

2024 - 2025

**LONG PRAIRIE-GREY EAGLE SCHOOL
MISSION STATEMENT**

The mission of the Long Prairie-Grey Eagle School District, as an innovative progressive leader in education, is to ensure that every student is a confident, responsible global citizen with a passion for learning. This will be accomplished through: state of the art facilities, dynamic positive relationships, rigorous engaging curriculum, in partnership with parents and the community.

This handbook and its contents were approved by the School Board. This handbook may be changed or amended during the school year. Changes will be posted **online following approval of the School Board**. If you have any questions about a provision, contact the principal.

2024-2025 SCHOOL CALENDAR

August

26-29 Teacher In-service Day-No School
28 K-12 Open House
30 No School

September

2 Labor Day- No School
3 First Student Day (Kindergarten “A”- 12th grade)
4 First Student Day (Kindergarten “B”)

October

17-18 Education Minnesota- No School

November

6 End of 1st Quarter
11 No School-Staff Day
14 K-12 Parent-Teacher Conferences
21 K-12 Parent-Teacher Conferences
28-29 Thanksgiving Break-No School

December

23 1:00 Dismissal
24-31 Winter Break-No School

January

1 No School
2 Classes Resume
17 End of First Semester
20 No School-Staff Day

February

13-14 No School- Staff Day
17 President’s Day- No School

March

6 K-12 Parent-Teacher Conferences
20 End of Third Quarter
21 No School- Staff Day
24 No School- Staff Day

April

17 No School- Staff Day
18-21 Spring Break

May

23 No School- Staff Day and Graduation 7:00 pm
26 Memorial Day- No School
30 1:00 Dismissal
30 End of 4th Quarter

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Welcome to Long Prairie-Grey Eagle High School

As a member of our education community, you are a part of a special group. It is our hope that your experience here will be a positive one. It is our belief that by maximizing your involvement in our school's educational program and activities, you will make your time with us productive and fulfilling. We will do all that we can to make this time a positive one that you can reflect on for many years to come.

Long Prairie-Grey Eagle boasts a strong tradition as a school with high standards and expectations. As a student here, you should remember that you represent not only yourself but also your families, your school, and the community of Long Prairie and Grey Eagle.

During this school year, you will be challenged to set high standards for yourself. We are here to help you meet your goals.

Welcome to an outstanding association of students and teachers working together to reach their potential.

PART I- INFORMATION

ARRIVAL AND DISMISSAL HOURS

The school day hours are 8:15 to 3:10. The building will be opened one half hour before school and one-half hour after school on school days, including access to classroom hallways and lockers. The doors may be open beyond these hours due to scheduling, but that will not be guaranteed. Students are not to be on campus beyond this time without a valid reason- which includes school sanctioned sports and activities.

Student pickup and drop-off points are located in front of the school.

BUILDING HOURS/CHURCH NIGHT:

Teachers are available before and after school to help students. Students in the building after 4:00 p.m. must be under the direct supervision of a District employee. Students may not leave the school grounds once they have arrived at school. The academic wing and shop wing of the building close at 4:00.

Athletes please remember to bring everything needed for the next day to practice.

Wednesday has been designated as church night. Activities involving students are not to be scheduled on this night after 6:00 p.m.

All students are required to use the main West entrance doors when entering the school building. All other doors will remain locked and are to be used as exit doors only.

BULLETIN:

Students are not permitted to submit notices for the morning bulletin unless such announcements have been approved by the faculty sponsor. Notices must be submitted by 7:30 am or they will be posted the following day.

CAFETERIA:

The cafeteria provides a nutritious, well-balanced diet, with both breakfast and lunch provided free of cost to each student. Students are to eat their noon meals in the cafeteria. Students will be issued a 4-digit pin number to enter on a key pad for lunch and ala-carte.

Lunch periods are closed, meaning students are to remain in the COMMONS during the 35-minute noon period. Students are not allowed outside of the building during the noon lunch period. Violators will be assigned detention or suspension.

Students who cut in front of others in the lunch line will receive school discipline. Lunch room supervisors will be responsible to turn names of line cutters into the office.

Any student who engages in a food fight will subject themselves to serious disciplinary consequences which could include suspension or expulsion from school.

1. Maximum of 8 per table
2. 9th through 12th grade eat first and the 7th and 8th grade sit at their tables until they are dismissed by table.
3. All doors are shut, including the media center.
4. No one leaves the lunch room without permission from the supervisor.
5. All tables will be cleaned up at the end of lunch. No trays or trash left.

Violators will be sent to the office and will receive detention or suspension.

CALENDAR

The school calendar is adopted annually by the school board. A copy of the school calendar can be found in the appendix to this handbook and on the school district's website at <https://www.lpge.org>

CARE OF BUILDING AND EQUIPMENT:

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public-school system. Therefore, the care of buildings and equipment is the responsibility of every student. For those students who do not assume the proper respect and care of school property, it is pointed out that the willful or deliberate damage to or defacement of school property is a most serious violation. Any student violating this regulation will be subject to suspension, the cost of damages, and the loss of school privileges. Parents and police will become involved.

Students are not allowed food or drink, other than water, in the classrooms and hallways.

CLASS ASSIGNMENTS

This will be made available to students as soon as it has been finalized in the administrative office.

COMPLAINTS

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

COUNSELING DEPARTMENT:

The primary purpose of the counselor in the school counseling department is to help students help themselves. Students who are confronted with problems of a personal, educational, or career nature should feel free at all times to use the services of the counseling office and the counselor. The following list includes some of the areas in which the student might seek the services of this department.

1. To discuss personal problems and seek a solution.
2. To help with the selection of school subjects and plan a program of study.

3. To obtain information pertaining to colleges, vocational schools, Armed Forces or employment opportunities.
4. To make application for college entrance examination.
5. To obtain information on scholarships and loans for post h.s. education.
6. To obtain help in the interpretation of standardized test results.

Students are encouraged to check out educational and vocational materials from the counseling office. Materials should be returned in order to make them available for others.

DANCES/ACTIVITIES:

1. School dances/activities are permitted with the following guidelines - not more than one dance/activity night per month. Dance/activity nights are to be over by 10:30 p.m. on school nights and 11:30 p.m. on non-school nights. Prom and post prom are excluded from the above policy. All dances will be scheduled to take place in the Commons.
2. Class or organization sponsored activities must be approved by the administration.
3. 7th & 8th grade students may not attend senior high dances/activity nights. 9-12 grade students may not attend junior high dances/activity nights.
4. Student behavior expectations at dances follow the same high expectations that the District has for students during the school day. Inappropriate behavior will not be tolerated. Students exhibiting behavior deemed inappropriate by dance chaperones will be asked to leave. Further consequences may include:
 - Exclusion from future dances
 - Detention
 - Suspension

DIRECTORY INFORMATION (School Board Policy 515):

Independent School District 2753 will designate the following personally identifiable information contained in the student's education record as "directory information" and will disclose that information without prior written consent. Directory information includes: 1) the student's name; 2) the names of the student's parents; 3) the student's address; 4) the student's date and place of birth; 5) the student's grade level completed; 6) the student's extra-curricular participation; 7) the student's achievement awards or honors; 8) the student's weight and height if a member of an athletic team; 9) the student's photograph if available; 10) the student's dates of attendance; 11) the school or school district attended before he/she was enrolled in the local public school.

DISTRIBUTION OF NON-SCHOOL 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 (*Appendix 2*).

E-LEARNING POLICY

The Long Prairie Grey Eagle School will be adopting an alternative learning day in the event of a school closure. Beginning the 2022-2023 school year, students will continue their daily academic schedule as usual from outside of the school setting if an eLearning day is implemented. Families will be notified via the Instant Alert System as well as the information will be posted on the district website, Facebook page, and broadcast media entities that the closure of school will be an "e-Learning Day. Note: The 3rd canceled school day of the academic year will be the first E-Learning Day.

It is important to note that due to internet connectivity/bandwidth issues that not all teachers will be able to have live sessions; students/parents will be informed at the start of the year if their teacher has limited access.

The district will share information from the National Weather Service so that staff and students are aware of potential weather-related issues in advance. Therefore, teachers and students should be forewarned for the potential of an upcoming e-learning day and will be expected to be prepared accordingly. Unfortunately, some school closures take place due to alternative circumstances and an e-learning day may be scheduled with less forewarning.

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

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

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

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

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

1. Assignments will be posted to Schoology or See-Saw no later than 10:00 a.m.
2. Be available for communication via Google Meets, telephone, email, and/or Schoology or See-Saw messaging between 10:00 am and 3:00 pm. Faculty will have voicemail from school linked to their email. Staff will be expected to respond to student questions within 30 minutes of the question being posed.
3. Allow students up to three (3) days to make-up work administered on an e-Learning day. The "three (3) days" consists of the e-learning day and the two (2) days following the e-learning day.

The intent of e-learning is to continue what is currently being taught in the classroom.

1. Therefore, a teacher may need to have a live Google meeting or post a recorded lesson in some instances.
2. On the other hand, if students were expected to take a test in class on a specific day that becomes an e-learning day, students might be asked to take an exam rather than partake in a lesson.

3. If students were to be conducting research in class on a particular day that becomes an e-learning day, students may be asked to conduct research from home.
4. If students were scheduled to watch a video or participate in a web-based activity on a particular day that becomes an e-learning day, students may be asked to view the video or engage in the web-based activity from home.
5. If students were supposed to progress through a project during a particular day that becomes an e-learning day, students may be expected to continue to work toward completion of that project during the e-learning day.

Other examples of high-quality e-Learning include:

- a. Integrate as seamlessly as possible into the regular instruction that has been occurring. Avoid generic, out-of-context tasks. Tasks should be meaningful and important to students.
- b. Leverage digital tools students are using as part of their regular instruction (i.e. Schoology or See-Saw, Google Docs, apps).

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 noninstructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be sponsored by school employees or agents; employees or agents of the school will be present at religious meetings only in a 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.

EQUIPMENT

Equipment borrowed for plays, meetings and programs must be returned immediately after its use. Permission from the office must be granted prior to use of equipment from another department or classroom, or arrangements made with the classroom teacher.

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 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 IEP case manager.

EXTRA CURRICULAR ACTIVITIES/ORGANIZATIONS (School Board Policy I7):

Students are encouraged to participate in extracurricular activities and join organizations. Generally, the student who participates in these activities does better work in the classroom. A student must be in attendance periods 1-7 on the day of the activity in order to participate as a team member. Exceptions to this policy may be made only with the principal's approval. All organizations have a faculty advisor and meet for social and business purposes only with the advisor's approval. All money belonging to any organization must be deposited in the Student Activity Account.

In order to participate in athletic or other co-curricular activities, the following usage rate is assessed:

1. Junior High (Grades 7-8) athletics - \$30.00/sport or \$75.00/3sports
2. Grades 9-12 \$60.00/sport or \$150.00/3 sports.
3. MAXIMUM PER FAMILY \$300.00
4. \$25.00 fee for each: MS/HS Summer band/lessons, Jazz band, Carolers/Jazz choir, Knowledge bowl, One Act play (this fee applies toward family max).
5. Band uniform cleaning and repair will be the student's responsibility (annual fee).
6. Band lesson books must be paid for by the student.
7. Students using school owned instruments will be charged according to the use and age of the instrument.

SPECTATOR CONDUCT AT HOME EVENTS

Students should remain in the gym unless using bathrooms or buying concessions.

- a. Students are not allowed in classroom areas.
 1. Coats and materials should be removed from gym lockers before 4:00 p.m.
 2. All locker rooms are off-limits unless returning from an away game
- b. No smoking or vaping on the school grounds.
- c. Non-participants are not allowed on the playing court.
- d. Good sportsmanship should be demonstrated by all spectators before, during and after the game. Spectators may be removed from the game by administration or law enforcement if there is any inappropriate language, harassment of players or referees or any disruption to the game itself.

FEES

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

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

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

FOOD IN THE CLASSROOMS

Students are not allowed food or drink, other than water, in the classrooms and hallways. Any deviation to this policy is through administration and staff authority.

Outside food and drink are not allowed on campus during the hours school is in session. The only exception to this will be students who pack their own lunch for their scheduled lunch in the cafeteria. Food designated as part of the student's lunch needs to be in a separate container and left in the locker until the student's designated lunch time.

FUNDRAISING

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

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.

IEP BILLING:

The district considers names and birthdates of students eligible for special education as directory information and will share the information with DHS (Minnesota Department of Human Services) to determine which students are currently enrolled in a Minnesota Health Care Program. If a parent/guardian does not wish for directory information to be shared, you may opt out by contacting the district office at 320-732-2194.

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 or by parental approval.

LIBRARY AND MEDIA CENTER

The library/media center is open as school is in session but may be closed at different times. Please refer to Mrs. Terwey for library and media center hours. Students may use the library/media center during the school day and before and after school only when a supervisor is present.

LOCKERS

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

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

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. **Papering of your locker and any advertising on the outside of your locker is prohibited- exception will be for those items directed by coaches or school administration. Violation of this rule will result in being assigned 45 minutes detention.** Pop / liquids may be stored in a locker if they are kept in a lunch bag for use during the lunch period in the commons. Students who violate the above policy will be assigned detention. Repeat offenders could lose their locker privileges.

Locker Assignments

Students will be assigned to a locker in the Fall.

Care of Lockers

Students are responsible for the care of their lockers. Any mechanical or structural failure should be reported to the office immediately. Students who kick or abuse lockers will receive a consequence commensurate with the level of abuse. Papering of your locker and any advertising on the outside of your locker

is prohibited- exception will be for those items directed by coaches or school administration.

LOCKER RESPONSIBILITY

Lockers are provided for all students and are issued without charge or deposit. The school accepts no responsibility for anything stored in lockers. Suggestion: Do not leave significant amounts of money in school lockers.

PHYSICAL EDUCATION- LOCKER ROOMS

Physical education locker rooms are off limits to students during class time. Exceptions:

- Students who have a pass from a teacher to the locker room may use these facilities.
- Students who are scheduled into a phy. ed. class and have permission from their phy. ed. teacher may use the locker room.

Due to the increase in vandalism and theft in the locker room we are now requiring students to purchase a lock for \$5.00 from the school that will be recorded and registered in the physical education department for use for athletics and physical education students.
Items stolen from unlocked lockers are the responsibility of the student.

Due to the increase in vandalism and theft in the locker room, a student will receive their first lock FREE OF CHARGE from the school that will be recorded and registered in the physical education department for use for athletics and physical education students. If the first lock is lost or missing, the student will be fined \$5 for each additional lock.

Items stolen from unlocked lockers are the responsibility of the student. Items that are stolen from the locker room are the responsibility of the student. The physical education department and school are not liable.

Note of advice to all students: Don't leave large amounts of money or valuables in your lockers. If you have to bring money or valuable possessions to physical ed. class, ask your physical education teacher to hold them for you during physical education class.

LUNCHES

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

LUNCHROOM SCHEDULES

Regular Schedule

1st Lunch: 11:12- 11:42

2nd Lunch: 12:04- 12:34

Activity Schedule

1st Lunch: 11:27- 11:57

2nd Lunch: 12:11- 12:41

Late Schedule

1st Lunch: 11:25- 11:55

2nd Lunch: 12:09- 12:39

Early Out

1st Lunch: 11:24- 11:54

2nd Lunch: 11:58- 12:33

LUNCHROOM/CAFETERIA

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

MEDIA CENTER:

All students must present a pass to the Media Center Specialist upon entering. The media center is available for research and leisure reading and college coursework. Computer users are not allowed to access "chat rooms". All internet use must be school appropriate.

MEDIA CENTER POLICY:

- 1) 2-week checkout period
- 2) Limit of 3 books
- 3) Students will be notified of overdue books prior to the end of each quarter by posting on the media center door.
- 4) If the book is not returned by the end of the semester, the student will be charged a late fee or its replacement cost.
- 5) If materials are not returned and fines not paid, students may not receive their Chromebook at the beginning of the next school year.
- 6) Students will pay the replacement costs for any lost or damaged materials
- 7) Unacceptable behavior will result in the student being referred to the office.
8. No food or drink, other than water, in the Media Center is allowed, unless prior arrangements have been made.

MESSAGES TO STUDENTS

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited.

NONDISCRIMINATION

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated Superintendent Dan Ludvigson - 205 2nd St. S, Long Prairie, MN, 320-732-2194 - as the district's human rights officer to handle inquiries regarding nondiscrimination.

TITLE IX SEX NON-DISCRIMINATION POLICY

It is the policy of LPGE not to discriminate on the basis of sex in its educational program activities or employment policies, as required by Title IX of the 1972 Educational Amendments. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.

Any student, parent, or guardian having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator.

The school district's Title IX Coordinator is: Mr. Rud

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both.

See also Policy #522 Title IX Sex Non-discrimination Policy, Grievance Procedure. A copy of the policy can be obtained in the principal's office.

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.

OFF-CAMPUS PASSES:

Off-campus passes must be obtained before school from the attendance secretary ***before 8:15 am.***

Students are not allowed to leave school without a pass. Students leaving without a pass will be considered truant and face consequences for truancy.

If you return to school during the day, sign in at the office and obtain an admit slip to class.

PARENT / TEACHER CONFERENCES

Parent and teacher conferences will be held twice a year, once in the fall and once in the spring. Parents will be notified of the pending conferences by electronic means and social media. For more information, contact the building principal.

PARENT RIGHT TO KNOW

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

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

4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

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

PARENT VOLUNTEERS

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the building principal, Mr. Rud. To volunteer in the school building or classroom, parents/guardians should contact Barton Rud- Principal. Parents/guardians who visit the school should sign in at the front desk along with pre-arrangement with the classroom teacher needs to occur before entering the classroom. For more information, contact the building principal, Mr. Rud.

PARKING ON SCHOOL DISTRICT PROPERTY / DRIVING:

Parking a motor vehicle on school property

Any student driving during the school day without authorization from the Principal's Office is subject to detention or suspension. Students are not allowed to drive on the fire/emergency access road that circles the school building without authorization from the Principal's Office.

Parking Lot Access: Please use the designated entry (southwest end of parking lot) and the designated exit (Northwest end of the parking lot).

Students who wish to go to the parking lot during school hours (8:15 a.m. to 3:07 p.m.) are allowed for emergency reasons and will need to complete the "sign out form" and be escorted by office staff, as available. The student must sign back into the building on the "Sign out form" when they return. Failure to complete the above process will result in a thirty-minute detention assignment. Students who park in the Visitor's Parking area or designated Parent Pickup section of the parking lot without permission will be assigned 45 minutes of detention. Students are required to park within designated vehicle lines in the lot. Students who violate this requirement will be assigned 45 minutes of detention.

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;
- Parking is permitted in designated areas only
- Students are not permitted to use motor vehicles during the school day in any school district locations unless permission has been granted to the student by the school office.
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.

Students are not to be parking in back of the school as this is reserved for staff parking.

Students are not allowed to park in the guest parking area in the front of the school.

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 (*Appendix 5*).

Visitors

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

RECKLESS DRIVING

The following consequences will be enforced for reckless driving, driving without consideration for the road conditions, leaving the parking lot from the entrance, or speed in excess of 15 MPH:

1. Dependent of severity and circumstance: Six days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
2. Loss of parking lot privileges for 10 days. Dependent of severity and circumstance: Twelve days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
3. Dependent of severity and circumstance: Eighteen days of assigned parking in the Northwest corner of the parking lot, detention or suspension.
4. Loss of parking lot privileges for the remainder of the school year. Student will not be allowed to park in the lot.

Note: The above consequences are not necessarily consecutive.

PBIS

The staff has implemented PBIS (Positive Behavioral Intervention Supports) into the daily routine for all staff and students at Long Prairie – Grey Eagle Secondary School. PBIS helps the staff to choose and organize behavioral interventions in order to enhance the academic and behavioral outcomes of students. Students will be exposed to this process at different points throughout the year to include a classroom matrix developed by each teacher for the classroom, the code of conduct that is distributed to each student to outline expectations while attending LPGE Secondary and while in class within each classroom.

PHYSICAL EDUCATION EXCUSES:

Excuses to exclude participation in physical education activities must be a signed note by the parents. If longer than two days, a doctor's statement of the student's health must be filed with the nurse and on record in the office indicating the student's limited activity.

120B.026 PHYSICAL EDUCATION; EXCLUSION FROM CLASS; RECESS

A student may be excused from a physical education class if the student submits written information signed by a physician stating that physical activity will jeopardize the student's health. A student may be excused from a physical education class if being excused meets the child's unique and individualized needs according to the child's individualized education program, federal 504 plan, or individualized health plan. A student may be excused if a parent or guardian requests an exemption on religious grounds. A student with a disability must be provided with modifications or adaptations that allow physical education class to meet their needs. Schools are strongly encouraged not to exclude students in kindergarten through grade 5 from recess due to punishment or disciplinary action.

PLEDGE OF ALLEGIANCE

Students will recite the Pledge of Allegiance to the flag of the United States of America each school day morning. 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.

PROJECTS:

The school is not responsible for student projects that become damaged or lost while in storage in the school. This would include projects and/or personal equipment left in lockers, in shop, home economics, art, science, auto mechanics, agriculture, business department or in any other subject area for which instruction is provided. Students must take the responsibility for any projects left in the school to assure safety from damage or theft.

SCHEDULE CHANGES

The following dates pertain to students making schedule changes for the upcoming school year.

Last day to make schedule changes:

For 1st Semester- June 1st

For 2nd Semester- October 1st

SCHOOL ACTIVITIES

The school district provides opportunities for students to pursue special interests that contribute to their physical, mental, and emotional health. Formal instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to represent responsibly 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. Parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events.

The Long Prairie – Grey Eagle School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer as 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 Ms. Kelsey Paurus- Athletic Director or refer to the following Eligibility Requirements.

SCHOOL CLOSING PROCEDURES

School may be cancelled when the superintendent believes severe weather or other circumstances threaten the safety of students and employees. The superintendent will decide as early in the day as possible about closing school or school buildings. School closing announcements will be broadcast over the radio- KEYL 99.7 FM, on the internet at <https://www.lpgge.org>, as well as emergency phone notification along with school website, email and social media platform Facebook.

SEARCHES

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

LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER

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

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

The school is not responsible for personal property damaged or lost in school. Money and/or valuables should not be left in lockers. For safe keeping money should be placed in an envelope, properly marked and left in the high school office.

Foods and beverages in lockers, other than lunch bags, will be confiscated. Detention may be assigned.

DESKS

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

PERSONAL POSSESSIONS AND STUDENT'S PERSON

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

VEHICLES ON CAMPUS

Patrols and Inspections

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

SEARCH OF THE INTERIOR OF A STUDENT'S MOTOR VEHICLE

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

STUDENT PRINTING

Students needing to print from their Chromebook, send them to the media computer lab to log in and print from those computers. Students do not have the capability make color prints. Media center staff are not responsible for printing student work.

STUDENT PUBLICATIONS AND MATERIALS

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

SCHOOL SPONSORED MEDIA

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

- Is obscene to minors;
- Is defamatory;
- Is profane, harassing, threatening, or intimidating;
- Constitutes an unwarranted invasion of privacy;
- Violates federal or state law;
- Causes a material and substantial disruption of school activities;
- Is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- ~~Is libelous or slanderous;~~
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

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

STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records, see "Student Records" (*Appendix 3*). A complete copy of the school district's "Protection and Privacy of Pupil Records" policy may be obtained from the school website under school board policies. The website address is <https://www.lpge.org>

STUDENT SURVEYS

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see "Student Surveys" (*Appendix 4*). A complete copy of the school district's "Student Surveys" policy may be obtained from the school website under school board policies. The website address is <https://www.lpge.org>

TELEPHONE CALLS:

Telephone calls are only to be made before school, during breakfast and noon hour or after school, unless there is an emergency. The office phone may be used for phone calls. If a student needs to make a long-distance call, they can use their cell phone in the office only with advanced permission from the office staff. Students will not be called from class to answer an incoming call except in extreme emergency.

TESTING INFORMATION

Parents who wish to opt out of statewide tests must have their opt-out form into the secondary school main office by April 1st.

Opt out forms for statewide tests may be found as the last pages in the handbook. Please tear these out and bring them in, additional forms are available in the office.

TRANSPORTATION OF PUBLIC-SCHOOL STUDENTS

The school district will provide transportation, at the expense of the school district, for all resident students. 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.

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.

VIDEO AND AUDIO RECORDING

SCHOOL BUSES

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district 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.

TEXTBOOKS:

Textbooks are furnished free of charge. Students are responsible for books issued. Lost books are to be paid for or arrangements made to do so before another book is issued. Fines for damaged books will be assessed.

VALEDICTORIAN AND SALUTATORIAN RECOGNITION

Graduating seniors qualify for the honor of graduation first in the class (Valedictorian) or second in the class (Salutarian) based on GPA earned in grades 9-12. The practice used to determine the highest-grade point average is as follows: The grade point average is carried to the .001 place. If the .001 place is five or more, it is rounded up to the next .01. If the .001 place is four or less the .01 place would remain the same. To qualify for recognition as a Valedictorian or Salutarian at LP-GE HS a student must be enrolled in the secondary program for a minimum of two years.

VEHICLES ON CAMPUS

Patrols and Inspections

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

Search of the Interior of a Student's Motor Vehicle

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

WITHDRAWAL:

1. Authorization for withdrawal must be made by telephone or in person by your parent or guardian.
2. Obtain appropriate forms from the Principal's office.
3. Have the forms filled out by teachers, return all school books and library books, and make sure all fines are paid.
4. Take the completed form to the Principal's Office for final clearance.

YEARBOOK

Each year a school is produced and available for sale. The administration retains the right to determine how it is produced and the content that is contained within the pages of the yearbook.

PART II — ACADEMICS

ALTERNATIVE EDUCATIONAL OPPORTUNITIES

Some students may be at risk of not continuing or completing their educational programs. The school district provides alternative learning options for students at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the Dean of Students, Mr. Jonathan Young at 320-732-2194.

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.

PLAGIARISM

It is the expectation for all students at LPGE High School that they present work as their own. Credit for student work is granted under the premise that the student has completed the task in its entirety and is taking credit for their original ideas and effort. Anything less than that is

considered to be academically dishonest. Examples of academic dishonesty on the part of a student may include, but is not limited to:

- Submitting another student's work as one's own work
- Giving or obtaining test questions or answers from a member of an earlier class
- Copying from another student's test or computer file
- Plagiarizing (presenting as one's own material copied without adequate documentation from a published source)
- Cutting and pasting another person's actual words without adequate source documentation

Based on frequency and severity of the offense, consequences for academic dishonesty may include one or more of the following:

- Detention
 - Loss of credit
 - Grade reduction to 0
 - Suspension from classes
 - Suspension from school

CLASS RANK / ACADEMIC STANDING

Class standing and credit is determined by the number of courses satisfactorily completed and not by the length of time the student has been in school. At the beginning of the school year, students must have earned the following number of credits for grade classification: Sophomore 10 credits; Junior 20 credits; Senior 30 credits. Forty-six credits are required for graduation. The list of course requirements are included in the registration manual. One study hall is allowed per semester.

the fact that a student is recognized for his/her academic standing or receipt of an award (i.e., honor roll) is public information.

CREDIT RECOVERY

Credit Recovery gives students in grades 7-12 the opportunity to recover failed credits while accessing online curriculum.

Students interested in recovering credits they have failed to master in the traditional classroom, sign up for classes offered throughout the year using Edmentum, an online resource tool that allows students to work independent of school yet in tandem with state aligned curriculum that helps guide their 7-12 path.

1. Allows students to maintain status and graduate with their class
2. Courses offered are for recovery only, not for original credit

~~Students who have failed a class during the school year should work with their counselor to register for Credit Recovery to make up a required credit.~~

Students in grades 9-12 will have the opportunity to earn a "Pass" grade and credit from a previously failed class.

Students will complete all assignments, and need a grade of 70% or higher to complete the credit.

Students will be required to take final tests in person, either before school or after school - in the Student Success Center (proctor/staff to be determined): before school 7:30a-8:15a and after school 3:15p-4:00p

EARLY GRADUATION

Students may be considered for early graduation after meeting the conditions provided in school district policy 613.

ELIGIBILITY (School Board Policy 510):

In order to represent the Long Prairie-Grey Eagle School as a participant in any contest, meet, or public performance as it relates to athletics or fine arts, the following rules set forth by the Long Prairie-Grey Eagle School Board.

Students who are living within the LPGE School District but going to an alternative schooling, such as, but not limited to: Home School, Online School, or ALC, are held to the same academic standards as our enrolled LPGE students. It is the parent's responsibility to provide the school an update on their Academic Progress every Midterm and Quarter, which is based upon the LPGE School Calendar. Failure to do so could jeopardize the student's eligibility.

LPGE 7-12 ELIGIBILITY POLICY

Students can lose eligibility during the following dates throughout the school year:

- A. Midterm 1
- B. Quarter 1
- C. Midterm 2
- D. Quarter 2
- E. Midterm 3
- F. Quarter 3
- G. Midterm 4
- H. Quarter 4

A preliminary report informing you that you are in jeopardy of losing eligibility will be communicated to parents / guardians 2 weeks before grades being pulled for eligibility.

Eligibility will be determined by **semester grades** at every grading period.

An eligibility report will be generated the following day after grades are posted and discipline will go into effect the following day.

For example: Grades post for Midterm 1 on October 5th, a report would be generated on October 6th, and any necessary disciplinary action would begin on October 7th.

Athletic Activities:

On the first 'F', students will lose eligibility- 1 or 2 events based on the activity:

Basketball- 2

Hockey- 2

Softball- 2

Baseball- 2

All other activities will be 1 event

Fine Arts and Extra-Curricular Activities:

On the first 'F', students will lose eligibility for 1 event.

No additional work will be excepted past the grading period date.

FAILURE IS NOT AN OPTION

Quarter Grades:

Grade 7 & 8 students failing a core class in a 9-week grading period (quarter) will be given the opportunity to attend credit recovery after school until the failing grade is changed to passing (60%).

If the student chooses not to attend credit recovery, they may have to repeat the class the following school year if they do not earn a passing grade for the semester (see below).

Work to be made up shall be at the discretion of the teacher responsible for the grade.

The teacher of that class will contact parents twice during the following quarter to update parents on progress and inform parents of the student's current quarter grade and projected semester grade. Other meetings may need to be scheduled on a case by case basis.

Semester Grades:

Students failing a core class for the semester shall be registered for that class in the fall of the succeeding school year. Students may obtain one semester/one credit for a failed course, if they participate in and successfully complete a Credit Recovery program for that course during summer Credit Recovery.

Students will be awarded 1 credit for each semester achieved in five core subjects. Credits required of grade 7/8 students are:

Mathematics ————— 2 per year — 4 total

Science ————— 2 per year — 4 total

Social Studies ————— 2 per year — 4 total

Language Arts ————— 2 per year — 4 total

16 Core Semester Hours

Students who fail a semester class:

1. All Students must complete their credits
2. The teacher, counselor and principal will have a formal meeting with the parent informing them of the situation and opportunity for the student moving forward
3. The student will be placed with a credit recovery class
 - a. Beginning with an online class with placement / option of summer school
4. Beginning in the 9th grade, if the class had not been completed with a passing grade, the student would lose a study hall in order to facilitate a time for the student to work on the online class.

(Replaced by 7th / 8th Grade Class Retention Policy)

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 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 Secondary School Principal - Mr. Bart Rud at 320-732-2194.

FIELD TRIPS

All rules of student conduct and student discipline apply to field trips.

Field trips may be offered to supplement student learning in which students voluntarily participate 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.

Non-Academic Field Trips or Activities (Includes Snow Days and Homecoming)

- 1. As these events are a privilege and not a requirement for academic acceleration or graduation, students who wish to participate must meet the following requirements:**
 - a. Not failing any classes for the semester (Not on the F-List)**
 - b. Attendance- Students may not have more than 3 un-excused absences**
 - c. Discipline- Students cannot have more than two discipline notices (In-School Suspension or Out of School Suspension) for the semester**
- 2. This will be enforced per administrative discretion.**

4 FOR 2 PROGRAM:

Requirements for participation for 4 for 2 Program: Entering your Junior Year, Cumulative GPA-3.00, Accuplacer Exam.

GRADES

Students' grades will be reported quarterly during the year. Report cards will be reported quarterly, but immediate information regarding student's progress and report for their current standing in their classes may be utilized via or online platform Skyward.

No additional work will be excepted past the grading period date.

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 Long Prairie – Grey Eagle School District. All students must also pass the state-identified proficiency tests, Minnesota comprehensive assessments, alternate assessments, and/or other applicable tests. Students will have the first opportunity to take a test in basic requirements in 9th grade. Parents 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

To receive a diploma, students must successfully complete at least 46 credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation

Subject Area	Credits	Explanation
Language Arts	8	Must be sufficient to satisfy all academic standards
Mathematics	6	Must be sufficient to satisfy all of the academic standards in mathematics
Science	6	Must include one credit to satisfy all the earth and space science standards for grades 9 through 12, one credit to satisfy all the life science standards for grades 9 through 12 and one credit to satisfy all the chemistry or physics standards for grades 9 through 12.
Social Studies	7	Must encompass at least United States history, geography, government and citizenship in either grade 11 or 12 for students beginning in grade 9 in the 2025-2026 school year and later or an advanced placement, international baccalaureate, or other rigorous course on government and citizenship under Minnesota statutes, section 120B.21, subdivision 1a and a combination of other credits encompassing at least United States History, geography, government and citizenship, world history, and economics sufficient to satisfy all of the academic standards in social studies.
Arts	2	Must be sufficient to satisfy all of the academic standards in the arts.
Physical Education	2	Must be sufficient to satisfy all of the academic standards in Physical Education.
Health	1	Must be sufficient to satisfy all of the academic standards in the Health.
Electives	14	Must be sufficient to satisfy all of the academic standards in each elective.

Students who begin grade 9 in the 2024 – 2025 school year and later, must successfully complete a course for credit in personal finance in grade 10, 11 or 12.

LP/GE requirements for graduation include 8 semester credits in English, 7 credits in Social Studies, 6 credits in Mathematics, 6 credits in Science, 2 credits in Physical Education, 1 credit in Health, 2 credits in Art Visual arts, music or media arts, and 14 credits in elective courses. All coursework must be earned at the high school level. Algebra I won't be considered a high school level course beginning with the 2011-12 school year. Required and elective credits must total at least 46.

The registration manual published each year lists the courses offered and should be carefully used in developing a schedule.

To be eligible to participate in commencement and senior graduation picture, students must have attended school twelve years and have earned 38 credits by May 1st of their senior year. Diplomas will be awarded for all graduates through June 30 of that year. Students achieving the requirements for graduation after June 30 will receive a diploma with the succeeding class in the spring of the following year.

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 school counselor, Mr. Young.

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.

HOMEWORK

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly. It is expected that the student completes their work in a timely. Although some teachers may accept late work, the teacher is under no requirement to accept late work and is not required to provide any grading on late work. Each teacher has their own individual policy on late work for each of their classes and this information can be found in their syllabus.

HONOR ROLL:

Honor Rolls are posted 5 days after the end of each quarter. To qualify for the A/A- Honor Roll, a student must have a G.P.A. of at least 3.67. To qualify for the B+/B Honor Roll, a student must have a G.P.A. of at least 3.0. Students who have any grades lower than C- will not qualify for the Honor Roll.

Grade Point equivalents are as follows:

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

HONOR STUDENTS:

To qualify to become an Honor Student you must have a Cumulative Grade Point Average of 3.50 for grades 9, 10, 11 and 1st semester of 12th grade. A list will be posted during the beginning of 2nd semester and students will be asked fill out an information sheet that will be used for the local paper. Honor Students will receive a Gold Tassel at the Awards Program to be worn at graduation.

INCOMPLETES:

Incompletes are no longer issued by instructors. Students will be graded based on work completed. Assignments not turned in have a value of "0". Teachers will have a policy regarding late work.

MINNESOTA HONOR SOCIETY:

Selection to the NHS is a privilege, not a right. Students do not apply for membership; instead, they provide information to be used by the Faculty Council to support their membership. Membership is granted only to those students who demonstrate outstanding performance in all four criteria of scholarship, leadership, service, and character.

LP-GE HIGH SCHOOL Juniors and Seniors with a cumulative Grade Point Average of 3.00 or higher meet the criteria for scholarship.

The leadership criterion is considered highly important for membership selection. Leadership roles in both the school and the community are considered, provided that they can be verified on Student Activity Information Forms.

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual providing the service. The student who serves: volunteers and provides dependable and well-organized assistance, is gladly available, and is willing to sacrifice, and offer assistance.

Character is probably the most difficult criterion to define. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship. It can also be said that the student of character:

- * Upholds principles of morality and ethics
- * Demonstrates the highest standards of honesty and reliability

Faculty evaluations are used to supplement the Student Activity Information Forms gathered from each candidate. Evaluations bring to the attention of the Faculty Council information that may not otherwise be represented on the information forms. Upon reviewing the evaluations and information forms and verifying their accuracy, the Faculty Council is required to undertake a vote on each candidate, selecting each student who receives a majority vote. Application is made in the Fall of the school year.

PARENT / TEACHER CONFERENCES

Parent and teacher conferences will be held two times each school year- the fall and spring. For more information, contact the building principal.

PARENTS RIGHT TO KNOW

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

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

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

POST-SECONDARY ENROLLMENT OPTION:

Ninth, tenth, eleventh, and twelfth grade students may apply to enroll in Postsecondary Enrollment Options (PSEO) and other advanced enrichment programs. The Post-Secondary Enrollment Options (PSEO) Act allows students to attend full or part-time, a community or technical college, a state university, any branch of the University of MN, or any participating private college or university. The purpose of the program is to promote rigorous academic pursuits and to provide a wider variety of options to high school students.

General Up to date information about the PSEO program will be provided published on the district's website and in materials that are distributed to parents and students to all eighth, ninth, tenth, and eleventh grade students by the earlier of (1) three weeks prior to the date by which a student must register for district courses for the following school year, or (2) March 1 of each year. Qualifying credits granted to a student through a PSEO course or program that meets or exceeds a graduation standard or requirement will be counted toward the graduation and credit requirements of the state academic standards. Interested students must fill out an application form and submit it to the Dean of Students, Mr. Jonathon Young by May 30 for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a PSEO course should contact the Dean of Students, Mr. Jonathon Young.

Students must meet the admission requirements of the post-secondary institution they plan to attend. In some cases, post-secondary institutions have more stringent admission requirements for PSEO students than traditional students.

Students are requested to inform the high school before March 30, if considering participation in the PSEO program.

It is recommended that a conference be held with the school's guidance counselor, student and parent(s)/guardian(s); to discuss remaining graduation requirements, including credits and standards.

All grades and credits earned through the PSEO program will be part of the student's high school and college record.

Student's Responsibilities include the following:

- Make sure all required forms are completed and returned to the appropriate offices.
- Keep the high school informed of any changes in their class schedules
- Provide required documentation to the High School Curriculum Committee, if requested, concerning any courses taken, to determine placement of standards.

High school diplomas will not be issued until final grades are received from the post-secondary institution.

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 Dean of Student's, Mr. Jonathon Young.

Per change of policy for the 2024-2025 school year, a separate policy for 7th / 8th grade will be employed this year. The policy is described in the next section.

7th / 8th GRADE RETENTION POLICY

Any student who fails a semester of a core academic class (including Math, English, Science, and Social Studies) will be required to repeat the failed semester of the class in the subsequent academic year.

REPEATING A COURSE

Students may take a class a second time. They have the option of taking an audit or receiving the higher of the two grades earned. This choice shall be made prior to the start of the quarter.

REPORT CARDS:

Report cards are issued to the student following the end of a quarter. If grades are not satisfactory you should arrange a meeting with your teacher. Mid-term reports are sent to all parents. Parents are encouraged to call the school if there are questions concerning their student. The Honor Roll will be posted after report cards are issued to students.

PART III — RULES AND 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. For detailed information, see the “Student Attendance” policy (*Appendix 6*).

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ATTENDANCE POLICY (Long Prairie/Grey Eagle School Board Policy 503)

I. PURPOSE

- A. The Long Prairie-Grey Eagle School Board believes that students’ regular school attendance is:
1. directly related to student’s success in academic work; (b) benefits our students socially;
 2. provides opportunities for important communications between teachers and students;
 3. establishes regular habits of dependability important to the future of the student.

The purpose of our policy is to encourage regular school attendance; it is intended to be positive, not punitive.

- B. Our policy also recognizes that class attendance is a joint responsibility to be shared by our students, the parent(s) or guardian(s), teacher(s) and administrator(s). This policy will assist students in attending class. It is also a policy of this district that all students, regardless of age, are required to have all absences verified by a parent/guardian. The absence needs to be verified by a parent within three school days after his or her return or it will change to an unexcused absence.

II. GENERAL STATEMENT OF POLICY

A. STUDENT RESPONSIBILITY

The responsibility of the student is to attend each scheduled class. Classroom experiences are meaningful and essential components of the learning process. Meeting class attendance requirements helps instill concepts of self-discipline, exposes the students to group interactions with teachers and fellow students, enables the student to hear and participate in class discussions, and involves the students in educational experiences not available in other circumstances. Instructional and learning opportunities lost through absence from class may not be retrievable.

B. ATTENDANCE POLICY

1. ABSENCES- UNEXCUSED

Unexcused absences are recorded when:

- The school has not been notified of an absence, or
- An absences could have been avoided or delayed, or
- Prior arrangements and/or approval have not been made through the principal’s office.

Every child, regardless of age enrolled in school, must follow the compulsory attendance law.

Students with more than eight (8) absences in a semester will be referred to the County Attorney for truancy pursuant to Minn. Stat. 120.A26. The building Principal shall consider appeals for students who exceed the (8) day limit and has the discretion to limit or vacate penalties for additional absences.

2. PROCEDURE FOR EXCUSED ABSENCES

- a. If you are absent from school, ask your mother/father/guardian to call school at 732-2194 before 10:00 a.m. to clear your absence or write a note explaining your absence. Bring the note to the attendance secretary before school on the day of your return. Failure to clear an absence within 3 school days upon the student's return will result in an unexcused absence and may result in detention or suspension. The school will inform parents of any student not in school whose absence has not been called in nor satisfactorily explained by a written notice when possible.
 - b. Students obtain makeup work from each teacher.
3. **ABSENCE NOTIFICATION**
Students and parents/guardians shall be notified when a student has accumulated three unexcused absences. When said student has accumulated five unexcused absences, a letter will be sent home. Upon receiving their 8th unexcused absence, the student will be referred to the county attorney for truancy pursuant to Minn. Stat. 120A.26.
4. **LONG TERM ABSENTEEISM**
A homebound teacher may be provided for a student upon request from parents and approval of the principal. A doctor's note will be required to support the need for homebound instruction.
5. **Off-CAMPUS PASSES (THE LP-GE NOON HOUR IS A CLOSED CAMPUS: PARENT APPROVED ABSENCES DO NOT APPLY.)**
Off campus passes for haircuts, tanning or shopping will not be issued during **the school day** and are considered unexcused absences. Off-campus passes will not be issued during the noon period except for an emergency situation. The principal is the final authority to decide whether an absence that occurs when a student leaves the campus during the school day is excused or unexcused.
6. **CLASS ATTENDANCE**
Students must attend class for a minimum of 60% to receive credit for the class period.
7. **STUDENT ILLNESS DURING THE SCHOOL DAY**
If a student becomes ill or sick during the school day, he/she must report to the nurse's office. An effort will be made to contact parents. No student will receive permission to leave the building to go home without prior parental contact.
8. **PERFECT ATTENDANCE INCENTIVE**
Students who attend school for seven periods per day for the entire year shall earn recognition for perfect attendance.
9. **ATHLETIC ATTENDANCE RULES**
The student must be in school seven hours the day of the contest. Only excused absences are allowed the day of a contest and still be eligible to play. Any excused absence must be taken care of with the attendance secretary prior to 3:00 pm or the team's departure to an event, whichever comes first. If the absence is not excused by these deadlines, the athlete is not eligible to leave on the bus or play in the contest that day. **Athletes are expected to attend class at 8:15 on the day following a contest. Failure to do so may result in a loss of playing time at the discretion of the Principal/Athletic Director.**

PARENT NOTES:

Notes from parents that are forged or altered will result in 1 day of ISS.

TARDINESS:

Tardiness to School or Class: Students who are late for school must report to the office to sign-in and obtain an admission slip to class. Students who are tardy a second time will be assigned a minimum 45 minutes of detention. Each tardy thereafter will result in additional detention for the remainder of the quarter. Detention assignments will be made by the teacher. Students will serve these detention assignments within five days from the date of the assignment and will report to the detention room identified in the daily announcements. Oversleeping in the morning is not an excused absence.

Teacher passes: If a student is detained by a teacher, a pass from that teacher must be presented to the next period teacher. The office does not issue tardy passes except at the beginning of the school day.

Returning to School Following an Appointment:

Students who return to school following an appointment must report to the office to sign-in and obtain an admission slip to class.

AUDITORIUM RULES:

The following rules pertain to anyone who is using or supervising students or adults in this facility:

1. No food, gum or beverages allowed anywhere, anytime in the Auditorium.
2. No one allowed in the control booth that has not been trained and approved to operate the lighting and sound equipment.
3. All areas must be left clean and all equipment put away after use.
4. Auditorium etiquette:
 - Doors to the auditorium will not be opened once a performance begins. Doors may only be opened at a planned intermission.
 - Audience must remain seated and quiet at all times and are not allowed to exit the auditorium during the performance.
 - No feet on the seats, or feet or knees on the seat backs.
 - Do not manipulate the writing boards.
 - No Phones or Entertainment Devices (Air Pods) allowed during assemblies and performances.

BULLYING PROHIBITION

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, either an individual student or a group of students are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. including cyberbullying, malicious and sadistic conduct, and sexual exploitation, — by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. In the event they are asked to do so, students are required to participate in bullying investigations.

Long Prairie-Grey Eagle Public Schools

Date Adopted: 12/19/2005

Date Revised: 07/17/2023 Policy 514
514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:

1. on the school premises, at the school functions or activities, on the school transportation;
2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

B. A school-aged child who voluntarily participates in a public-school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public-school students participating in the activity.

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

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D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel. Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

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

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

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

Consequences for employees who permit, condone, or tolerate bullying or engage in an

act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge.

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

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

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term "bullying" specifically includes cyberbullying, malicious and sadistic conduct, and sexual exploitation.

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

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

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

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

E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

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

events.

G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct. .

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

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

IV. REPORTING PROCEDURE

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

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

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

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

A. Within three 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 Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

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

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

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are

necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school

district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

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. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

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

IX. POLICY REVIEW

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Model Policy)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students
and Parents under the Safe and Supportive Minnesota Schools Act)

Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. Ch. 124E (Charter Schools)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g et seq. (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School
District Employees)

MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical
or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of
Vulnerable Adults)

MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy)

MSBA/MASA Model Policy 506 (Student Discipline)

MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)

MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)

MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)

MSBA/MASA Model Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by
Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses)

MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

BUSES – CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

Buses are used to transport District students living a mile or more from the high school. Transportation to school is a District expense. A student who has not attended school during the day is not eligible to ride the bus. A student who rides a bus other than their scheduled one must have a note from his/her parent which has been approved by the office and the driver. Once a student arrives at school by bus, he/she must remain on campus.

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 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 for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES

Students are prohibited from using cell phones and other electronic communication devices during the instructional day, except during breakfast and lunch. Students also are prohibited from using a cell phone or other electronic communication devices, including ear buds and Apple watches, to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct. 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, parents as well as law enforcement will be contacted. Students who use an electronic communication 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 communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Students may use their cell phones and / or any connected devices during their breakfast or lunch in the commons.

Students will not be allowed to utilize a cellphone or any communication device, including ear buds, Apple Watch or any other communication device in the classroom. If a student is found using his or her cell phone or with a communication device in their ear, ear bud, Apple watch, or any other communication device, a staff member will take it from the student and deliver it to the office. The office will call the student's parent/guardian and they will need to pick it up.

If there is a second occurrence, the parent will need to pick it up and the student will be assigned detention. Students not surrendering their cell phone or communication device will be assigned ISS.

At this time, students will be allowed to utilize their cellphones during the passing time of classes, breakfast and lunches only during the school day. This policy is under review and has the possibility of being amended at any time.

Students who disable or modify a cell phone in order to restrict or impede an investigation are subject to discipline which may result in, but is not limited to, detention or suspension.

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.

Long Prairie-Grey Eagle Public School Student Device Policy, Procedures, and Information 2024-2025

The Student Device will be your device for the life of the Student Device and it is your responsibility to take care of the device.

1) RECEIVING YOUR STUDENT DEVICE AND DEVICE CHECK-IN

This section goes over the procedures and rules for receiving your Student Device

1.1 Receiving your Student Device

Student Devices will be distributed at the beginning of each school year during open house for 7th-12th grade. 3rd-6th grade devices will be kept in school unless directed otherwise.

1.2 Policy and Procedures Document

Students and Parents of 4-12th grade must return Student Pledge documents and pay any fees from previous school year by September 30th. Failure to do this will result in loss of your Chromebook and Google Account on October 1. Students and Parents of 3rd Grade and new LPGE students must sign Student Pledge documents before receiving a Chromebook and Google Account for the school year.

1.3 Check-in Fines

1.3.1 Individual school Student Devices must be returned at the end of each year. Students who withdraw for any reason or are expelled must return their individual school Student Device on the date of termination.

1.3.2 The Student Device is LPGE school property. If a student fails to return the Student Device at the end of the school year or upon termination of enrollment at LPGE, it will be considered theft and that student may be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the Student Device.

2) TAKING CARE OF YOUR STUDENT DEVICE

Students are responsible for the general care of the Student Device they have been issued by the

school. Student Devices that are broken or fail to work properly must be taken to the Elementary or Secondary School Media Center for an evaluation of the equipment.

2.1 General Precautions

2.1.1 The District will provide one charger; if the charger is damaged or lost, the student will be responsible for replacement. **Students must buy chargers from the school at cost.**

2.1.2 Student Devices must remain free of any writing, drawing, stickers, or labels that are not the property of LPGE.

2.1.3 Student Devices must never be left in an unlocked locker, unlocked car, or any unsupervised area.

2.1.4 Students are responsible for keeping their Student Device battery charged for school each day.

2.2 Student Device

2.2.1 The Student Devices can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen. Never close the Student Device with anything sitting on the keyboard as this may damage the screen, even papers.

2.2.2 Do not put unnecessary pressure on the top of the Student Device.

2.2.3 Do not place anything near the Student Device that could put pressure on the screen.

2.2.4 Keep your Student Device clean by using a soft damp cloth.

2.2.5 Always carry your Student Device with the lid closed.

2.2.6 Keep food and drink away from your Student Device.

2.2.7 Never leave your Student Device in the cold as it could break the screen.

3) USING YOUR Student Device AT SCHOOL

Student Devices are intended for use at school each day. Students should bring their Student Device to all classes, unless specifically instructed not to do so by their teacher.

3.1 Student Devices Left at Home

If students leave their Student Device at home, they are responsible for getting the course work completed as if their Student Device were present. It is not the teacher's responsibility to make modifications to the lesson due to a student's lack of responsibility. If a student repeatedly leaves their Student Device at home, the student will be subject to appropriate disciplinary action.

3.2 Charging Your Student Device's Battery

Student Devices should be charged to full capacity each day before they are brought to school. Chargers should be left at home.

3.4 Home Internet Access

Students are allowed to set up additional wireless networks on their Student Devices. This will be necessary to use web-based services outside of the school setting.

3.5 Student owned Student Devices or Laptops College classes

Only students enrolled in college classes are allowed to use their own personal Student Device or laptop at school. However, it is their responsibility to acquire all required apps even if a cost is involved.

3.6 Chromebook Cases:

School issued devices will not be permitted to have the use of a personal case. Students who put a case on school-issued devices will be asked to remove them. **Cases provided by the school shall not be removed from the device.**

4) ACCEPTABLE USE

The use of the LPGE #2753 School District's technology resources are a privilege, not a right. The privilege of using the technology resources provided by LPGE #2753 is not transferable or extendible by students to people or groups outside the district and terminates when a student is no longer enrolled in LPGE #2753. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school district technology resources may be denied, and appropriate disciplinary action shall be applied.

Students and parents are put on notice that videos of school employees and/or other students shall not be taken or uploaded to the Internet and/or social media without the express consent of everyone in the video. Prohibited sites include (but not limited to) Youtube, Twitter, Facebook, Instagram, Snapchat, Vimeo, etc.

Only "apps" that are approved by the District shall be allowed on the Student Device. Any unapproved "app" shall be deemed to be a violation of the acceptable use policy of the district and therefore will subject the student to the school discipline policy. The Student Device is a tool for educational use and is not to be used as a toy.

Violations may result in disciplinary action up to and including suspension and/or expulsion for students. When applicable, law enforcement agencies may be involved.

4.1 Parent/Guardian Responsibilities

4.1.1 Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio. Parents should establish ground rules for Student Device use outside of the school day.

4.1.2 Technology devices using the school's network will be filtered; however, devices logged on to different networks (home) will only be filtered based on that network's capabilities.

4.1.3 LPGE will also be able to regulate the legally purchased content purchased through Chrome Store that can be put on the device.

4.2 School Responsibilities are to:

4.2.1 Provide Internet and email access to its students at school.

4.2.2 Provide Internet filtering at school.

4.2.3 Provide cloud data storage. (These will be treated similar to school lockers. LPGE #2753 reserves the right to review, monitor, and restrict information stored on or transmitted via LPGE owned equipment and to investigate inappropriate use of resources.)

4.2.4 Monitor pictures, video, and audio recordings of any student or staff member and ensure they are being utilized in an appropriate manner.

4.3 Students responsible for:

4.3.1 Using Student Devices in a responsible and ethical manner.

4.3.2 Obeying general school rules concerning behavior and communication that applies to Student Device/computer use.

4.3.3 Using all technology resources in an appropriate manner so as to not damage school equipment.

4.3.4 Helping LPGE #2753 protect our computer system/device by contacting an administrator about any security problems they may encounter.

4.3.5 Monitoring all activity on their account.

4.3.6 Securing their Student Device after they are done working to protect their work and information.

4.3.7 Notifying a school employee in the event they receive correspondence containing inappropriate or abusive language or if the subject matter is questionable.

4.4 Student Activities Strictly Prohibited:

4.4.1 Illegal installation or transmission of copyrighted materials.

4.4.2 Any action that violates existing LPGE school policy or public law.

4.4.3 Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials.

4.4.4 Inappropriately utilizing photos, video, and/or audio recordings of any person.

4.4.5 Changing Student Device settings in an effort to circumvent the filtering system.

4.4.6 Downloading inappropriate apps.

4.4.7 Spamming-Sending inappropriate emails.

4.4.8 Gaining access to other student's accounts, files, and/or data.

4.4.9 Vandalism to your Student Device or another student's Student Device. To include but not limited to removing keys, drawing on Student Device, stickers, taking apart and general abuse.

4.4.10 Students must not remove inventory markings applied by the school including Student ID tag or barcodes.

4.6 Student Discipline:

If a student violates any part of the above policy, board policy, or LPGE handbook policy, the student may be subject to the following disciplinary steps:

4.6.1 Students will check-in/check-out their Student Device from the Media Center or Elementary teacher daily. This may include restriction of the device to only work in school.

4.6.2 Loss of Student Device while still being required to complete coursework.

4.6.3 Disciplinary/Legal action as deemed appropriate.

5) PROTECTING & STORING YOUR STUDENT DEVICE

5.1 Student Device Identification:

Student Devices will be labeled in the manner specified by the school. Student Devices can be identified based on serial number and LPGE identification number.

5.2 Storing Your Student Device:

When students are not using their Student Devices, they should be stored in a secured area. If a student needs a secure place to store their Student Device, they may check it in for storage at the media center or with the elementary classroom teacher. Student Devices should not be stored in a student's vehicle at school or at home.

5.3 Student Devices Left in Unsupervised Areas:

Under no circumstance should Student Devices be left in unsupervised areas. If a Student Device is found in an unsupervised area, it will be taken to the office or media center. A student may have disciplinary consequences if their Student Device is found unattended.

6) REPAIRING OR REPLACING YOUR STUDENT DEVICE / COST OF REPAIRS

LPGE #2753 recognizes that there is a need to protect the investment by both the District and the Student/Parent. *The District shall make available an insurance plan to families for the cost of \$35 per device per year payable in advance of the student receiving the device. This plan will help cover accidental damage to the device (but not charger); while this policy is not mandatory, it is highly recommended. The plan is subject to the terms and conditions contained elsewhere in this policy, and we have set the following guidelines in place.*

6.1 Student Device Damage

Students will be responsible for caring for their device and will be expected to return them at the end of the year in good working condition. **Students with paid insurance will be required to pay a \$10 copay for the first claim, \$25 copay for the second claim, \$50 for each additional claim within a school year.** A claim consists of repair or replacement of one item. There may be more than one claim per incident.

Cost of Repairs **without insurance** will be as follows:

Full Student Device: \$370

Screen \$80

Keyboard \$100

Motherboard \$190

Case \$30 (Not Included with Ins.)

Charger \$15 (Not included with Ins.)

6.1.1 If school technology staff sees that a Student Device is damaged the student can not refuse repair.

6.1.2 If the Student Device is returned damaged the student will be charged appropriate repair costs when returning the device.

6.1.3 **Loss of Student Device with insurance would result in a \$85 fee.**

6.1.4 Copay or fees must be paid before the student is allowed to take their device home. The Internet will be restricted to use in school only on the chromebook until the fees are paid in full.

6.3 Personal Home or Homeowners coverage

If parents choose to not purchase the insurance plan from the school, they are encouraged to carry their own personal insurance to protect the Student Device in cases of theft, loss, or accidental damage. Parents may wish to consult with their insurance agent for details about their coverage of the Student Device. Parents who choose not to carry insurance on the device will be responsible for any and all costs of repair or replacement.

7) SCHOOL RIGHTS

7.1 Privacy Rights

The administration and/or their designee(s) have the right to inspect a mobile device, application, or peripheral device associated with any or all LPGE #2753 technology. This includes but is not limited to email, documents, pictures, music, or other components associated with all LPGE #2753 technology. LPGE #2753 may randomly check student devices on a weekly basis to inspect for damage or inappropriate use of the Student Device.

7.2 Appropriate Use

LPGE #2753 reserves the right to define inappropriate use of technology.

8) INTERNET ACCEPTABLE USE POLICY

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

9) Web account Student Under 13 Parent consent form:

9.1 In order for Long Prairie- Grey Eagle Schools to continue to be able to provide your student with the most effective web based tools and applications for learning, we need to abide by federal regulations that require a parental signature as outlined below.

Long Prairie- Grey Eagle Schools utilizes several computer software applications and web based services, operated not by Long Prairie- Grey Eagle Schools but by third parties. These include Google, Schoology, and similar educational programs.

In order for our students to use these programs and services, certain personal identifying information, generally the student's name and email address must be provided to the website operator. Under federal law, these websites must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13.

The law permits Long Prairie- Grey Eagle Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to the web site advisor.

This form will constitute consent for Long Prairie- Grey Eagle Schools to provide personal identifying information for your child consisting of first name, email address and username to the following web operators: Google, Schoology, and to the operators of any additional web based educational programs and services which Long Prairie- Grey Eagle Schools may add during the upcoming academic year.

Please be advised that without the receipt of this signed form, your son or daughter will not be allowed to have access to the school's devices or internet, thus preventing them from doing a significant amount of their school work. This will require the student to have access to the internet and a device outside of the school day in which to complete these requirements. This will also cause your son or daughter to take a zero on some electronic based assignments or assessments that need to be completed on the internet during the school day. The only exception

to this is when students need to take the MCAs, which is a computer based state assessment.

Paying online is available on the LPGE website store. By making the payment you are agreeing to the Student Device Policy and the Student Under 13 Consent Form.

Parents may choose to fill out an Application for Educational Benefits to receive a coupon to wave the entire cost insurance. Currently \$35/year

LPGE Student Pledge for Student Device Use

1. I will take good care of my Student Device and never leave it unattended.
2. I will know where my Student Device is at all times and never loan it out to others.
3. I will charge my Student Device battery daily at home (Secondary).
4. I will keep food and beverages away from my Student Device since they may cause damage to the device.
5. I will not disassemble any part of my Student Device or attempt any repairs.
6. I will use my Student Device in ways that are appropriate, meet LPGE expectations, and are educational in nature.
7. I will not place decorations (such as stickers, markers, etc.) on the Student Device. I will not deface the serial number on my Student Device.
8. I understand that my Student Device and its contents are subject to inspection at any time without notice and remains the property of LPGE #2753.
9. I will follow the policies outlined in the Handbook while at school, as well as outside the school day.
10. I will report theft, vandalism, or accidental damage to the media center.
11. I will be responsible for all damage to or loss of the Student Device.
12. I agree to return the Student Device in good working condition.
13. I will not take or utilize photos, video, and/or audio recordings of myself or any other person in an inappropriate manner.

I agree to the stipulations set forth in the Student Device Policy, Procedures, and Information.

Student Name (Please Print): _____ Grade: _____

Student Signature: _____ Date: _____

By signing this I agree to the 'Under 13 Parent Consent Form' as listed in the Student Device Policy. (9.1)

Please choose ONE of the following options:

Parent/Guardian Initial: _____ I have filled out the "Application for Educational Benefits form" This will cover 1 year of the District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers or cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I agree to pay \$35 for the School District Insurance Policy to cover part of the cost of repair of the Student Device as outlined in this policy. (Does not include chargers or cases) I will be subject to a deductible as outlined in section 6.1 of this policy.

Parent/Guardian Initial: _____ I decline the School District Insurance Policy. I will take full responsibility for full cost of loss/repairs of my students Student Device

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Paid _____ cash _____ check
Date _____ Initials _____

CYBERBULLYING

The use of cellphones or any communication devices to intimidate, threaten, harass or engage in abusive or harming conduct that is objectively offensive through social media platforms is not allowed and considered a violation of school policy.

The development and application of social media pages constructed without the express approval of LPGE School District and the use of student pictures on said social media account is forbidden and considered a violation of school policy.

Both of these violations will subject students to school discipline to be determined by administration as well as the information being turned over to law enforcement.

DETENTION

TIME: 3:15 pm-4:00 pm Tuesday and Thursday, excluding days before holidays

7:30 am – 8:10 am: Will need to be arranged with Mrs. Fearing

SUPERVISION: High School staff

LOCATION: With a classroom teacher in their room or Choices Room- teacher's decision, based on the Detention Calendar found in the office

CONDITIONS:

1. Students must be in detention by 3:15 pm with study materials. Students not in the detention by 3:15 pm won't be allowed to serve detention on that day.
2. A student who behaves inappropriately during detention will be asked to leave detention and the detention time will be doubled.
3. Students who are absent from school on the day that a detention assignment is due are expected to complete the assigned time when they return to school.
4. Detention time will be spent in quiet study - no talking or visiting, no wandering around the room, no lavatory or water fountain breaks, no eating, no sleeping, and no cell phones. Any violation will require the detention to be re-done.
5. Students must provide for transportation home.
6. Students who wish to make up detention in the morning must complete a minimum of 25 minutes.
7. After 10 school days and at the discretion of the Principal, incomplete detention time will result in students declared ineligible for field trips, dances, classroom trips, organizational events, games etc. until the detention is completed.
8. Those students not completing their detention within 15 days will receive suspension.

DISCIPLINE PLAN:

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. For detailed information on the Student Code of Conduct and consequences for violations, see the “Student Discipline” policy (*Appendix 5*).

A student may be subjected to disciplinary action when the student does not follow teacher, school or Board of Education rules and regulations. Students are subject to the rules and regulations cited in the discipline code while appearing at or attending any school-sponsored activity when that activity is not taking place during normal school hours or on school premises (e.g., athletic contests, field trips, co-curricular activities, student events, etc.) Students are also subject to the rules and regulations included in this Parent/Student Handbook and those identified by individual classroom teachers in their General Classroom Guidelines.

Students of Long Prairie – Grey Eagle High School are given every opportunity to make positive behavioral choices and decisions. Further, they are also held accountable for their actions (commensurate with their age and other factors).

The goal of the Long Prairie-Grey Eagle High School Discipline Plan is to establish a systematic plan for both in class and out of class behavior.

The following criteria are the basis for implementing a high school discipline plan.

1. No student will stop a teacher from teaching for any reason.
2. No student will stop another student from learning for any reason.
3. No student will engage in behavior that is not in his/her best interest or the best interest of others for any reason.

With these terms in mind the following has been developed by the staff and administration:

- I. Behavior rules for school building, school ground, classrooms.
 - A. No shoving, hitting, kicking, running
 - B. No loud or profane language
 - C. Respect and courtesy shown to all school employees
 - D. No loitering in hallways
 - E. No physical contact between individuals is allowed. Students must limit physical contact to holding hands.
 - F. During class time, students in the hallways must have a pass in their possession
- G. Engaging in any behavior which constitutes “hazing” is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. “Hazing” is a violation of school policy regardless of time or place it occurs. (School Board Policy 526)
- H. Engaging in any behavior which constitutes use or possession of drug paraphernalia is a violation of school discipline policy and will subject the student to discipline including suspension or expulsion and referral to law enforcement agencies.
- I. Throwing Items - Throwing any items in the hallways can cause serious injury to other students. Students who engage in this behavior will receive a detention assignment.
- J. Water Devices - The use of devices that dispense water are prohibited and will result in suspension. Examples are: squirt guns, water balloons, etc.
- K. Sunflower Seeds - Sunflower seeds are not allowed in the secondary building.
- L. Laser Pointers - Laser pointers are not allowed on school property. Laser pointers brought onto the school grounds will be confiscated.
- M. Cell Phones and Ear Buds- Use of cell phones or communication devices such as ear buds, are not allowed in the classroom during the school day. Students may have the device on their persons, but their use is not allowed. Please refer to the policy on cellphones above.

- II. Discipline consequences for breaking rules may include conference with student and/or parent, assigned to another class, assigned to a study hall in place of a class, detention, or suspension [The length of any suspension In School or Out of School is dependent of the severity of the violation].

Acts of GROSS DISOBEDIENCE or MISCONDUCT of students while under the schools' jurisdiction shall be the basis for suspension, expulsion, or other disciplinary action. Examples include: Gambling, destruction of hall signs, theft, immorality, refusal to comply with staff requests, the use of tobacco, narcotics and intoxicating liquors on the school grounds, or elsewhere, in violation of the State Law shall not be tolerated and is considered wrong and harmful. Use of profanity will not be tolerated. Illegal possession of high school keys and hall passes will be considered a serious violation. Possession and/or use of articles that are nuisances, illegal, or that may cause harm to persons or property is prohibited at school and at school sponsored activities and may result in suspension or expulsion.

SUSPENSION/EXCLUSION/EXPULSION

(The Complete Policy Is Included in Section 506 of The School Board Policy Book):

A pupil may be dismissed on school board regulation.

1. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;
2. Willful conduct which materially and substantially disrupts the rights of others to an education;
3. Willful conduct which endangers the pupil or other pupils, or the property of the school. Example: Fighting: Students who engage in a physical altercation will be suspended either from the classroom or from the building for 3 to 15 days.
4. If a student is serving OSS, they are not eligible to play in a contest during the OSS period. The athlete cannot attend any event, home or away.

Long Prairie – Grey Eagle School district will use non-exclusionary disciplinary policies and practices as appropriate before dismissal proceedings except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Other Disciplinary Options

Lunch detention: Detention may be assigned during lunch period.

After-school Detention: This detention will be served from 3:15 p.m. until 4:00 p.m. in the room assigned for detentions. Students will not be admitted to the detention room after 3:15 p.m. After-school detentions will be supervised by a school staff member serving as a monitor. If the student does not attend an assigned detention, the detention will be re-scheduled and an additional detention will be added.

General Note about Detentions- If a student is disruptive or uncooperative in detention, the appropriate consequences will be enforced and the detention may be rescheduled.

In-School Suspensions- ISS begins at the start of the school day and ends after the final period of the day. A student assigned to ISS will report to the designated area at the start of the day's first period. Students should bring appropriate schoolwork (homework, school projects, school reading, etc.) with them. Students will receive appropriate instruction and the entire day must be

spent on school-related work. Lunch will be eaten during a designated time. Per activity expectations, students involved in extra-curricular activities will not be able to participate on a day that ISS is served.

Discipline Complaint Procedure

Students, parents and other guardians and school staff may file a complaint and seek corrective action when requirement of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies are not being implemented appropriately or are being discriminately applied. See Discipline Policy 506.

DRESS AND APPEARANCE

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

- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

DRESS CODE POLICY (K-12)

The dress of a student reflects the quality of the school, of their conduct and their schoolwork. All students at LPGE Schools are expected to dress and groom themselves neatly in clothes that are appropriate for the school/work environment. Therefore, grooming and dress that prevent the student from doing his/her best work because of blocked vision or restricted movement, or that expose students to accidents must be avoided.

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard.
- Clothing appropriate for the activity (i.e., physical education or the classroom).
- Students need to come to school dressed for the weather. During the winter, this includes boots, jackets, snow pants, hats and mittens for students who have recess.

Clothing choices that are considered inappropriate for school setting and not allowed include but are not limited to:

- Apparel promoting products or activities that are illegal for use by minors.
- Clothing bearing a message that is lewd, vulgar, or obscene.
 - Clothing or accessories with profanity or suggestive, vulgar, or offensive sayings or pictures that promote alcohol, drugs, tobacco, nudity, violence, gang-related symbolism, or sexual, racial, **political** or religious harassment.
- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing that displays cleavage, exposes navel/midriff, spaghetti strap tank tops, backless garments, and no exposed undergarments. "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.

- Skirts and shorts must be hand length which is the point where the fingertips reach, when hands and arms are at your sides.
- 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.
- Gang affiliated signs, symbols, jewelry, tattoos, or clothing that represent acknowledged gangs or gang activity. This also includes simulations of anything representing "colors."
- No headgear or head coverings of any kind (hats, bandanas, hoods, etc.) is not to be worn in the building during the school day from 8:15 to 3:10, except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).
 - No coats, pajamas or blankets.
 - No trench coats or heavy chains
 - No backpacks in classrooms- per administrative discretion due to medical needs and necessity
 - Any apparel or footwear that would damage school property.

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.

If in doubt, don't wear it!

Note: This policy may be amended without notice to prohibit any attire that is deemed disruptive to the learning environment.

DRUG – FREE SCHOOL AND WORKPLACE

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

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

HARASSMENT AND VIOLENCE PROHIBITION

The school district strives to maintain a learning and working environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. Long Prairie-Grey Eagle School Board Policy Prohibiting Harassment and Violence (School Board Policy 413)

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy 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, gender, 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, 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.

B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)

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

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

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 Minn. Stat. § 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 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, 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, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, 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 Paul Weinzierl, Secondary School Principal 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.¹

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 413-8 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 Minn. Stat. § 626.556 may be applicable.

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.

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

: Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 et seq. (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 et seq. (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d et seq. (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e et seq. (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 et seq. (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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. Please see the school district's "Hazing Prohibition" policy (*Appendix 9*).

Adopted: Replaces J19 Policy 526
Revised: January 26, 2015
526 HAZING PROHIBITION

[Note: School districts are required by statute to have a policy addressing these issues. The Minnesota Department of Education (MDE) will maintain and make available a model policy on student and staff hazing in accordance with Minn. Stat. § 121A.69. The MDE model policy differs from the MSBA/MASA model policy as it incorporates state and federal requirements related to harassment and discrimination which extends beyond the mandate of Minn. Stat. § 121A.69. Topics of harassment and discrimination are addressed in other MSBA/MASA policies. While school districts are required to adopt a policy governing student and staff hazing, school districts are not required to adopt any particular policy. MSBA recommends this policy.]

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.

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

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

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

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

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

III. DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

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

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

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

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

F. "Student organization" means a group, club, or organization having students as its

primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

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

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

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

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

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

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

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

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

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

[Note: Proper reference should be made to the appropriate handbooks in each school district.]

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.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

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, Technology, and Cell Phone Acceptable Use" policy is available at the front desk in the secondary school office.

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

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

The school district must provide parents and students an opportunity to inspect a complete copy of any

contract with a technology provider.

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

INTERNET POLICY (School Board Policy 524):

A copy of the form which must be completed to gain access to the Internet may be obtained in the Media Center.

PHOTOGRAPHY

The unauthorized photographing or filming of anyone without their consent will result in disciplinary action.

RULES FOR IN-SCHOOL SUSPENSION

Suspension is in the Student Support Center or another school location as determined by the office:

1. Students must report to the office by 8:15 a.m. daily until suspension is completed.
2. Should a student be absent from school the day assigned for suspension, suspension is to be made up the following day.
3. Students will work on school subjects and other assigned work throughout the day.
4. Students will not talk or make distracting noises.
5. Students will not deface furniture or walls.
6. Students will be given lavatory breaks approximately 9:45 a.m. and 1:30 p.m.
7. Students will be provided with breakfast and/or lunch, as needed.
8. No electronic devices of any kind.
9. Students must keep their heads up at all times. Sleeping is not allowed.
10. Students are to bring all books, materials and supplies that are needed for the day. Students will not be allowed to go to lockers to secure these items.
11. Students will not be allowed to bring coats to the Choices Room.
12. Students violating the above rules will be given one warning. Failure to comply will result in removal from ISS. Students who are removed from ISS will be sent home for the remainder of the day. The absence will be classified as unexcused. A student who is removed from ISS will repeat the ISS day when he/she returns to school the following day.
13. In-school suspended students may not participate in school activities for the duration of a suspension assignment. They may travel and sit with the team, but not in uniform.

Students must relinquish their cellphones, air pods and other electronic devices to district personnel to be placed in a secure location till the completion of the in-school suspension for that day. Failure to follow this rule will have the student's parent / guardian immediately contacted and the student placed in out-of-school suspension.

Student Activity Participation Rule

Any student with more than one suspension during the semester will be excluded from participating in school activities for that semester. Some examples of this would be Homecoming, Snow Days and gym activities for the secondary building. Exceptions to this would be for academic and sports activities.

STUDENT SUPPORT CENTER

This room is designed for students who have, through their actions in the classroom or school campus, made the choice to be placed in the Alternative Learning Classroom. Upon entering the Alternative Learning Classroom, there are rules that must be followed:

1. Students may be placed in the room by the office for the class period or an extended time as determined by the office.
2. The priority of the work done in the Alternative Learning Classroom will be that of the current class period for that student.
3. Students will turn over cellphones, air pods and any other entertainment device and place them in containers to be stored by the teacher in the front of the room. Those items not turned over will be confiscated by the teacher and turned over to the office for parent pick up.
4. Failure to comply with the rules in the choices room will result in suspension.

TOBACCO-FREE SCHOOLS; POSSESSION AND USE OF TOBACCO, TOBACCO – RELATED DEVICES AND ELECTRONIC DELIVERY DEVICES; VAPING AWARENESS AND PREVENTION INSTRUCTION

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" policy, see *Appendix 10*. Contact the Dean of Students- Mr. Young or Building Principal- Mr. Rud, if you have questions or wish to report violations.

TOBACCO-ALCOHOL-UNAUTHORIZED DRUGS (School Board Policy 419):

1. Students apprehended for smoking or using tobacco or possessing a tobacco product on school grounds or on property during a school-sponsored activity will be suspended.
 - a. A violation occurs when any student of the school district smokes or uses tobacco, tobacco-related devices, or electronic cigarettes on public school property. 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 middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette in a public school.
 - c. "Electronic cigarette" means any oral device that provides a vapor of liquid and the use or inhalation of which simulates smoking. The term shall include any devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, Hookahs or under another product name or descriptor.
 - d. "Smoking" includes the inhaling and exhaling of vapor from any electronic delivery device.
 - e. 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.

2. Any student possession, consuming, or under the influence of alcohol or unauthorized drugs on school property or on property within sight of the school or during a school-sponsored activity will be suspended for three school days. Students will be reported to the Long Prairie Police Department. A second offense will result in the student being referred to the Disciplinary Committee for expulsion proceedings.
3. All MSHSL violations will be enforced for grades 7-12 for all levels of play.

LPGE Secondary School Procedures Drugs or Alcohol Use and Abuse by Students

It is the policy of LPGE to maintain a safe and healthy environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

Once the secondary school office is notified of suspicion that a student may be using or under the influence of drugs/alcohol, the following procedures will be followed. These procedures will be amended as needed, as state and federal laws change and as the district needs to make adjustments to these procedures.

1. When a student is suspected of using or being under the influence of alcohol or drugs, the person having the suspicion shall notify the principal or designee. Notification must include reasons for suspicion (observations based on first-hand knowledge, specific signs of drug use, unusual behavior, past behavior, tips from other students, etc.).
2. Upon reasonable suspicion of use, the student will be brought to the school nurse for an overall checkup from the nurse to include:
 - a. School nurse will run a drug screening diagnostic (observation based only).
 - b. School nurse will determine whether an ambulance needs to be dispatched to the school to pick up the student.
 - c. School nurse will document results and forward them onto administration.
3. If appropriate, the building principal or designee will meet with the student. If there is reasonable suspicion (observations based on first-hand knowledge, specific signs of drug use, unusual behavior, past behavior, tips from other students, etc.) that the search will uncover violation of a law and/or school policy or rule, a search of persons may be conducted by the school principal or designee.
 - a. Any search must comply with district policy on interrogations and searches. Any search will be reasonable in scope and intrusiveness. A search may include the student's lockers as well as vehicles depending upon the totality of the circumstances and reasonable suspicion.
 - b. **REMEMBER:** The more intrusive the search, the higher the justification is required for a search. The totality of the circumstances for "reasonableness" of a search = the nature of the intrusion; severity of suspected violation; age of the student; sex of student and person conducting the search; time, location, and duration of the search; and particularized suspicion justifying the search.

- c. The building principal or designee may contact appropriate law enforcement officials in instances of possession of controlled substances by a student.
4. Upon reasonable suspicion of use, parents will be contacted. All numbers should be exhausted.
 - a. Time will be limited to a 30-minute window for observation of the student and phone calls to parents/guardians.
 - b. Parents/guardians will be directed to the nurse's office with the recommendation of taking their student to Centracare for drug testing.
 - c. If the school is unable to contact and bring in the parents/guardians within the 30-minute window, law enforcement may be contacted for additional assistance in searching for parents/guardians.
 - d. Students will not be placed back into classes while there continues to be reasonable suspicion that they are under the influence.
 - e. The school will reserve the right to contact 911 to have an ambulance dispatched to the school at any time through this process.
 - f. Parents/guardians will be requested to attend a conference at school. The conference may include sharing information collected, explaining consequences of involvement with drugs/alcohol, developing a plan, and offering information and resources related to substance abuse.
5. A phone log will follow in order to document calling information to parents.

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; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact Mr. Rud-Building Principal.

WEAPONS AND ASSAULT POLICY (School Board Policy 501 AND 413): Weapons (Policy 501):

1. Possession of a weapon will result in:
 - a. immediate out of school suspension up to 10 days.
 - b. confiscation of the weapon.

- c. immediate notification of police.
 - d. parent or guardian notification; and
 - e. may recommend to the superintendent of dismissal for a period of time not to exceed one year
2. Pursuant to Minnesota law a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The School Board may modify this requirement on a case-by-case basis.

"Possession" refers to having a weapon on one's person or in an area subject to one's control in a location. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school related functions are conducted, and anywhere students are under the jurisdiction of the school district.

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; num-chuks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.

No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

PART IV — HEALTH AND SAFETY

ACCIDENTS

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

ASBESTOS MANAGEMENT PLAN

The school district has developed an asbestos management plan. A copy of this plan can be found in the district policy 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. The school district has developed general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lock-down drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

FIRE DRILLS, LOCKDOWN DRILLS AND TORNADO ALERTS:

Fire Drills and Lockdown Drills are conducted regularly throughout the school term. Students are to familiarize themselves with the exit routes or procedures for each class. It is important that movement is made rapidly and orderly. Tornado alerts are conducted to ensure that all students are sheltered in the safest location within the school building.

FIRE EXTINGUISHERS AND ALARMS:

609.686 FALSE FIRE ALARMS; TAMPERING WITH OR INJURING A FIRE ALARM SYSTEM.

SUBD. 1. Misdemeanor. Whoever intentionally gives a false alarm of fire, or unlawfully tampers or interferes with any fire alarm system, fire protection device, or the station or signal box of any fire alarm system or any auxiliary fire appliance, or unlawfully breaks, injures, defaces, or removes any such system, device, box or station, or unlawfully breaks, injures, destroys, disables, renders inoperable, or disturbs any of the wires, poles, or other supports and appliances connected with or forming a part of any fire alarm system or fire protection device or any auxiliary fire appliance is guilty of a misdemeanor.

SUBD. 2. Felony. Whoever violates subdivision 1 by tampering and knows or has reason to know that the tampering creates the potential for bodily harm or the tampering results in bodily harm is guilty of a felony and may be sentenced to imprisonment for not more five years or to payment of a fine of not more than \$10,000, or both.

SUBD. 3. Tampering. For purposes of this section, tampering means to intentionally disable, alter, or change the fire alarm system, fire protective device, or the station or signal box of any fire alarm system of any auxiliary fire appliance, with knowledge that it will be disabled or rendered inoperable. Offenders will be reported to the proper authorities.

HEALTH INFORMATION

FIRST AID

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

The district has installed automated external defibrillators (AEDs) in two different levels. One is located outside the office doors and the second is at the top of the stairs on the second level near the art room. Tampering with any AED is prohibited and may result in discipline.

The district also has emergency-use medications of Naloxone and Epinephrine in cabinets with an alarm mechanism. Each are located outside the school building office doors. Tampering with emergency-use medications is prohibited and will result in discipline.

COMMUNICABLE DISEASES

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

nurse or principal so that other students who might have been exposed to the disease can be alerted.

Guidelines for Keeping Your Child Home from School

Parents often wonder whether or not they should send their child to school when they have a mild illness. If your child has any of the following, you should keep him or her at home:

- ❖ Fever above 100 ° Fahrenheit or more, student should stay home for 24 hours after their temperature returns to normal without use of fever-reducing medication.
- ❖ If your child has vomited or had diarrhea, they should stay home until 24 hours after the last episode.
- ❖ If your child has any rash that might be disease-related or you don't know the cause, check with your primary physician before sending your child to school.
- ❖ If your child has started on antibiotics for any reason, keep them at home until they've had a full 24 hours of medication.
- ❖ Purulent (pus-like) eye drainage.
- ❖ Symptoms of severe illness such as unusual fatigue, uncontrolled cough, difficulty breathing.
- ❖ If your child is ill, please call the school daily to report the illness.

*Please include all symptoms in your report.

If you have any questions about these guidelines, feel welcome to call your school nurse or contact your family physician.

School Numbers

Long Prairie-Grey Eagle Secondary Health Office 320-732-4702

Long Prairie-Grey Eagle Elementary Health Office 320-732-4633

<https://www.hennepin.us/residents/health-medical/infectious-diseases>

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

HEALTH SERVICES

The student health office is staffed by a licensed Registered Nurse / LSN, Licensed Practical Nurse or Health Assistant.

Students who become sick at school should report to the health office. In the event of an emergency, 911 will be called. The health office staff 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. Parents / guardians can contact the attendance line or health office for this notification.

Vision and hearing screenings are conducted in 7th and 10th grade or by request of a teacher or parent / guardian with concerns.

ILLNESSES:

1. In the event that a student becomes ill during the day he/she should report to the nurse's office. Students who report to the nurse's office must report to class first to receive a pass from their teacher (do not come to the office between classes). When you arrive in the office, you must then sign in with your name and time and when you leave, you must sign out with the time. Failure to follow this procedure will result in a detention assignment. If it is necessary for a student to go home, the nurse or high school secretary will contact his/her parent/guardian and issue an off-campus pass to leave school. Leaving school ill without an off-campus pass is considered truancy.
2. If it becomes necessary to withdraw due to illness, an instructor will be assigned to work at home with the student. A doctor's statement indicating that it is "impossible to attend school" is necessary.
3. Students taking medication under a doctor's supervision must leave the medicine, a copy of the prescription, and a parental permission slip with the school nurse. All medication must be taken under the nurse's supervision.

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 school nurse's office.

INJURIES:

Students injured in school are to report their injury to the nurse or high school secretary immediately. If medical attention is given to an injury incurred in school, the injured student must report to the office immediately.

Students can have a signed non-participation note from a parent for up to 3 days. After 3 days the student will either need a doctor's note or be expected to participate. If they cannot participate and do not have a doctor's excuse, parents / guardians will be contacted.

<u>DISEASE</u>	<u>SYMPTOMS</u>	<u>STUDENT SHOULD STAY HOME UNTIL.....</u>
COMMON COLD	Watery eyes, sneezing runny nose, fatigue	Ok to come to school unless child has other symptoms requiring exclusion
PINK EYE	Red itchy eyes, pus-like drainage from eyes	Until diagnosis is verified, and bacterial infections is treated for 24 hours
INFLUENZA (FLU)	Fever, muscle aches, sore throat, cough, congestion, fatigue	24 hours without fever and well enough to return to usual activities
MONO	Fever, sore throat, swollen glands, headache, fatigue	Until well enough to return to usual activities; Physician authorization for sports participation
CHICKEN POX	Fever, itchy rash with red bumps, blisters, pustules and scabs	6 days after rash began
HEAD LICE	Live crawling lice, nits (lice eggs) attached to hair shaft, itchy head and neck	Until treated with lice mediation
RINGWORM	Body: flat round lesions that are clear in the center and may have a raised border; Scalp: round scaly patch with broken off hair shaft	Until 24 hours after treatment begun
IMPETIGO	Skin lesions with yellow discharge that dries, crusts and sticks to the skin	Until 24 hours after treatment begun
STREP THROAT	Fever, sore throat, headache nausea, vomiting, sometimes a fine red ash (scarlatina)	24 hours after starting antibiotics without fever for 24 hours
RSV	Fever, sore throat, cough, congestion	24 hours without fever
COVID 19	Fever, sore throat cough congestion, chills fatigue, headache, vomiting, diarrhea, new loss of taste or smell, shortness of breath	5 days from symptom onset / positive test

MEDICATIONS AT SCHOOL DURING THE SCHOOL DAY

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

Prescription medications must have a parent / guardian as well as a physician's signature on file prior to use.

Over-the-counter medications must have a parent / guardian signature in order to carry or be kept in the health office. The parent / guardian must specify which is allowed by signing the specific area for which option they choose.

OVERDOSE EMERGENCY KIT

An overdose emergency kit with Naloxone nasal injector is located next to the main office door in the commons. It is contained within an open cabinet accessible to the general public.

SUICIDE PREVENTION INFORMATION

Any student having any concern related to self-harm or concern for another individual that may be contemplating self harm, please let a staff member know immediately. Also, please refer to our life skills coach Mr. Nate Hibbs with these concerns as he will have all resource contacts as well as helps in this area. Mr. Hibbs may be contacted at:

Phone: 320-732-2194 Ext. 1024

Email: nhibbs@lpge.k12.mn.us

Please note that students may always text or call the Suicide and Crisis Lifeline at 988 on any phone (988 LifeLine). They will have counselors on hand to speak with you and to help you with your situation.

Also, the school website for LPGE: <https://www.lpge.org> under the Mental Health tab has additional information available.



PESTICIDE APPLICATION NOTE

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 building principal.

STATE STATUTE

121A.30 PESTICIDE APPLICATION AT SCHOOLS.

Subdivision 1. Parents' Right-to-Know Act.

Subdivisions 2 to 14 may be cited as the Janet B. Johnson Parents' Right-to-Know Act of 2000.

Subd. 2. Pesticide application notification.

A school that plans to apply a pesticide which is a toxicity category I, II, or III pesticide product, as classified by the United States Environmental Protection Agency, or a restricted use pesticide, as designated under the Federal Insecticide, Fungicide, and Rodenticide Act, on school property, must provide a notice to parents and employees that it applies such pesticides. The notice required under subdivision 3 must:

- (1) provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied;
- (2) state that long-term health effects on children from the application of such pesticides or the class of chemicals to which they belong may not be fully understood;
- (3) inform parents that a parent may request to be notified by the school in the manner specified in subdivision 6 before any application of a pesticide listed in this subdivision.

Long Prairie- Grey Eagle Schools do not use restricted use pesticide on school grounds.

SAFETY

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

VISITORS IN THE DISTRICT BUILDINGS

Parents/guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the administrative office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in at the front desk 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. Visitors will not be allowed at school on the day before a vacation or the last two weeks of school. Students must request a visitor permission form from the office and return it to the office for the principal’s signature three days prior to the visit.

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

The student handbook may be amended, as needed, per discretion of the administration.

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.

