workplace	417, 418
• Emergency Contact Information	515
• Employee Directory	406
• Employment Background Checks	404
• Equal Access to School Facilities	801
• Extended School Year	508
• Field Trips	610
• Fundraising	511
• Gifts to Employees	421
• Graduation Requirements	613
• Harassment and Violence Prohibited	413
• Hazing Prohibited	526
• Health Information	420, 516, 518, 530, 806
• Homework	506, 612.1
• Internet Acceptable Use	524
• Interviews of Students by Outside Agencies	519
• Nondiscrimination	102, 401, 521, 522, 528
• Notification of Violent Students	529
• Parking on School District Property	527
• Pledge of Allegiance	531
• Unpaid Meal Charges	537
• Post-Secondary Enrollment Options	620
• Schedule	602
• School Activities	510
• School Closing Procedures	806
• School Calendar	602
• Searches	502, 527
• Student Dress and Appearance	504
• Student Promotion and Retention	513
• Student Publications and Materials	505, 512
• Student Records	515
• Student Surveys	520
• Summer School	623
• Tobacco-Free Schools	419
• Transportation of Public School Students	707, 709, 710
• Vandalism	506
• Video and Audio Recording	711, 712
• Visitors in School District Buildings	903
• Weapons Prohibited	501

Appendix 2:

Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees

PURPOSE

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

1. GENERAL STATEMENT OF POLICY

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

b. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

2. DEFINITIONS

a. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.

b. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

c. "Obscene to minors" means:

i) The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;

ii) The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and

iii) The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

d. "Minor" means any person under the age of eighteen (18).

e. "Material and substantial disruption" of a normal school activity means:

i) Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

ii) Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

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

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

f. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

g. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

3. GUIDELINES

a. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.

b. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

i) is obscene to minors;

ii) is libelous or slanderous;

iii) is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;

iv) advertises or promotes any product or service not permitted to minors by law;

v) advocates violence or other illegal conduct;

vi) constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin);

vii) presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities will cause the commission of unlawful acts or the violation of lawful school regulations.

c. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:

i) whether the material is educationally related;

ii) the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities;

iii) whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;

iv) the quantity or size of materials to be distributed;

v) whether distribution would require assignment of school district staff, use of school district equipment, or other resources;

vi) whether distribution would require that nonschool persons be present on the school grounds;

vii) whether the materials are a solicitation for goods or services not requested by the recipients.

4. TIME, PLACE, AND MANNER OF DISTRIBUTION

- a. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- b. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- c. No one shall coerce a student or staff member to accept any publication.
- d. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

5. PROCEDURES

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

6. DISCIPLINARY ACTION

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

Appendix 3: Student Records

The school district shall give parents of students currently in attendance and eligible students currently in attendance annual notice by such means as are reasonably likely to inform the parents and eligible students of the following:

1. Parents/guardians and eligible students have the following rights:
 - a. The parent or eligible student will be notified of the time and place where the records may be inspected; The school district shall permit the parent of a student, an eligible student, or the parent of an eligible student who is also a dependent student who is or has been in attendance in the school district to inspect or review the education records of the student, except those records which are made confidential by state or federal law or as otherwise provided in Section VIII. of this policy.
- The school district shall respond to any request pursuant to Subdivision A. of this section immediately, if possible, or within ten (10) days of the date of the request, excluding Saturdays, Sundays, and legal holidays.
- b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated there under authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;
 - e. That the school district forwards education records on request to a school or post-secondary education institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 7165 of the federal No Child Left Behind and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
 - f) That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure

by the school district to comply with the requirements of FERPA and the rules promulgated there under. The name and address of the office that administers the FERPA

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202

2. The school has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:

- a. It classifies records as public, private or confidential.
- b. It establishes procedures and regulations to permit parents/guardians or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
- c. It establishes procedures and regulations to allow parents/guardians or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- d. It establishes procedures and regulations for access to and disclosure of education records.
- e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
- f. Copies of the school board policy and accompanying procedures and regulations are available to parents/guardians and students upon written request to the Superintendent.

3. Pursuant to applicable law, Spring Grove Public Schools gives notice to parents/guardians of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information."

a. "Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include a student's social security number or a student's identification number if the ID may be used to access education records without use of one or more factors that authenticate the student's identity such as a personal identification number, password, or other factor known or possessed only by the authorized user. It also does not include identifying information on a student's religion, race, color, social position or nationality.

[Note: The list of directory information included in the Student Handbook should match that determined by the school board. The list that appears above includes all the possible choices as found in state and federal law.]

b. The directory information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.

4. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.

5. In order to make any or all of the directory information listed above

"private" (i.e., subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:

- a) Name of student and parent, as appropriate;
- b) Home address;
- c) School presently attended by student;
- d) Parent's legal relationship to student, if applicable;
- e) Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

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

- a) Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.
- b) In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, the principal, by July 1 each year. This written request must include the following information:

Name of student and parent, as appropriate;

Home address;

Student's grade level;

School presently attended by student;

Parent's legal relationship to student, if applicable;

Specific category or categories of information which are not to be released to military recruiters without prior consent;

Specific category or categories of directory information which are not to be released to the public, including military recruiters.

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

Appendix 4: Student Surveys

Independent School District No. 297 gives notice to parents of students currently in attendance in the school district, eligible students currently in attendance in the school district, and students currently in attendance in the school district, of their rights regarding the conduct of surveys, collection and use of information for marketing purposes, and certain physical examinations.

Parents, eligible students and students are hereby informed that they have the following rights:

- a. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by parents or guardians of students.
- b. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:
 - i. political affiliations or beliefs of the student or the student's parent;
 - ii. mental and psychological problems of the student or the student's family;
 - iii. sex behavior or attitudes;
 - iv. illegal, antisocial, self-incriminating, or demeaning behavior;
 - v. critical appraisals of other individuals with whom respondents have close family relationships;
 - vi. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - vii. religious practices, affiliations, or beliefs of the student or the student's parent; or
 - viii. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).
- c. A parent, on behalf of a student or an eligible student, has the right to receive notice and an opportunity to opt the student out of participating in:
 - i. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - ii. The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Paragraph 1.b., above.
 - iii. Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical examination or screening permitted or required under state law.
- d. This notice does not preempt applicable state law that may require parental notification.
- e. The school district has developed and adopted a policy, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes.
- f. The school district will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes.
- g. The school district will directly notify parents and eligible students, at least annually at the start of each school year or, if scheduled thereafter, parents will be provided with reasonable notice of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:
 - i. Collection, disclosure, or use of personal information for market-

ing, sales, or other distribution.

- ii. Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education.
- iii. Any nonemergency, invasive physical examination or screening as described above.

[See consent/opt-out for specific activities attached hereto.]

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-4605

The following is a schedule of activities requiring parental notice and consent or opt-out for the upcoming school year. (Please note that this notice and consent/opt-out transfers from parents to any student who is 18 or older or an emancipated minor under state law).

Date:

Grades:

Activity:

Summary:

Consent or Opt-out: [or both depending on situation]

If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to Building Principal, 113 2nd Ave N.W., Spring Grove, MN 55974. The Building Principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Appendix 5: Student Attendance

PURPOSE

A. The school board believes that 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 important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.

B. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

I. GENERAL STATEMENT OF POLICY

A. Responsibilities

1. Student's Responsibility

It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.

2. Parent or Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to

solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

In accordance with the Minnesota Compulsory Instruction Law, Minnesota Status section-120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

B. Attendance Procedures

Attendance procedures shall be presented to the school board for review and approval.

Regular, prompt attendance is a district requirement and is essential for students' academic success. Students can never make up a day of school they have missed even though they may go over the assignments that were presented. The discussions that take place in the classroom are often more valuable than written material. When a child is unable to achieve his or her capability, lack of regular school attendance may sometimes be one of the reasons. Student's attendance is a parent's responsibility. Parents must ensure that their children attend school and cooperate with the following rules:

1. Parent notification: Parents must notify the school by 8:30 a.m. if a student will be absent, late or required to leave school early. If a student is absent from his or her first period class and the school has not received a call explaining the absence, the principal or designee will phone parents at home or at work. If the telephone procedure cannot be followed, a written note signed by a parent or legal guardian will be required as soon as the student returns to school. If verification of the absence cannot be made within twenty-four (24) hours of the time the student returns to school, the absence in question will be determined unexcused. The burden of clearing up reasons for absenteeism in a timely and accurate manner is the responsibility of students and their parents and/or guardian.

2. Students who are absent from school after 11:45 a.m. because of illness shall be ineligible to participate in any school activity.

3. Planned absences: Parents may submit a request in writing to the principal of the school that a planned absence be excused for an unavoidable reason not listed above, such as a family wedding or other event. The principal shall grant or deny these requests based on the reason for the absence, the length of the absence, the student's attendance record,

or for other reasons. Parents should note that the district discourages absences for family vacations and reserves the right to designate such absences as unexcused.

If you plan to be absent from school the following procedure must be followed:

- a) Bring in a written notice including student name and date of absence(s). The note is to be signed by a parent/guardian.
- b) A student must collect assignments due during the scheduled absence and complete them as per instructions of their teachers.

College Visits:

- Parent or student must make their own appointment with the college they are planning to visit.
- Parent must contact the school office.
- Student must contact Mr. Solberg for college verification form to be signed by a college official during their visit.
- Student return college verification form to Mr. Solberg.

4. Record keeping: Each teacher shall take attendance at the beginning of each class and record each student's presence or absence. The secondary principal's secretary shall account for each absence, record absences and tardies in the school register of attendance, and designate them as excused or unexcused.

5. Principal's authority: Each school principal shall be responsible for viewing attendance records and initiating appropriate actions at the building level to address unexcused pupil absence and tardiness.

6. Making up work:

Students are expected to make up any work missed due to any absence or tardiness.

- Work assigned during unexcused absences will be due on the day of the student's return, and teachers are under no obligation to extend deadlines, reschedule tests or other assessments, or re-teach material missed.
- For excused absences, TWO school days (48 hours) will be allowed for each day of school missed to make up ordinary work. If you were present for a review or announcement of a test, then that test must be taken on the day you return to class. This also applies to large project assignments. Students are responsible for contacting each of their instructors regarding their assignments upon returning to school from an excused absence situation. Incompletes: are assigned to students who are unable to turn in work due to illness at the end of the quarter utilizing the 2 days per day of absence policy.

7. Leaving the Building During School: Once a student arrives at school they are expected to attend all classes and required school functions for the remainder of the day. Students who expect to miss a portion of the day for appointments or have other excusable reasons MUST CHECK OUT AT THE OFFICE AND HAVE IN THEIR POSSESSION A "PERMIT" TO LEAVE THE BUILDING BEFORE THEY LEAVE THE PREMISES. Parental permission will be required to obtain a permit. Excuses made by parents or guardians for students who fail to follow this procedure will not be accepted after the fact. FAILURE TO FOLLOW THIS POLICY MAY RESULT IN AN UNEXCUSED ABSENCE.

8. Accidents or illnesses at School: Students are expected to attend all classes. If an accident or illness prevents you from doing so contact a teacher, a secretary or administrator at once for help. If it is determined that you should go home you will be expected to follow the rules for LEAVING THE BUILDING DURING SCHOOL outlined above. Under no circumstances should you leave on your own. Students who take it upon themselves to spend class time in rest rooms, cars, the halls, or oth-

er unauthorized locations due to illnesses, accidents, or other unverified situations may be considered unexcused.

9. Oversleeping, Missing the Bus, Parking: Students themselves are expected to organize their lives in such a way as to attend all classes on time. Unexcused absence.

10. Tardy:

- Reporting to the class during the first five (5) minutes after the second bell or tardy bell rings. Students must get a tardy pass from the office.
- Between classes, students arriving more than (5) minutes after the tardy bell are considered class cuts. See consequences listed below.
- Reporting to school (beginning of the day) up to 15 minutes late will be considered tardy, beyond that it will be considered a Class Cut.

Behavior (Per Semester)	Penalty
1st & 2nd Tardy	Warning
3rd & 4th Tardy	30 minute detention from 3:25 – 3:55 p.m.
5th & 6th Tardy	Two hours detention
In Excess of 6 Tardies	Meeting with principal, parent, student and family support worker to determine a plan

11. Class Cut: An unexcused absence for one class period, or reporting to a class after the five minute tardy time is over, or being in an unauthorized location for all or any portion of class.

Consequence: 2 hours administrative detention

Expectation: The student will participate in and contribute to their educational success by attending all classes every day.

12. Misleading School Personnel: Any attempt to mislead school personnel regarding violations of the attendance policy will result in assignment to detention. Such violations include but are not limited to:

- a. lying to school personnel;
- b. writing, or having written for you, false notes;
- c. making, or having made for you, false phone calls;
- d. altering, or having altered for you, passes, attendance sheets or other school records or documents.

13. Prolonged illness: Students expecting to miss more than ten consecutive days of school due to medical and/or psychological situations may apply for homebound instruction. The process of application essentially involves stating the circumstances and providing written verification from a doctor. The counselor of the student in question should be contacted for particulars.

14. Sanctions/Interventions for excessive absences: *When a student's cumulative attendance record reaches 10 absences not documented by advance make-up, medical verification slip, religious holiday, school activity, death in the family, or court appearance, a letter will be sent to the parent/guardian requesting that all further absences related to illness be verified with a doctor's slip. Failure to do this will result in a meeting with the building principal and the family support worker. A plan/contract for improved school attendance will be developed.*

15. Loss of course credit: The district reserves the right to impose academic penalties for unexcused absences. High school students with more than seven absences in a single course during a single term may lose academic credit for that course, except for a medical exemption or extraordinary circumstances.

C. Excused Absences

1. 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.

2. The following reasons shall be sufficient to constitute excused absences:

- a. Illness.
- b. Serious illness in the student's immediate family.
- c. A death or funeral in the student's immediate family or of a close friend or relative.
- d. Medical, dental or orthodontic treatment, or counseling appointment.
- e. Court appearances occasioned by family or personal action.
- f. Religious instruction not to exceed three hours in any week.
- g. Physical emergency conditions such as fire, flood, storm, etc.
- h. Official school field trip or other school-sponsored outing.
- i. Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- j. Family emergencies.
- k. Active duty in any military branch of the United States.
- l. Hunting with permit form. Appendix 18.
- m. Vacations with family.
- n. Personal trip to schools or colleges.
- o. A student's condition that requires ongoing treatment for mental health diagnosis.

3. Consequences of Excused Absences

- a. Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- b. Work missed because of absence must be made up within 2 days from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

D. Unexcused Absences

- 1. The following are examples of absences which will not be excused:
 - a. Truancy. An absence by a student which was not approved by the parent and/or the school district.
 - b. Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - c. Work at home.
 - d. Work at a business, except under a school-sponsored work release program.
 - e. Any other absence not included under the attendance procedures set out in this policy.
- 2. Consequences of Unexcused Absences
 - a. Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minnesota Statutes section 21A.40-121A.56.
 - b. Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - c. In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
 - d. Students with unexcused absences shall be subject to equal time made up in detention.

E. Tardiness

Definition: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

1. Procedures for Reporting Tardiness

a. Students tardy at the start of school must report to the school office for an admission slip.

b. Tardiness between periods will be handled by the office.

Excused Tardiness

Valid excuses for tardiness are:

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

Unexcused Tardiness

1. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse. Consequences of tardiness include detention after 3 unexcused tardies. **Eight unexcused tardies are equivalent to one unexcused absence.**

F. Participation in Extracurricular Activities and School-Sponsored On-the-Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-job training programs.
2. School-initiated absences will be accepted and participation permitted.
3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
4. If a student is suspended from any class, he or she may not participate in any activity or program that day.
5. If a student is absent from school due to medical reasons, he or she must present a physician's statement or a statement from the student's parent or guardian clearing the student for participation that day. The note must be presented to the coach or advisor before the student participates in the activity or program.

II. DISSEMINATION OF POLICY

A. The school district will provide annual notice to parents of the school district's policy relating to a student's absence from school for religious observance.

B. Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

III. REQUIRED REPORTING

A. Continuing Truant

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

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

B. Reporting Responsibility

When a student is initially classified as a continuing truant, Minnesota Statutes section 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

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

C. Habitual Truant

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

Appendix 6: Bullying Prohibition

I. PURPOSE

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

reprisal, retaliation, and other similar disruptive and detrimental behavior.

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

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

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

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.

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

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

G. The school district will act to investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other

employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, "bullying," specifically includes cyberbullying as defined in this policy.

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

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

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

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

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

IV. REPORTING PROCEDURE

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

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

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

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

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

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

F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future

employment, grades, work assignments, or educational or work environment.

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

V. SCHOOL DISTRICT ACTION

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

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

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

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

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

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

VI. RETALIATION OR REPRISAL

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

assists, or participates in a proceeding or hearing relating to such bullying or prohibited conduct. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline the individual(s) who engaged in the prohibited conduct. Remedial responses to the prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

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

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

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

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

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

The incidence and nature of cyberbullying; and

Internet safety and cyberbullying.

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

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

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

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop

and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

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

VIII. NOTICE

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

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

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

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

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

IX. POLICY REVIEW

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

Appendix 7: Harassment and Violence Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel of the school district harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

C. A violation of this policy occurs when any student, teacher administrator or other school personnel of the school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability.

D. The school district will act to investigate all complaints, either formal or informal, verbal or written, harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability when the conduct:

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

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

D. Protected Classifications; Definitions

1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:

- a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
- b. has a record of such an impairment; or
- c. is regarded as having such an impairment.

2. "Familial status" means the condition of one or more minors being domiciled with:

- a. their parent or parents or the minor's legal guardian; or
- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.

3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.

4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.

6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.

7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.

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

F. Sexual Harassment; Definition

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

- a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

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

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching

or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity and expression

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

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

- a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the

superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

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

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

I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

J. Use of formal reporting forms is not mandatory.

K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

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

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

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

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

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

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

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

V. INVESTIGATION

A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.

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

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

VI. SCHOOL DISTRICT ACTION

A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to

appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and applicable school district policies and regulations.

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

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

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minnesota Statutes section 626.556 may be applicable.

B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.

B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

C. This policy shall appear in the student handbook.

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

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

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

Appendix 8: Student Discipline

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel re-

sponsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

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

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;

B. To attend school daily, except when excused, and to be on time to all classes and other school functions;

C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;

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

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- 2. The use of profanity or obscene language, or the possession of obscene materials;
- 3. Gambling, including, but not limited to, playing a game of chance for stakes;
- 4. Violation of the school district's Hazing Prohibition Policy;
- 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- 6. Violation of the school district's Student Attendance Policy;
- 7. Opposition to authority using physical force or violence;
- 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, tobacco paraphernalia, or look-a-likes in

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

ist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

31. Criminal activity;

32. Falsification of any records, documents, notes, or signatures;

33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;

34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;

36. Violation of the school district's Harassment and Violence Policy;

37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;

38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;

39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;

40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;

41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;

44. Violation of the school district's one-to-one device rules and regulations;

45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;

46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

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

if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;

B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.

C. Parent contact;

D. Parent conference;

E. Removal from class;

F. In-school suspension;

G. Suspension from extracurricular activities;

H. Detention or restriction of privileges;

I. Loss of school privileges;

J. In-school monitoring or revised class schedule;

K. Referral to in-school support services;

L. Referral to community resources or outside agency services;

M. Financial restitution;

N. Referral to police, other law enforcement agencies, or other appropriate authorities;

O. A request for a petition to be filed in district court for juvenile delinquency adjudication;

P. Out-of-school suspension under the Pupil Fair Dismissal Act;

Q. Preparation of an admission or readmission plan;

R. Saturday school;

S. Expulsion under the Pupil Fair Dismissal Act;

T. Exclusion under the Pupil Fair Dismissal Act; and/or

U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. 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.

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

C. Procedures for removal of a student from a class.

1. Call office or counselor's office
2. Send student to the office or request an escort for student(s).
3. Classroom teacher completes written narrative prompting removal.

D. Procedures Responsibility for and Custody of a Student Removed From Class

1. Student report to the office
2. Teacher authorized time out must include length of time out and what student is to do while on time out
3. If teacher is referring removal to administration, the principal must be notified. X-106

E. Procedures for Return of a Student to a Class From Which the Student Was Removed.

1. Administrator escorts student back to the classroom.
2. Administrator may require a conference or a readmission plan with the student, teacher, and parent.

F. Procedures for Notification.

1. Disciplinary form will be mailed to parent for all infractions.
2. Necessary actions to be taken following notification will be outlined in the mailed form.

G. Disabled Students; Special Provisions.

1. For students who are currently identified as eligible under the IDEA or Section 504 procedures will be followed per state regulations.
2. Case manager is contacted if IEP related.

H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

1. Local law enforcement and/or parents will be notified to address suspicions of chemical abuse problems.

I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.

1. Minor behaviors – Staff reteach expected behavior and document on discipline form in office.
2. Moderate (staff) Behaviors – Staff may assign detention.
3. Moderate (office) and Major Behaviors – referral made to office. Staff must fill out reason for referral.

J. Any Procedures Determined Appropriate for Encouraging Early involvement of Parents or Guardians in attempts to improve a student's behavior

1. Teacher conference with student
2. Teacher conducts Planned Discussion or fix-it plan.
3. Teacher email, call or text parent
4. Teacher refer student to office
5. MTSS referral process

K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems

1. MTSS referral process

IX. DISMISSAL

A. "Dismissal" means the denial of the current educational program to

any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

- The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.
- The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion,

in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
- b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
- c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's

parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and

be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn.

Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Appendix 9: Hazing Prohibition

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

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

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

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

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

G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, ad-

ministrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

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

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

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

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

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

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

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

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

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

F. The School district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligation.

IV. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at its their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of an investigation of alleged hazing prohibited by this policy.

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

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

Minnesota Pupil Fair Dismissal Act, and applicable school district policies and regulations.

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

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

V. RETALIATION OR REPRISAL

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

VI. DISSEMINATION OF POLICY

A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

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

Appendix 10: Tobacco-Free Environment Possession and use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, to-

bacco-related device, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product. Electronic delivery device includes any component part of a product, whether, or not marketed or sold separately. Electronic delivery device does not include any product that has been approved or certified by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product or for other medical purposes, and is marketed and sold for such an approved purpose.

B. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco..

C. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

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

IV. EXCEPTIONS

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical

purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

V. ENFORCEMENT

A. All individuals on school premises shall adhere to this policy.

B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.

C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.

D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.

F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VI. DISSEMINATION OF POLICY

A. This policy shall appear in the student handbook.

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

Appendix 11: Unpaid Meal Charges

[Note: United States Department of Agriculture (USDA) Policy Memorandum SP 46-2016 requires all School Food Authorities (i.e., school districts) operating federal school meal programs to have a written and clearly communicated system to address unpaid meal charges by July 1, 2017. USDA Policy Memorandum SP 23-2017 clarified that school districts could adopt a "policy" or "standard practice." Although this document is styled as a "policy," school districts may establish and implement a set of written procedures instead of a policy, provided that the written document explains how the school district will handle situations where students eligible to receive reduced-price or paid meals do not have money in their account or in hand to cover the cost of their meals at the time of service. The policy or standard practice must be implemented throughout the school district.]

[Note: This MSBA/MASA model policy is drafted to be consistent for all grade levels. However, local school districts may vary the meal charge policy for elementary, middle, and high schools.] [Note: School districts must follow appropriate debt collection practices when attempting to recover unpaid meal charges.]

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during

the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

A. Students have use of a meal account . Parents may send or deposit any amount to a child's lunch account. Meal and milk money should be left at the office by 8:30 a.m., or deposits can be made online.

B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.

C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.

D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student's account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals. There may be a nominal fee for the alternative meal which will be charged to the student's account or otherwise charged to the student.

E. When a student has a negative account balance, the student will not be allowed to charge a snack item.

F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students' accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.

B. Families will be notified by email an estimated 5 days before the lunch account has a negative balance.

C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.

B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectible, and efforts are being made to collect it.

C. Negative balances of more than \$50 will result in the following actions:

1. Phone call by building principal to family
2. Free/Reduced Lunch Application will be made available
3. Written notice by District to suspend Hot Lunch Meals until paid.
4. Referral to Houston county Social Services. Re: Child Welfare Report

Negative lunch balances at the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy.

B. The school district may post the policy on the school district's website, in addition to providing the required written notification described above.

*Legal References: Minn. Stat. § 124D.111, Subd. 4
42 U.S.C. § 1751 et seq. (Healthy and Hunger-Free Kids Act) 7 C.F.R. § 210 et seq. (School Lunch Program Regulations); 7 C.F.R. § 220.8 (School Breakfast Program Regulations); USDA Policy Memorandum SP 46-2016, Unpaid Meal Charges: Local Meal Charge Policies (2016); USDA Policy Memorandum SP 47-2016, Unpaid Meal Charges: Clarification on Collection of Delinquent Meal Payments (2016) USDA Policy Memorandum SP 23-2017, Unpaid Meal Charges: Guidance and Q&A*

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

Explore
the Statewide
Testing page
for more
information

(education.mn.gov >
Students and Families >
Programs and Initiatives >
Statewide Testing)

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

First Name: _____ Middle Initial: _____ Last Name: _____

Date of Birth: ____/____/____ Current Grade in School: _____

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

☐ MCA/MTAS Reading

☐ MCA/MTAS Science

☐ MCA/MTAS Mathematics

☐ ACCESS/Alternate ACCESS

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

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Appendix 13: 2023-24 Fees

ATHLETIC

There is a \$220 Family Athletic Cap for the school year

Pay these fees in Spring Grove		
	Grades 9-12	Grades 7-8
Football	\$60	\$50
Volleyball	\$60	\$50
Basketball	\$60	\$50
Baseball	\$60	\$50
Softball	\$60	\$50

Pay these fees in Caledonia		
	Grades 9-12	Grades 7-8
Soccer	\$100	\$70
Gymnastics	\$100	\$70
Track	\$100	\$70

The Spring Grove School District will honor the Spring Grove Athletic fee maximum, even if the Caledonia athletic fee is higher.

ATHLETIC SEASON PASSES (for home games)

Student: \$50 Senior Citizen (*over 65*): \$30
Adult: \$75 Family (*immediate*): \$200

ADMISSION FEE to individual Home games

Adults \$6 Students \$4

ACTIVITIES

There is a \$80 Family Activity Cap for the school year.

Grades 7-12	
Speech	\$20
Knowledge Bowl	\$20
Jazz Band <i>JH (6-8) SH (9-12th)</i>	\$20 <i>no fee for 6th graders</i>
Select Choir	\$20
Fall Play	\$20
One Act	\$20
Spring Play	\$20
Color Guard (<i>non band</i>)	\$20

SENIOR TRIP CLASS DUES (*Appendix 15*)

\$50 Yearly, 7—12th Grade

Each year that it is not paid, a \$5 late fee is added. Seniors need to be paid in full by November 1st of their senior year.

BAND RENTAL **

Due September 8th (end of first week of school)

Instrument Rental \$50

Percussion Rental \$30

Uniform Cleaning \$15

****Band fees are not included in Athletic/Activity Fee Cap.**

TECHNOLOGY

The device given out to each student, is that student's responsibility. Damage other than normal wear caused by usage will be charged to the student.

There is an optional technology insurance plan for students. \$50 (Macs)/\$25 (Chrome books).

With insurance, each repair cost will be \$50 (MacAirs)/\$25 (Chrome books).

Without insurance, repair cost will be:

1st Repair: \$150; 2nd Repair: \$300 ;3rd Repair: Full Cost

Appendix 14:

2023-24 School Board Approved Fundraisers

Baseball: Mr. Strinmoen

Spring Heggies Pizzas

Boys-Basketball: Mr. Grinde

March Super Saver Cards

Drama Club: Ms. Miller

Sept-August Kwik Trip SCRIP cards
October Haunted Event
Nov-Dec Coffee/Tea & Gift Cards
January Dessert Theater
February Improv/Mystery Show

FFA: Mrs. Tisthammer

October Corn Drive
October Butter Braids
Oct/Nov Fruit Sales / Yearbook

Football: Mr. Moore

August Cookie Dough Sales
August Clothing Apparel Webstore

Girls-Basketball: Ms Elton

November TBD

Junior Class/PROM: C.Thorson

June Red's Pork Burger Cookout
Sept-Dec \$1 Raffles
Nov/Dec Candy Bar Sales
Feb/Mar Hat Day
May Prom Viewing Admission

Music Boosters: Ms Engel

Nov/Dec Holiday Drawing
February Frozen Food Sales
March Big Event/Pie Night
April Flower Plant Sales
TBA Red's Dinner

Pep Club: S.Solberg

Sept/Oct Homecoming Coronation Admission
Sept/Oct Homecoming Cookie Sale
Dec/Jan Making/selling spirit sticks/streamer wands
April/May Hat Day

Senior Class: TBD

Nov-Feb Basketball Concessions
Dec-Feb Senior Raffle
January Reds Dinner

Softball: K/Morken/Elton

March/April TBD

Special Ed

Fall Love Your Melon Hats

Volleyball: K.Morken

Sept/Oct Cancer Awareness Match

Yearbook: TBD

Sept-Oct Volleyball Concessions
Nov-May Yearbook Sales
Nov-Dec Fruit Sales
April/May Ad Sales

Youth Development: C.Thorson

December Healthy Holiday Treat Sales
February Carnation Sales
March SG Communications Annual Mtg

Appendix 15: Spring Grove Senior Trip Policy

Each year the Senior Class of Spring Grove Public Schools participates in an educational trip to Washington DC. The seniors pay for their trip from trip dues collected as early as their 7th grade year and finalize with an extensive fundraising campaign including Senior Raffle and concession stand proceeds from GBB and BBB games. Under the direction of head senior advisor(s), the seniors are inserviced on trip highlights, logistics of traveling as a group in a large city as well as expectations of behavior as ambassadors of our school at our Nation's Capital. The following policy has been set up to insure that the trip for all our students is a safe and rewarding experience.

General Comments:

1. Class dues are \$50/year beginning in 7th grade, and continuing each year through 12th grade.
2. A 10% late fee will be assessed if dues are not paid within the school year. All class dues are due by November 1 of senior year. Additional late fees will be assessed per month until paid in full.
3. An attempt will be made to refund paid senior class dues to the student if a student chooses not to attend the trip, provided funds are available. November 1 is the deadline for notifying the school district if a student is not planning to attend the senior class trip. If notification occurs before November 1, the student will receive their paid class dues. If notification occurs after November 1, an attempt will be made to refund the student's paid class dues.
4. Chaperones for the senior class trip will be parents of seniors. A minimum of 3 adults will chaperone (including the trip advisors).
5. 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 while on the senior class trip.
6. Students will be required to make a \$150 down payment for emergency transportation home two weeks before the trip. This deposit is refunded within one week of returning from trip if not used. If used, students are responsible for the remainder of the ticket as well as the chaperone's travel expenses.

Eligibility:

A student from Spring Grove Public Schools will not be allowed to travel with their class to Washington DC if any of the items listed below occur:

1. School district is notified of alcohol, tobacco, or illegal drug possession/consumption charge by the student 8 weeks prior to the trip departure. This notification may occur by either notification from a law enforce-

ment or the conclusion of an investigation by the school district.

2. Student receives two (2) alcohol, tobacco, or illegal drug possession/consumption charges in their senior year (senior year constitutes as end of last day of junior year to trip departure.)
3. The K-12 Principal, reserves the right to remove any senior from the trip if he/she believes the behaviors at school have been flagrant in nature in the time leading up to the trip. Notice of this occurring would be given in writing to the student and parents involved.

Appendix 16: Open Gym Policy 552

1. Two (2) month calendar will be published by Athletic Director including date, time and supervisor.
 - a. 6:00 – 8:00 p.m. or TBD
 - b. Game Gym, Practice Gym and Weight Room
 - c. Months of operation: September – May
 - d. June - July – August Gym usage will be scheduled through Athletic Director.
2. Supervisor must be a paid employee of the district or be cleared by the office as an approved supervisor.
3. Open Gym is for Spring Grove Students grades 7 – 12 including alumni/parents of SG students/approved guests of appropriate age. No child under 7th grade will be admitted even with adult supervision. Exception to this age limit will include 6th grade students who are called up to JH sports participation during the sport season.
4. Supervisory positions are voluntary at this time. The supervisor will not be allowed to bring their own/other elementary/preschool age child(ren) to open gym.
5. Supervisor is required to periodically travel to all three areas assuring student safety. The supervisor has the authority to remove from the premises anyone who is not being compliant.
6. The supervisor will assign gym usage for boys and girls athletes. Discretionary power to assign students to game gym or practice gym location with low numbers in attendance.
7. Supervisors will be expected to follow a checklist, which includes items for open, supervise and close procedures. i.e.: flush toilets, check lights, secure all doors etc. Supervisor will be the last person to leave the building assuring no students left unattended.
8. Supervisor is to report any problems to the Principal.

Appendix 17: District Policy 524 (Internet) PURPOSE

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

I. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards,

and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

II. LIMITED EDUCATIONAL PURPOSE

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

III. USE OF SYSTEM IS A PRIVILEGE

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

IV. UNACCEPTABLE USES

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

1. Users will not use the school district system and the internet resources or accounts and are considered unacceptable:
2. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
3. obscene, abusive, profane lewd, vulgar, rude, inflammatory, threatening,
4. disrespectful, or sexually explicit language;
5. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
6. information or materials that could cause damage or danger or disruption to the educational process;
7. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
8. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
9. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
10. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

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

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

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

14. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

B. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term "harmful to minors" means any picture, image, graphic image file, or other visual depiction that:

1. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or
3. a lewd exhibition of the genitals; and taken as a whole, lacks seri-

ous literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access or bona fide research or other lawful purposes.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.

C. The Internet Use Agreement for students must be signed by the parent or guardian. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or mis-deliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
1. Notification that Internet use is subject to compliance with school district policies.
 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 7. Notification that should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
1. A copy of the user notification form provided to the student user.
 2. A description of parent/guardian responsibilities.
 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 5. A statement that the school district's acceptable use policy is available for parental review.

XIII IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy

Spring Grove School District Student Laptop Guidelines

Introduction

The Apple MacBook Air issued to you is the property of the Spring Grove School District. This computer is on loan to the student, and must be used in accordance with the following Policies and Procedures, the District's Acceptable Use Policy and any applicable laws. Use of this computer, as well as access to the computer network, the Internet and email are a privilege and not a right. These items are provided for educational purposes only, and are intended to support the learning objectives of the Spring Grove School District.

Using the Computer at School

1. Only Spring Grove School District laptop computers and wireless peripherals are allowed in the building during the instructional day unless approved by school officials.
2. Students should not deface the MacBook Air in any way. This includes but is not limited to marking, painting, drawing, or marring any surface of the MacBook Airs. Students must use the provided sticker for identification of their laptop.
3. Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student. Laptops should be in a student's possession, locked in their locker during school hours, or secured in their designated charging area at all times.
4. If a student is participating in an activity that is not conducive to using their laptop (i.e., field trip, assembly, etc.), they are required to leave their laptop in their locker or charging area.
5. Always keep the laptop secure as you are walking in the building or at your home.
6. The technology coordinator will assign your Internet password to you at the beginning of the year. Students may never share their password with another student. Passwords should always be kept confidential. District staff will keep a confidential record of student passwords. This is done so that the technology staff can perform service and maintenance when necessary.
7. Students who have permission to take their laptop home are responsible for bringing their laptop, fully charged, to school each day. If a student fails to bring their fully charged laptop to school each day, they will no longer be allowed to take it home.
8. Students who do not take their laptop home may pick up their laptop from the charging station each morning, and are required to

return their laptop to the charging station at the end of each day. Students are responsible for making sure their laptop is plugged in for recharging each night.

9. If a student forgets a computer at home, and it is needed for classroom activities, a parent/guardian will be called to bring the laptop to school.
10. Students are responsible for saving or backing up their documents to the server.
11. Computers are to be used only in the classroom for school related activities.
12. Classroom teachers will establish standards for laptop use in their respective classrooms.
13. File sharing must be approved and directed by the teacher.
14. Students are not allowed to download or install any software or other materials without the permission of the technology staff.
15. No music or video files including MP3, AVI, MPEG, MP4 (or similar types) may be downloaded via the Spring Grove School District network and none can be stored on the hard drive of the school owned laptop due to issues of copyright ownership and access provided by online sources.
16. No online chatting at school, or downloading of chat software unless required by a specific assignment and under a teacher's supervision.
17. Laptops may not be used to play music (audio CDs, online music sources, etc.) during the school day unless approved by a teacher and under a teacher's supervision.
18. Interactive online games and iTunes radio reduce network bandwidth, and are not allowed unless approved by a teacher and under a teacher's supervision.
19. Only Spring Grove email addresses are allowed. No web-based email accounts are allowed (hotmail, yahooemail etc.).
20. Any malfunctions of the hardware or software should be reported to the technology staff.
21. When a system has to be rebuilt, the computer will be returned to the student with the operating system and the original software only.

Using the Computer at Home.

1. Students must have the written permission of their parent or guardian before they will be allowed to take their computer home.
2. Parents/guardians will be given the child's login name and password, so that they can supervise the student's use of the computer at home.
3. When at home, the computer should always be used under adult supervision in a common family location (i.e., kitchen, living room, dining room).
4. Do not leave computer unattended in vehicles. Avoid leaving computer in extreme hot or cold temperatures, such as in a car.
5. Students will be able to use the computer as a recreational device outside of the school day. However, the primary use of the computer is as a tool to improve student achievement.
6. Students are responsible for recharging the laptop at home on a daily basis.

General Laptop Policies and Procedures

1. Do protect the laptop screen from damage from pointing, poking, or other abrasions. Do not touch the screen. Do not place any foreign objects on the keyboard (such as a pencil, pen, etc.) that could be smashed into the monitor screen when the top is closed. Screens can be cleaned with a static-free soft cloth. Do not spray window cleaner on the screen.

2. If the computer is lost or stolen, parents/guardians should immediately report the loss or theft to the local police, and Spring Grove School.
3. If the computer is damaged or not working properly, it must be turned in to the technology staff for repair or replacement. Parents/guardians are not authorized to attempt repairs themselves, or contract with any other individual or business for the repair of the laptop.

Using the Computer for Internet and Email

1. Students and parents/guardians understand that the Spring Grove School District does not have control over information found on the Internet. While every attempt is made to block access from inappropriate material while the student is at school, the district is not able to monitor student usage of the computer while at home. It is the parent/guardian's responsibility to supervise the information that a student is accessing from the Internet while at home.
2. Students should never share personal information about themselves or others while using the Internet or email. This includes a student's name, age, address, phone number or school name.
3. Parents/guardians and students are required to read and agree to the District's Acceptable Use Policy prior to receiving Internet and email access.
4. Students should be aware that Internet access and email, and other media that are accessed, created or stored on their computers are the sole property of the District. The District has the right to review these items for appropriateness, and to limit or revoke a student's access to them at any time, for any reason.

General Use and Care of the Computer

1. When transporting their laptop to and from school, students should always be sure it is placed in a carrying case, and the case is fully closed. Laptop bags can then be placed inside the student's book bag or backpack.
2. Students are expected to treat their laptop with care and respect. The computer and case are the property of the Spring Grove School District, and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or carrying case are not allowed and will result in loss of privileges.
3. Students are encouraged to help each other in learning to operate their computer. However, such help should be provided with voices and not hands. Students should operate their own computer at all times.
4. Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
5. Students should not use their laptop while walking, on the bus, or otherwise being transported. Laptops should only be used while they are on a flat, stable surface such as a table. Laptops can be fragile, and if they are dropped they may break.
6. Students should protect their laptop from extreme heat or cold. Laptops should never be left in a car, even if the car is locked.
7. Computers should be protected from the weather, water or other liquid, food, and pets. Students should never eat or drink while using their laptop, or use their laptop near others who are eating and drinking.
8. Heavy objects should never be placed or stacked on top of your laptop. This includes books, musical instruments, sports equipment, etc.
9. Computers should never be placed in their carrying case while they are turned on. The computer should either be turned off or in "sleep"

mode. In addition, computers should not be placed on or under soft items such as pillows, chairs or sofa cushions, or blankets. This will cause the computer to overheat, and will result in damage to the computer.

Consequences of Inappropriate Use

The use of any district technology is a privilege and not a right. Students are expected to use their computer in accordance with these Policies and Procedures, and District Acceptable Use Policy and any applicable laws. Failure to use this computer in an appropriate manner will result in the following consequences, as determined by the staff and administration of the Spring Grove School District:

- Limitation or cancellation of student use or access privileges, including the privilege of taking the computer home.
- \$150 fine to be paid by the student for repair to the computer if they have not purchased insurance, \$300 for second repair; third repair-full cost of repair
- The district reserves the right to charge computer replacement cost if damaged accrued is repetitive and/or purposeful.
- Suspension from school.
- Expulsion from school.
- Civil or criminal liability under applicable laws.

Problem Reporting

If you need technical assistance with software or hardware, problems should be reported immediately to the technology staff.

Never attempt to repair a computer yourself, unless you have been instructed by one of the technology staff members! Students will gradually be expected to learn repair procedures, but you must have training before attempting to repair on your own.

The technology staff can only help you with software that is part of the default configuration of the laptop. If a program hangs or freezes, you can probably fix the problem by restarting the laptop (save your work first). The staff will help to the best of their ability.

Loss or Theft

1. The student must report theft (or suspected theft) of the computer, loss of the computer, or damage to the computer to school personnel immediately.

2. A Parent/Guardian will be notified.

3. Parents may be directed to contact the Houston County Sheriff's Department and provide a copy of police report to the Spring Grove School office.

Spring Grove School District Student Electronic Device Usage Agreement

Providing laptop computers for instructional use by students is an exciting venture. Certain guidelines are necessary to protect the electronic device and the school network and ensure that this technology serves as an effective instructional tool. Students and their parents/guardians must agree to the following:

1. The student agrees to follow all Spring Grove School District regulations and policies governing the use of the computer as well as all applicable State and Federal laws including copyright and intellectual property law pertaining to software and information.
2. The computer is the property of Spring Grove School District. If a student withdraws from the school prior to the end of the loan period, the device is to be returned to school officials by the student prior to withdrawal.
3. The student shall not remove or alter any Spring Grove School District identification labels attached to or displayed on the computer, nor shall the student change identification within the device, such as the device name.
4. The student agrees to handle the device carefully and protect it from potential sources of damage. Circumstances involving theft or student neglect or misuse will accessed a replacement or repair fee.
5. The student must report theft (or suspected theft) of the device, loss of the device, damage to the device, or malfunctioning of the device to school personnel immediately.
6. Upon request, the student agrees to deliver the computer to Spring Grove School District staff for technical inspection or to verify inventory or other information; this may include random screening.
7. Students are responsible for having their device charged and ready to use during class time.
8. Spring Grove School District is not liable for lost data or time spent on data.

Appendix 18: Hunting Permission Form

Hunting Date/s: _____

Student Name: _____

Hunting could be an authorized absence from school providing the following guidelines are followed prior to absence:

1. The student is expected to be doing passing work in all classes. Parents should hesitate signing if your child has difficulty with class work.
2. The absence will require an excuse by the parent or guardian. The school encourages the parents to check with the school prior to taking their child out of school for hunting.
3. The absence will require that the student bring in the original license for school personnel to copy and attach to this form.
4. The Permission Form must be picked up in the office at least four (4) school days prior to the absence.
5. The student must notify their teachers of their upcoming absence for hunting. All assignments due during your absence are your responsibility.
6. A student's prior attendance record will be considered prior to issuing an authorized absence from school from hunting.
7. The school will not permit more than two (2) days per year for hunting.
8. Prior to absence, turn in Permission Form with parent signature to the office. The final signature to obtain will be Mr. Kjelland's on this form. Failure to do so will result in an unexcused absence.

Parent/Guardian _____
Print

Parent/Guardian _____
Sign *Date*

Student _____
Sign *Date*

Principal _____
Sign *Date*

Non-compliance with ANY of the above guidelines for the hunting absence will result in an
UNEXCUSED ABSENCE.

Appendix 19: Calendar 2023-24

Month	Date(s)	Specific
August	29, 30, 31	Inservice/Workshop
September	4	Labor Day
	5	First Day of School for 6 th - 12 th graders
	5	K-5 Back to School Assessment Day
	6	K- 5 Back to School Assessment Day
	7	First Day of School for K - 5 th graders
October	4	Staff Development, late start for students (10:30)
	19, 20	No School EM
November	3	End of Quarter 1
	6	Inservice/Workshop
	14	P/T Conferences 4pm - 7pm (3 rd -12 th)
	16	P/T Conferences 4pm - 7pm (3 rd -12 th)
	22	No School P/T Comp Day
	23, 24	No School Thanksgiving Break
December	25-29	No School, Winter Break
January	1	No School, Winter Break
	2	School Resumes
	19	End of Semester 1, Quarter 2
	22, 23	Inservice Workshop (No School)
	23	P/T Conferences K-2(Schultz) 4pm -7pm
	24	Quarter 3 begins
	25	P/T Conferences K-2(Schultz) 4pm -7pm
February	19	President's Day (No School)
	28	Staff Development, late start (10:30)
March	14	P/T Conferences 4pm - 7pm (3 rd -12 th)
	19	P/T Conferences 4pm - 7pm (3 rd -12 th)
	26	End of Quarter 3
	27	Inservice Workshop
	28, 29	No School Spring Break
April	1	No School Spring Break (P/T Comp Day)
May	27	No School Memorial Day
	31	Last Day of School/End Qtr 4
	31	Graduation, 7:00 pm
June	3	Workshop Day

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