

# **LAKEVIEW SECONDARY SCHOOL**

## **STUDENT HANDBOOK**



**2022-2023**

Index.....	2
School Calendar.....	5
Staff Directory.....	6
Alternative Learning Center.....	7
Attendance Policy.....	7
Activities and Clubs.....	11
Advisory.....	11
Announcements.....	11
Books.....	11
Building Use.....	12
Cafeteria.....	12
Career Counseling.....	12
Cheating.....	12
Closed Campus.....	12
Class Dues.....	12
Class Officers.....	12
Controlled Materials.....	12
Data Privacy.....	13
Destruction of Property.....	13
Discipline.....	13
Disciplinary Action.....	14
Distance Learning.....	15
Driving and Parking.....	15
Eligibility for Activities.....	15
Policy on Student Drug and Alcohol Offenses.....	16
Emergency Drills /A.L.C.E.....	17
Food and Drink.....	18
Graduation Requirements.....	19
Hallways.....	20
Health Office.....	20
Internet Policy.....	21
Letter and Lyre Awards.....	21
Library.....	21
Lockers.....	21
Lost and Found.....	21
Lunch Program.....	21
Marking System and Honor Roll.....	23
Medication.....	23
National Honor Society.....	24
Parent-Teacher Conference.....	24
Parties and Social Functions.....	24
Passes.....	24
Pep Fests.....	24
Pictures.....	24
Plays.....	24
Pledge of Allegiance.....	24
Post Secondary Education Options.....	24
Prom.....	25
Promotions and Retentions.....	25
Report Cards.....	26
Schedule Changes.....	26
School Closings.....	26
School Hours.....	26
State Tournaments.....	26
Student Council.....	26
Student Dress.....	27
Student Records.....	27
Study Halls.....	27
Supervised Areas.....	27

Technology.....	27
Telephone/Cell Phone/Electronic Devices Usage .....	28
Testing.....	28
Transportation Procedures and Rules.....	28
Truancy.....	30
Visitors to the School.....	30
Weapons Statement.....	30
Appendix A – Policies.....	31
Data Practices.....	31
Grievance Procedure for Non-Discrimination Policy.....	31
Hazing Prohibition.....	31
Non-Discrimination Policy.....	33
Policy Prohibiting Harassment and Violence.....	33
Pupil Fair Dismissal Act.....	37
Section 504 of the Rehabilitation Act of 1973.....	39
Student’s Person, Lockers, Desks, Personal Possessions – Search of.....	41
Violence Prevention and Weapons Policy.....	43
Bullying.....	45
Parent/Guardian Refusal for Student Participation in Statewide Assessments.....	51

**LAKEVIEW SECONDARY SCHOOL  
Cottonwood, Minnesota**

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**Welcome to the 2022-2023 school year. This handbook has been revised, so it is important that students and parents take the time to read through the entire document. The Lakeview handbook is meant to provide you with information on student issues ranging from discipline to attendance. The goal is to prevent conflicts and help Lakeview run smoothly to ensure fair treatment of students and staff. Should you have any trouble interpreting the information provided, please stop by the secondary office for clarification. We hope you have a wonderful school year and look forward to helping you develop your skills.**

**Sincerely,**

**Scott Hanson, Lakeview 7 – 12 Principal  
and the Lakeview Staff**

## Lakeview Secondary School 2022-2023 School Calendar

August 16,17, 23	Teacher Workshop Days
August 24	First Full Day of School
September 5	Labor Day – No School
September 23	Mid-Term (1 <sup>st</sup> Quarter)
September 28	Ineligibility Period Begins
October 19	No School – MRVED Consortium - End of 1 <sup>st</sup> Quarter
October 20-21	No School - Education Minnesota Conference
October 24	First Day of 2 <sup>nd</sup> Quarter
October 26	Ineligibility Period Begins
November 3 & 10	K-12 Parent Teacher Conferences 4- 8 p.m.
November 23	Mid-Term (2 <sup>nd</sup> Quarter) 1:00 p.m. Dismissal
November 24-25	No School - Thanksgiving Vacation
November 30	Ineligibility Period Begins
December 23	End of 2 <sup>nd</sup> Quarter – 1:00 p.m. Dismissal
December 24 – January 2	No School -Winter Break
January 3	Teacher In-Service – No School
January 4	First Day of 3 <sup>rd</sup> Quarter (2 <sup>nd</sup> Semester)
January 4	Ineligibility Period Begins
January 16	No School – Teacher MRVED Consortium
February 3	Mid-Term (3 <sup>rd</sup> Quarter)
February 8	Ineligibility Period Begins
February 20	No School - President’s Day
March 10	End of 3 <sup>rd</sup> Quarter – No School
March 13	No School – Teacher In-Service
March 14	First Day of 4 <sup>th</sup> Quarter
March 15	Ineligibility Period Begins
March 30	12:30 p.m. Dismissal (Band/Choir Competition)
April 6	No School – Teacher MRVED Consortium
April 7-10	No School – Spring Break
April 21	Mid-Term (4 <sup>th</sup> Quarter)
April 26	Ineligibility Period Begins
May 19	End of 4 <sup>th</sup> Quarter – Last Day of School 1 p.m. Dismissal
May 19	Graduation (Commencement) – 5:00 p.m.
May 22	No School – Teacher In-Service

*This schedule is subject to change. Adverse weather conditions may alter vacation days. You will be notified of any change during the school year.*

**STAFF DIRECTORY  
2022-2023**

**Board of Education**

Chairman	Mr. Jason Louwagie
Vice-Chairman	Mr. Dan Louwagie
Clerk	Mrs. Tracy Sterner
Treasurer	Mr. Al Grube
Directors	Mr. Korey Herrick, Mrs. Vicki Myers, Mr. Joel Timm

**Administrative Staff**

Superintendent	Dr. Chris Fenske
Jr./Sr. High Principal	Mr. Scott Hanson
Elementary Principal	Mr. Corey Boe
Comm. Ed. Director/Lunch-MARSS Coordinator	Mrs. Karen Meiners
Literacy Coordinator	Mrs. Susanne Lee
Business Manager	Mrs. Paula Geistfeld
Activities Director	Mr. Matthew Konrad
Tech Coordinator	Mr. Darren Fransen, Mr. Joe Hafner
Counselor	Mrs. Shelley Buntjer
Social Worker	Mrs. Sally Gniffke
School Nurse	Mrs. Tessa Bossuyt
Superintendent's Secretary	Mrs. Heidi Beck
Secondary Secretary	Ms. Kathy Devereaux

**Music Department Faculty**

Instrumental Music	Ms. Illana Peter
Vocal Music	Mrs. Krishana Dempcy

**Physical Education Faculty**

Physical Education/Health	Mr. Jared Keaveny
Physical Education	Mrs. Traci Olson, Mr. Erik Lundberg

**Special Education Faculty & Staff**

Special Ed. Instructors	Mrs. Wendy Best, Mrs. Karen Hodges, Mrs. Anne Schnobrich
Special Ed. Aides	Mrs. Karen Berg, Mrs. Dawn Arends, Mrs. Stacie Lienemann, Ms. Stephanie Hennen, Mrs. Jan Mandelkow, Mr. Rich Sorbo

**Secondary Faculty & Staff**

Art Teacher	Mr. John Sterner
Business/Computer Education	Mrs. Karen Gustafson
ELL Teacher	Mrs. Karen Hartke
Language Arts Teachers	Ms. Sara DeSmet, Mrs. Nicole Fischer, Mrs. Josie Laleman
Industrial Technology	Mr. Dan Hoffman
Mathematics Teachers	Mrs. Becky Remiger, Mr. Chris Sieling, Mr. Dan Hoffman
Science Teachers	Dr. Jay Meiners, Ms. Maddie Schroder
Social Studies Teachers	Ms. Marcy Nuytten, Mr. Blair Miller, Mrs. Emma Gregoire
Spanish Teacher	Mr. Phillip Lalim
Vocational Agriculture	Mr. Grant Will

**Food Service**

Kitchen Manager	Mrs. Marilyn Jarcho
Cooks	Mrs. Gabriela Espinoza
Kitchen Aides	Ms. Sandy Phinney, Ms. Kathy Schrupp

**Maintenance Staff**

Head Custodian	Mr. Darrell Dirckx
Custodians	Mr. Travis Olson, Mrs. Kayla Padfield, Ms. Teresa Olson, Ms. Bernice DeCicco Ms. Susan Arends

**Groundskeeper**

Mr. Dennis Devereaux
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## **AREA LEARNING CENTER & OPEN ENROLLED STUDENTS**

Lakeview is committed to meeting the needs of all students. However, there are times when an alternate setting is a better fit for the student's needs. Students who attend an area learning center (ALC) with the intent of graduating under Lakeview requirements may attend before and after school events as a Lakeview student. These events include prom, senior excursion, and other class related events. However, ALC students are not allowed to attend school hour activities such as lyceums, homecoming/snow week events, etc. Students who are open enrolled in another district are always welcome to return to Lakeview; however, during their time of open enrollment, they are considered visiting students and therefore are not allowed to attend special school events before and after school unless invited by a Lakeview student per Lakeview Policy.

## **ATTENDANCE POLICY**

### **A. Philosophy**

Learning is enhanced by regular attendance. The entire process of education requires continuity of instruction, classroom participation, learning experiences and study in order to reach the goal of maximum educational benefits for each individual student. The regular contact of students with the teacher and one another in the classroom and their participation enhances learning and enriches study in order to reach the goal of maximum educational benefits for each individual student; this regular contact and participation in developed instructional activities under the leadership of a competent teacher are vital to this purpose. This is a well-established principle of education which underlines and gives purpose to the requirements of compulsory education in Minnesota and every other state in the nation.

Absence from school can never really be made up. Success at school requires, like success at any job, promptness and dependability. Regular attendance at school is one of the most important items that will be recorded in your permanent record here at Lakeview School. It is checked by prospective employers and by schools to which you may be applying for admission. Attendance may be a deciding factor in securing a job you want, or in getting accepted at a school you want to attend.

### **B. Spin-Zone sponsored Awards**

A local charitable organization, Spin-Zone, sponsors awards handed out at the end of the school year. As sponsor of these awards, the Spin-Zone founder is the creator and supporter of the guidelines delineated here. Awards will be given out for Positive Attitude, Excellence in Curriculum areas and the Outstanding Senior Award.

## **GENERAL STATEMENT OF POLICY**

### **A. Responsibilities.**

1. Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, *it is the student's responsibility* to request any missed assignments due to an absence. Students should request work at the end of the class period, before school, or after school. The teacher's priority is the students who are present; student absences or requests for work should not interfere with classroom instruction. If a student becomes ill during the school day, parents will be notified and the student must sign out in the High School Office.

2. Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

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

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

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

### **B. Definitions**

1. Absence: A student is “absent” if he or she misses more than *fifteen minutes* of any scheduled class.
2. Unexcused Absence: An absence is unexcused unless a written note stating a *valid reason* is provided to the building principal/building principal’s secretary within two days of returning to school. For a list of approved absences, see page 9.
3. Tardy: A student is “tardy” if he or she enters class after the period was scheduled to begin and does not have a valid excuse or pass. See, also, Section VII, C, D below.

### C. Consequences for unexcused absences and tardies

Presence and participation are directly related to academic performance and are essential components of a sound education. Tardiness and unexcused absence reflect, among other things, a lack of responsibility and a lack of academic effort on a student’s behalf. Learning is inevitably lost when a student fails to fully attend class. Additionally, the learning environment for all students may be disrupted. Regular attendance not only provides the foundation for achieving success as a high school student, but also for achieving success as an adult in the working world. **The primary responsibility for assuring that each student fully attends classes and acquires the knowledge and skills necessary for effective citizenship rests with the individual student and his or her parent/guardian.**

1. Unexcused tardies will be considered a Level I offense and be subject to the disciplinary action outlined on page 13 of this hand book. Work is expected to be turned in by the deadline established for the students in attendance.
2. Unexcused absences will be considered a Level II offense and be subject to the disciplinary action on page 13 of this hand book. Work is expected to be turned in by the deadline established for the students in attendance.
3. Extra-curricular participation may be impacted by poor attendance. Repeated attendance violations will be discussed with coaches/advisors and may result in inability to participate in activities.
4. Minnesota Compulsory Attendance Law requires that truancy be reported to law enforcement authorities. (Minn. Stat. 8120.103, subd. 5)

Subd. 19. Habitual Truant. “Habitual truant” means a child under the age of 16 years who is absent from attendance at school without lawful excuse for seven school days if the child is in elementary school or for **one or more class periods on seven school days** if the child is in middle school, junior high school, or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days and who has not lawfully withdrawn from school under section 120A.22, subdivision 8. Referral to county attorney will be made if habitual.

### MAKE-UP POLICY

**A. Excused Absences (unexpected)** Students who miss class work (including assignments, labs, and exams) as a result of an unexpected excused absence will have an opportunity to make up the work. Students will receive credit for any work they make up. Failure to make up work will result in no credit being given for that work. Make up work is due to the instructor no later than two school days after the date of the absence. If the absence covers more than three consecutive days, the make up work is due to the instructor no later than five school days after the student returns to class. Exceptions to this rule may be granted if a student has missed more than ten consecutive school days because of an injury or illness or other condition beyond the student’s control. Exceptions must be cleared by the teacher and/or Principal.

**B. Excused Absences (expected)** Students who miss class work (including assignments, labs, and exams) as a result of an expected excused absence are expected to collect work *prior* to being gone and make appropriate arrangements with instructors for deadlines. In the case of extracurricular activities, family trips, etc. it is reasonable to expect work to be turned in prior to the absence.

**C. Unexcused Absences** Students who miss class work (including class assignments, labs, and exams) will be expected to complete the work and submit it by the class deadline.

### CLASSIFICATION OF ABSENCES AND TARDIES

**A. Excused Absences:** With the exception of students who are emancipated from their parents, all students must provide the building principal with a note which is signed by the student’s parent/guardian and which states a valid reason for the absence. An advanced parent phone call is appreciated, but it should be followed with a note as stated above. An emancipated student is one who does not live with and also is not economically dependent upon his or her parent, a guardian, a family member or other adult. An emancipated student must also provide the building principal with a note stating a valid reason for the absence but may sign the note himself or herself. **If a student fails to provide the principal with such a note before or upon the student’s return to school or within the next two school days, the absence will be counted as unexcused.** An absence will be excused if the student provides a timely note which is signed by a parent/guardian and states that the absence is/was the result of one of the following conditions:



1. Illness, injury, or hospitalization of the student.
2. Disability of the student. If a student suffers from a permanent or temporary disability which prevents the student from regular attendance, verification from the student's physician specifying the nature of the disability and the anticipated duration of the disabling condition will be required once per school year. For each absence, the student's parent must provide the building principal with a signed note verifying the reason for the absence.
3. Medical, dental, and other professional appointments (not haircuts) which cannot be scheduled outside of school hours.
4. Family emergency, serious illness of family member, or death in the family.
5. Work at home. A student may be excused to work at home only when the student's assistance is essential to the family's welfare. **No more than two class periods in the same course will be allowed as excused absences for work during a quarter unless the building principal has a conference with the parent/guardian and determines that extra days are justified.**
6. Religious holidays or trips associated with a religious organization.
7. Attendance at a course of religious instruction for up to three hours each week as provided by Minn. Stat. 120.101, subd. 9(3). Before attending such a program, the parent/guardian must obtain permission from the School Board.
8. Mandatory court appearances.
9. Family trips taken with a parent if the principal, or principal's designee, has approved the trip or visit in advance. A maximum of five days in one quarter, not to exceed a total of ten days per school year, will be excused to permit a student to travel with a parent on a family trip. Parents are strongly encouraged to schedule such trips during school breaks and vacations. At the building principal's discretion, an absence for a family trip which exceeds five days may be counted as excused.
10. Compliance with any provision of a disabled student's Individual Education Program Plan or Section 504 Accommodation Plan.
11. Special education assessment performed by or at the direction of School District personnel.
12. Pre-approved testing, including college testing and military testing. Approval must be sought from the building principal at least twenty-four hours prior to the absence.
13. Any pre-approved absence which, in the principal's opinion, will provide educational value to the student including state fair trips, 4-H events, etc. Approval must be obtained from the building principal at least twenty-four hours prior to the absence.
14. Participation in a school-sponsored activity. Examples include, but are not limited to, absence from class in order to participate in a school-sponsored field trip, foreign exchange program, student council, Knowledge Bowl, athletic contest, fan bus for athletic contest, or school-sponsored music performance. **The student must have been in attendance for the three class periods preceding the school-sponsored event in order for participation to be considered to be excused.**
15. Work on an educational assignment or exam with another teacher in the building which spills over into another class period. In this instance, a note from the teacher rather than from the parent is required.
16. Visits to the principal's or assistant principal's office and scheduled visits to the office of the counselor or school social worker.
17. Suspensions. Absence from class as a result of an in-school or out-of-school suspension is counted as excused.
18. College visits must be approved in advance by the Guidance Counselor. Two college visits will be excused. Additional college visits will need Principal approval.

**B. Unexcused Absences.** Any absence which is not excused under this policy will be counted as unexcused. Oversleeping, a malfunctioning alarm clock, power outage, prom related activities, missing the bus, shopping, visiting friends, appointment at a tanning booth, haircuts, slow restaurant service, work, etc. are not a basis for an excused absence.

**C. Excused Tardies.** If a student is tardy to class but has a written note from a teacher, counselor, nurse, school psychologist, or school administrator, the tardy will be excused. If a student arrives to school late and has a valid excuse signed by a parent, a school administrator will provide the student with a written note excusing the tardy. An excuse signed by a parent will be deemed valid if it states that the student's tardiness was caused by one or more of the conditions, listed above, which give rise to an excused absence.

**D. Unexcused Tardies.** Any tardy which is not excused under this policy will be considered unexcused.

**E. False Excuses.** Any student who submits a false excuse or forges the signature of a parent/guardian or school personnel will be subject to disciplinary action.

**F. Excessive Absences.** Students who have been absent on a total of 10 days (example: missing 3<sup>rd</sup> period 10 times) will receive a letter concerning attendance. After missing a class(es) on 14 days, students will be required to present a physician's note; no other absences will be excused. All other absences will be unexcused and count towards habitual truancy. School activities do not count in absence total.

**G. Returning to Class.** Upon entering the building after being tardy or absent, students must sign in and pick up a pass or admit slip from the Secondary Office before reporting to class.

**H. Leaving the Building.** Students must have prior permission to leave school. That permission is granted by the Principal, his/her secretary, or the Principal's designated representative. Students are not allowed to come to the office and just "sign out." Notes from home must be brought to the Principal's office before class in the morning or a phone conversation must take place with a parent/guardian before a student is allowed to leave the building. Leaving the building without permission will result in disciplinary action.

**I. Time for Time.** Absence from school can never really be made up. However, Lakeview Public Schools believes in providing possibilities for recapturing such time as possible. This could include time before school, after school, or during a student's lunch period, as best determined by administration. In the case of seniors, this could result in the loss of open lunch privileges. Records of time owed will be maintained as best possible from the administrative office and shared with students regularly.

A tardy will result in an independent lunch session. An absence will result in two lunch sessions or time served before or after school at the discretion of administration. Series of tardies or absences could result in increased consequences.

## **THE APPEAL PROCESS**

### **A. Appeal to Building Principal**

Within five school days after being informed that an absence or tardy will be counted as unexcused, or within five days after receiving notice of an unexcused absence or unexcused tardies pursuant to section IV of this policy, the student or the student's parent/guardian may make a written request to the building principal, or designee, to schedule a conference to contest, or appeal, the classification of the absence or tardies. The student and the parent/guardian may examine the student's attendance record prior to attending the conference. Individuals who may attend the conference include, but are not limited to, the student, the parent/guardian, the building principal or administrative designee, and the teacher for the class in which the student was counted as having an unexcused absence or unexcused tardies. At the conference, the student and parent/guardian will have the opportunity to present any information relevant to the absences or tardies in question, including any extenuating circumstances. The building principal or administrative designee will provide the student and parent/guardian with written notice of the appeal decision within five school days of the conference. In the event that written notice is not sent within this time period, the appeal to have the absence and/or tardies counted as excused will be deemed denied. If the principal has investigated the matter, this appeal process may be waived and appeal to the Superintendent may begin.

### **B. Appeal to Superintendent**

A student or parent/guardian who is dissatisfied with the decision of the building principal or administrative designee may appeal the principal's decision to the Superintendent. The appeal must be made in writing within five school days of the principal's decision or, if the principal or administrative designee did not make a written decision, within ten school days of the conference with the principal or administrative designee. The written appeal to the Superintendent must state all facts upon which the appeal is based.

The Superintendent will make a final decision on whether the absence(s) and/or tardies will be counted as unexcused and, consequently, whether consequences will be enforced. The Superintendent's decision may be based upon all relevant evidence, including any written records pertaining to the student; any documents submitted by the student or the parent/guardian; discussions with the building principal or administrative designee, teachers, counselors, the parent/guardian, the student, and others. The Superintendent is not required to hold a conference with the student or the parent/guardian before issuing a decision on the appeal.

The Superintendent will make a decision in writing within five school days of receipt of the written appeal from the student or parent/guardian. In the event that the Superintendent fails to issue a written decision within this period, the appeal to have the absence(s) and/or tardies counted as excused will be deemed denied.

## **ACTIVITIES OR CLUBS**

All students are encouraged to take part in as many extra-curricular activities as possible and are urged to participate in at least one activity outside the academic classroom.

Extra-curricular activities are provided to enrich the school academic program and fulfill the interests shown by the students. Participation in any activity is voluntary. The following activities are offered at Lakeview Secondary.

- |                               |                                      |                             |
|-------------------------------|--------------------------------------|-----------------------------|
| 1. *Football 9-12             | 9. *Dance Line                       | 18. Art Club                |
| 2. *Boys Basketball "A" 10-12 | 10. *Boys & Girls Cross Country 9-12 | 19. *Knowledge Bowl 9-12    |
| "B" 9-11                      | 11. Yearbook                         | 20. *Volleyball 9-12        |
| 3. SADD                       | 12. *Speech                          | 21. *Track 9-12             |
| 4. *Girls Basketball "A"      | 13. Softball                         | 22. *Cross Country 9-12     |
| "B" 9-11                      | 14. *Vocal Music Concert Chorus      | 23. Intramural Softball     |
| 5. *Math League               | Mixed Chorus 9-12                    | 24. DestiNation ImagiNation |
| 6. *Mock Trial                | 15. *Baseball                        | 25. Theatre Productions     |
| 7. *Band-Concert Band 9-12    | 16. *Golf - Girls & Boys 9-12        |                             |
| 8. Student Council 9-12       | 17. *Future Farmers (FFA)            |                             |

(\* Indicates areas in which students may earn a letter or an award).

It is advised that managers and statisticians for fall and winter sports not be members of the band.

### **ADVISORY**

Every junior high student will have an eighteen minute advisory period on a daily basis; senior high students not in band will have a daily advisory period. Senior high students in band, but not in choir will have a time following band similar to advisory period. The purpose of advisory is to establish another time to connect with a faculty member regarding such items as course planning, homework completion, class meetings, or other educational topics. It is not a free-for-all, anything-goes break in the day. Prior to the school year, students are matched with a faculty advisor most suited to the upcoming year's needs. However, other teachers may communicate with students, requesting temporary advisory attendance for the reasons listed above. All reasonable requests from faculty advisors are to be honored or disciplinary consequences may be assigned.

### **ANNOUNCEMENTS**

Each day the daily bulletin will be sent to each room electronically. This informs each of you of all the activities taking place that week. All students are responsible for all announcements listed on the TV Announcements, daily bulletin and by the intercom system. Students who want announcements to be made must submit them to the Principal for approval by 8:30 a.m. Any announcement submitted by a student must be signed by the advisor of the group he/she represents. School bulletin boards are meant for school related activities. All notices placed on the school bulletin boards must first be approved by the administration. Announcements will also be on the TV's in the Commons Area.

### **ACTIVITY FEES**

See Activities Handbook

### **BOOKS - TEXTBOOKS OR LIBRARY BOOKS**

Lakeview students are requested to treat all textbooks and library books with care! All books are to be placed neatly within lockers, are not to be kicked, dropped, thrown, written in, or marked. Should books be misused, destroyed, or lost, fines will be levied according to the following schedule.

Text Condition:	Fine:
New text ruined or unusable	\$50.00 or cost of replacement.
Bent covers/Loose bindings/	\$30.00 " "
Missing pages	\$15.00 - \$25.00
Minimal damage	\$5.00

Note: For other damage to school property refer to section on vandalism in the discipline policy.

### **BUILDING USE**

School facilities are never to be used without permission from school authorities. Facilities are to be used only when school personnel are supervising the activity. This policy applies during vacations as well as over weekends. On school days students are not to be in the building prior to 8:00 a.m. or after 3:30 p.m. unless they have permission from a staff member or are involved in a school sponsored activity. In the event of attendance at a school sponsored activity, if a student, as a spectator, leaves the building, they will not be allowed to reenter the contest.

## **CAFETERIA/COMMONS AREA**

All students will receive an Application for Educational Benefits. For those who bring lunch from home, milk is available for sale. Our school has a **closed lunch period**. All students are required to be in the cafeteria during their scheduled lunch period. Students must bring a deposit to put into their lunch account. At the end of each month, students are given a balance sheet showing beginning balance, daily amounts charged, and ending balance. **Students with a negative balance in their account will not be allowed to charge ala-carte or seconds.**

Please observe the following regulations during cafeteria use:

- A. All coats are to be left in the lockers.
- B. The line forms to the rear. If you must be with your friends, come with them or have them drop back in line with you.
- C. Appropriate behavior and proper table manners are expected.
- D. Do not litter in the cafeteria. Other students will have to eat in the same place where you have eaten. Leave your table clean!
- E. Return the plate, silverware, and milk container into the area designated for them. Don't throw the plate into the area provided, set it in the window carefully in a respectful manner.
- F. Put silverware in the tray provided.

G. Do not leave the commons until dismissed.

## **CAREER COUNSELING**

Any high school student interested in challenge classes, testing information, college information, financial aid etc. should check with the School Counselor or Principal. Additional information is available in the Career Center located in the Secondary Office.

## **CHEATING/PLAGARISM**

Cheating or plagiarism is unacceptable at Lakeview. Consequences for cheating and/or plagiarizing include a “zero” on the assignment, loss of credit and possible additional consequences. In all cases parents will be notified.

## **CLOSED CAMPUS**

Our high school operates on a “closed” campus policy. From the time of arrival to dismissal students are not to leave school property without permission from the office.

- A. Any student desiring to leave school during the school day, for any reason, must present a parental excuse to the principal's office before school to get a pass to leave. All notes must state reason for leaving, time of departure, and time of return.
- B. If students leave or arrive during school hours they must check out/in through the high school office.
- C. Any student leaving the school building without permission will be subject to disciplinary action.

## **CLASS DUES**

Class Dues are used to support many activities throughout the school year including homecoming activities, dances, prom, and class trips. Failure of an individual to maintain current class dues will result in their exclusion of these events. The class treasurers are responsible for maintaining accurate records of dues paid. Dues, in the amount of \$25 per year, are highly recommended to be paid by the end of the first semester. Foreign exchange students are not required to pay class dues.

## **CLASS OFFICERS**

Each class elects its own president, vice president, treasurer and secretary. Students interested in becoming a student council representative need to fill out an application and selection is made by a Selection Committee. All class organization income must go into the central student activity fund at the main office. The Superintendent has jurisdiction over all money spent. No money of classes, organizations, or groups shall be kept in any other depository. Class treasurers are responsible for collecting class dues and should check their class balance with the District Office Secretary.

## **CONTROLLED MATERIALS**

Our School District personnel may apply pest control materials inside or on school grounds as needed.

Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of materials to which they belong, may not be fully understood.

An estimated schedule of interior pest control inspections and possible treatments is available for review or copying at each

school office. Parents and students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## DATA PRIVACY

Notice is hereby given that Independent School District #2167 pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "Directory information" as said Act, and that information related to students may be made public if said information is in any of the following categories:

- Student's name, address, and telephone listing
- Participation in officially recognized activities & sports
- Weight and height of members of athletic teams
- Grade levels completed
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities and other similar information to include data recorded by cameras on school property, including school buses
- Date and place of birth
- Gender
- Dates of attendance
- Degrees & awards received

## DESTRUCTION OF SCHOOL/PERSONAL PROPERTY OR THEFT OF SCHOOL/PERSONAL PROPERTY

If a student is found destroying or stealing any school or personal property at Lakeview School, that person must make financial remuneration and work restitution. The administration will determine if more disciplinary actions are necessary. Students will be held financially responsible for lost or damaged textbooks and equipment.

## DISCIPLINE & BEHAVIOR EXPECTATIONS

Lakeview students are expected to treat people, property, and themselves with respect. Students and staff are encouraged to help those engaging in inappropriate behavior by identifying the disrespectful action(s) to the attention of the student acting inappropriately. If the student does not respond in an appropriate manner, the incident should be reported. Respectful behavior is necessary to maintain a productive learning environment. Expectations and consequences have been set forth governing the conduct of students while under school supervision have been instituted with the goal of providing a positive, safe, and caring learning environment. All Lakeview students and staff are expected to help promote this environment.

## DISCIPLINARY CONSEQUENCES

A. Disciplinary consequences may include but is not limited to:

Meeting with the teacher, counselor, or Principal	Modified school programs
Detention	Removal from class
Loss of school privileges	Out of School Suspension
Parental conference with school staff	Exclusion and Expulsion

B. Six levels of disciplinary action have been recommended by Lakeview staff, students and parents:

Level 1		Level 3		1 <sup>st</sup> offense	Out of School Suspension (5 days)
1 <sup>st</sup> offense	Written warning	1 <sup>st</sup> offense	In School Suspension		
2 <sup>nd</sup> offense	Detention	2 <sup>nd</sup> offense	Out of school suspension (3 days)	2 <sup>nd</sup> offense	Expulsion
3 <sup>rd</sup> offense	In School Suspension	3 <sup>rd</sup> offense	Out of School Suspension (5 days)	<b>Level 6</b>	
				1 <sup>st</sup> offense	Expulsion
Level 2		Level 4		If a student fails to complete assigned after school detention, out of school detention <u>may</u> be assigned for the following day.	
1 <sup>st</sup> offense	Detention	1 <sup>st</sup> offense	Out of school suspension (3 days)		
2 <sup>nd</sup> offense	In School Suspension	2 <sup>nd</sup> offense	Out of school Suspension (5 days)		
3 <sup>rd</sup> offense	Out of school suspension (3 days)	3 <sup>rd</sup> offense	Expulsion		

## Level 5

C. The behaviors in each Category are as follows:

Level 1		Level 2
Inappropriate language	Hats/Headgear +	Inappropriate language towards student
Horse Play without anger	Public Displays of Affection <sup>1</sup>	Verbal/Written/Electronic Abuse
Dress Code Violations	Unattended bags in hallway	Cell phone +
Tardy Unexcused	Illegal Parking	Leaving building without permission
Disruption to classroom	Removable Graffiti~	Insubordination
Loitering		

Food and beverage by computers +  
 Possession of Lighters +  
 Trespassing  
 Falsifying records/ID  
 Unauthorized entry in or use of property  
 Unauthorized locations in/on school grounds  
**Horse play causing property damage**  
 Horse play causing *minor* injury  
 Dishonesty intended to mislead staff  
 Exhibition Driving  
 Leaving class without permission

### Level 3

Disrespect towards teacher/staff  
 Inappropriate language towards teacher/staff  
**Inappropriate language that is racial and/or sexual in nature**  
 Threats toward student  
 Physical threat toward student  
 Accidental harm  
 Extinguisher use  
**Possession of flammable material + Careless driving on school grounds**  
 Harassment  
 Self defense

Possession of Ammo+  
 Petty theft (\$20 or less)

### Level 4

Reckless driving on grounds  
 Threats toward teacher/staff  
 Theft\*\* (Greater than \$20)  
 Vandalism\*\*  
 Alcohol/drug use\*\*  
**Vaping +\*\***  
**Possession of tobacco+\*\***  
 Possession of alcohol\*\*  
 False fire alarm\*\*  
 Hazing  
 Use of flammables\*\*  
 Use of fireworks\*\*  
 Fighting/retaliation  
 Weapons – class I ++

### Level 5

Possession of drugs\*\*  
 Burglary\*\*  
 Intentional Physical harm

### Level 6

Weapons - class II +++

Terroristic threat\*\*  
 Sexual violence\*\*  
 Selling drugs/alcohol\*\*  
Arson\*\*  
 Aggravated assault\*\*  
 Bomb threats\*\*  
 Explosives, possession, use of\*\*  
 Stealing by force\*\*

\*referral to anger management, alcohol abuse as needed

\*\*referral to law enforcement

+ Confiscation

\_\_\_\_\_ restitution made

++Class I weapons – sharp objects with blades less than 2.5 inches or other objects unlikely to cause life-threatening injuries.

+++Class II weapons – loaded guns, guns accompanied by ammunition, sharp objects with blades longer than 2.5 inches, or other weapons likely to cause life-threatening injuries

<sup>1</sup> PDA is defined as an act or gesture of a romantic nature; such actions include, but are not limited to kissing, touching, petting, groping, licking, nuzzling, cuddling, crossing hands into each other's pockets, hugging, etc.

- C. All behavior notices will be logged electronically through the school's information system, SchoolView. Parents should check this source for information under the "Behavior" button regularly.
- D. The principal has discretion to adjust consequences depending on the results of the investigation.
- E. Unforeseen, inappropriate behaviors that arise will be placed in the appropriate level by the principal.
- F. Disciplinary action will be reported to the athletic director, coaches, and advisors. Repeated violations may result in suspension of participation.
- G. The fact that a student is in an extra curricular activity or is scheduled to work does not excuse him or her from staying after school.

### Removal from Class:

Removal from class is the short-term exclusion of a student from school during which the school retains custody of the student. Students removed from class shall be the responsibility of the Principal or his lawful designee. Students shall be removed from class only upon agreement of the appropriate teacher and Principal after an informal administrative conference with the pupil. The decision as to removal shall ultimately be up to the Principal. The removal from class may be imposed without an informal administrative conference where it appears that the student will create an immediate and substantial danger to himself or to persons or property around him. The length of time of the removal from class shall be at the discretion of the Principal after consultation with the teacher. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference including, but not limited to, the completion of any make-up work. A parent – teacher conference will be held if a student is removed from the same class 3 times. At the conference, a behavior contract will be signed. Suspension, exclusion, and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974 as amended. (see Appendix A)

### BULLYING

Bullying means intimidating, threatening, abusive or harming conduct that is objectively offensive and an actual or perceived imbalance of power exists, a pattern is formed, or materially and substantially interferes with a student's educational opportunities, performance, or ability to participate in school functions or activities.

Instances of bullying must be reported immediately, meaning as soon as possible, but in no event longer than 24 hours. This reporting can be done to the school social worker, guidance counselor, building principal, or through our anonymous Care Card

reporting system. Care Cards can be found outside the offices of the social worker and guidance counselor. Additionally, you may click [here](#) for an electronic copy.

Because bullying often includes a pattern of behaviors, initial instances of bullying may be categorized according to the behaviors listed above, i.e. inappropriate language towards student, etc.

A copy of the full bullying policy of Lakeview Public Schools is attached as an appendix.

## **DISTANCE LEARNING**

The Minnesota Department of Education Defines Distance Learning as:

Distance Learning Distance Learning defined: Students engaging in distance learning have access to appropriate educational materials and receive daily interaction with their licensed teacher(s). It is important to note that distance learning does not always mean e-learning or online learning. It is critical to provide this learning in a format that can be equitably accessed by all students. Minnesota Department of Education Guidance on Distance Learning MDE expects that students who participate in distance learning have full access to appropriate educational materials.

Distance Learning Days (Short Term School Closures 1- week or less):

Lakeview Public School is fortunate to be able to address a school closing through a Distance Learning. Distance Learning and the development of concrete schedules allows Lakeview to conduct Distance Learning Days as we would during distance learning. Distance Learning Days will be conducted during closing of school for inclement weather and safety is the prevailing factor in reaching this decision. After consultation with officials from the bus company and the neighboring school district superintendents, a decision on school closure is made as early as possible. It is important to note that when the school is closed it may continue to be considered a school day that counts toward student attendance. The decision to close school and conduct a Distance Learning Day will be communicated to you via the emergency messenger calling system, television, radio, the district website, email and/or school social media sites. Teachers will be available via through technological platforms from 8:45am - 3:45pm each Distance Learning Day.

Distance Learning Day (Long Term School Closure Longer than 1 School Week):

In the event of a long term closure detailed plans will be sent out by administration as soon as possible. These long term closures may require planning days for staff. Lakeview Schools would follow any guidance from MDE when planning these days.

## **DRIVING AND PARKING CARS AND MOTORIZED VEHICLES – Students and staff must register vehicles in the Secondary Office.**

Students who drive to school are asked to cooperate with the school by keeping their cars and motorized vehicles parked. Under no circumstances are students to use cars or motorized vehicles during the day without permission from the Principal or his designee. Any student(s) reported in violation of this policy will serve detention and lose privileges for a period of time. Student vehicles are to be parked in the main parking lot, in front of the building, within a lined parking spot, and in legal parking only. Parking in the fire lane, visitor, handicapped, or other inappropriate spots will result in consequences.

## **ELIGIBILITY FOR ACTIVITIES**

All school activities, other than academic activities, operate under the code established by the Minnesota State High School League and rules established by the Lakeview School Board and School Administration. Examples of other than academic activities include: Enrichment Programs, Destination Imagination, Knowledge Bowl, Spelling Bee, Geography Bee, Art, Music Festival, and other special events.

### **A. Academic Eligibility**

1. Athletes must maintain academic eligibility to compete in interscholastic events.
2. Failing Grades: A student who has one or more failing grades on the midterm or quarter report is ineligible for interscholastic competition for two\* events. The two After two events, if student progress is satisfactory in the class, eligibility will be restored. If not, the student shall remain ineligible.
3. Incomplete Grades: A student who has one or more Incompletes on the midterm or quarter report is ineligible for interscholastic events until all Incompletes are amended. If the incomplete becomes a failing grade, procedures for eligibility will follow item #2 above.

4. Restoring Eligibility. A student is responsible for picking up an eligibility form from the office, coach, or teacher and returning the completed form to the coach or advisor. The teacher will sign off to confirm satisfactory progress; when teachers issuing failing or incomplete grades have signed off, eligibility is restored.
5. Carry Over. Ineligibilities shall carry over from the previous year (4<sup>th</sup> quarter marking period).
6. Students who participate in only Category II activities shall be passing at the time of tryouts, or in the case of music, at the beginning of the grading period. The students may not lose their eligibility in local music events such as holiday and mid-winter/spring concerts, but will lose eligibility for MSHSL sub-section, section, and state level music events. Students shall not lose eligibility in major drama performances provided they were eligible at the beginning of tryouts or the beginning of the quarter. Category II activities are defined as non-athletic activities.

\* If more than one event, as in a tournament or festival, falls on the same day, the student shall be ineligible for the entire day.

## **B. Chemical Eligibility**

The suspensions listed apply to alcohol, tobacco and controlled substances. For example, the first violation could be tobacco and the second an alcohol violation. All violations will be enforced on the basis of public performances. Possession of alcohol or tobacco will constitute a violation of this rule. Penalties shall be cumulative beginning with and running throughout the student's participation in activities in grades 9-12. School rules apply during the school year and before school starts at the same time as athletic practice starts. Eligibility is determined on a calendar basis. This means the rules apply all year long including summer vacation.

## **POLICY ON STUDENT DRUG AND ALCOHOL OFFENSES**

No students shall distribute, possess, use, or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating-liquor or unlawfully manufacture, distribute, dispense, possess or use, or be under the influence of any narcotic drug, tobacco, e-cigarette/vaping, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1200.15, before, during or after school hours, at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the school district's discipline policy and may be suspended or expelled from school.

Category I	Category I	Category II	Category II
Volleyball	Softball	Instrumental Music	Student Council
Football	Cross Country	Vocal Music	DestiNation ImagiNation
Dance Line		FFA	Math League
Track		Knowledge Bowl	Mock Trial
Basketball		Speech	SADD
Golf		Theatre Productions	Art Club
Baseball		Class Officers	One-Act Play

## **Category I**

A. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next four (4) consecutive interscholastic events or three weeks (21 calendar days), whichever is greater, of a season in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic events or three weeks (21 calendar days), whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

C. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic events in which the student is a participant or four weeks (28 calendar days), whichever is greater. If, after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six weeks (42 calendar days). Such certification must be issued by the director or a counselor of a chemical dependency treatment center.



D. Penalties will be accumulative beginning with and continuing throughout the student's participation in a League activity and continuing through the student's high school career.

E. Denial Disqualification. A student shall be disqualified from all inter-scholastic athletics for nine weeks (63 calendar days) beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. As per MSHSL Bylaw 304.

F. A student participating in Category I and Category II activities shall serve consequences in both categories.

G. Any student who is placed on suspension for a rule violation during an activity will not be allowed to go out for another activity after that activity's season has started. The participant must wait until the start of a new activity.

### **Category II**

A. First Violation: After confirmation of the first violation, the student shall lose eligibility for three weeks (21 calendar days) or two public performances of an activity in which the student is a participant, whichever is greater (concerts, judging contests, district meetings, etc. are considered public performances).

B. Second Violation: After confirmation of the second violation, the student shall lose eligibility for three weeks (21 calendar days) or four public performances of an activity in which the student is a participant (concerts, judging contests, district meeting, etc. are considered public performances).

C. Third Violation: After confirmation of the third violation, the student shall lose eligibility for four weeks (28 calendar days) or six public performances of an activity in which the student is a participant (concerts, judging contests, district meetings, etc. are considered public performances). If after the third or subsequent violations, the student on her/his own volition becomes a participant in a chemical dependency program or treatment program, and is assessed as chemically dependent and completes treatment, the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks (42 calendar days) after entering program. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.

D. Penalties will be accumulative beginning with and continuing throughout the student's participation in a League activity and continuing through the student's high school career.

E. Denial Disqualification. A student shall be disqualified from all inter-scholastic athletics for nine weeks (63 calendar days) beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation. As per MSHSL Bylaw 304.

F. A student participating in Category I and Category II activities shall serve consequences in both categories.

H. Any student who is placed on suspension for a rule violation during an activity will not be allowed to go out for another activity after that activity's season has started. The participant must wait until the start of a new activity.

### **EMERGENCY DRILLS ( A.L.I.C.E)**

At Lakeview, the safety of our students, staff, and visitors is among our highest priorities. We work collaboratively to foster a safe, secure learning environment as we deliver on our mission to equip each student with the tools of life. District and school administrators, along with all staff, were trained in August of 2019 on a program called ALICE response. This is a less passive approach to a crisis situation that provides our staff more options based on the circumstances of the incident. The ALICE acronym stands for Alert, Lockdown, Inform, Counter and Evacuate. The threat of an active shooter or intruder in our schools is rare but, in today's society, a reality. Therefore, empowering our staff with proactive response strategies, rather than a passive one-size fits all approach is a positive change to our district's emergency response and crisis management plans. Ultimately, we hope to never have to utilize an emergency response plan, but in the event we do, please be assured that staff will be well prepared to act in the best interests and safety of our students.

#### What is A.L.I.C.E.?

A.L.I.C.E. is a school safety program created in year 2000 to offer additional options to students and staff in dealing with an armed intruder situation. Two of the individuals who founded and developed the program are long-term law enforcement professionals. A 30-year educational professional is a member of the team and works to ensure that A.L.I.C.E. teaching/training materials are age-appropriate, psychologically sound, and address the issues of individuals with special needs.

#### What do the letters stand for in the name A.L.I.C.E.?

A.L.I.C.E. is an acronym that stands for:

- ALERT: Get the word out that a threat exists.
- LOCKDOWN: Secure a place to stay as much as possible as a starting point to buy time.
- INFORM: Give constant, real-time information throughout the building using all available technology.
- COUNTER: This is a last resort. Individuals are unable to escape. Countering may be as simple as creating a distraction to allow opportunities to escape.
- EVACUATE: The goal is to move students out of the danger zone. It's important to be prepared to escape.

Why do we need to add anything more? Isn't it enough just to lock the building and keep students inside if someone is threatening them?

Traditionally, schools have used a procedure known as "lockdown" which essentially means locking the school building and classrooms and having students and teachers take shelter in their classroom. We believe that offering additional age-appropriate options will allow our students and teachers to be better prepared if a crisis situation occurs. Providing a constant flow of information to everyone in the building can allow opportunities to safely evacuate the building. Rescue by the police can take some time. An important goal of the A.L.I.C.E. program is to evacuate as many people as possible to a safe place.

How much time will the training take away from learning?

A.L.I.C.E. training will take place of the lockdown drills we've been doing. The length of the training time for students may range from 15 to 30 minutes, depending on the age of the students.

The purpose of all emergency drills is to teach self-control in a crisis so that a panic does not occur. Parents should discuss the importance of drills with students and stress that they should be taken seriously.

#### A. Fire Drill

The purpose is to get all students out of the building in an orderly fashion. Students should keep in line and follow their teacher. DO NOT RUN! Do not try to take coats, books, or materials with you. Further instructions will be given by your teachers and should be followed carefully. Fire drills will be held periodically without advance notice. All rooms have rules posted with instructions concerning fire exits.

#### B. Enhanced Lock Down Drill

A school lock down would occur when there is an intruder in the building, community emergency, or any other time administration feels it is necessary to keep students in their classrooms to ensure their safety. During a drill, students and/or staff in hallways enter the closest classroom, classroom doors are locked, and students will receive instruction from the staff in the classroom/area.

#### C. Secure Building Drill

A secure building would occur when there is a need to keep student in a classroom/area while something is occurring outside the rooms. (Examples: medical emergency, loss of power, law enforcement present)

#### D. Tornado Drill

In the event of a tornado students will be directed to the interior areas of the building. Teachers are to escort their students quickly and calmly to the directed area, sit down quietly and wait for further instructions.

#### E. Shelter-in-Place

In the event of a need to shelter within the building, students will be directed to the large gym. Teachers are to escort their students quickly and calmly to the directed area, sit quietly, and wait for further instructions.

### FOOD AND DRINK

Beverages and food items are permitted in the commons area, backpacks and in the lockers- If food and beverages are part of the curriculum or occasionally allowed by teachers, arrangements must be made by the teacher and proper cleanup must occur after the event. All staff and students are expected to keep the school clean.

### GRADUATION REQUIREMENTS

- Minimum Courses: Every student in grades 9 through 12 must take 7 classes each semester. Band and/or chorus will count as a class. Band/choir students will each receive ¼ credit per semester for a total of ½ credit for the year. Any exceptions must be cleared by the Secondary Principal.
- Requirement: In grades 9, 10, 11, 12 students must earn the following credits to qualify for graduation unless an IEP (Individual Education Plan) has been written with alternative instructional requirements. ***To graduate from Lakeview in***

**2015-16 and beyond, High School students must have 27 credits to receive a diploma from Lakeview High School.**

- C. Course Credits: ***Each required and elective semester course earns 1/2 credit with the exception of a seventh or eighth class where a student serves as a teacher's aid will receive 1/4 credit per semester.***
- D. Students must comply with the current state of MN testing requirements and earn a minimum of 27 credits\* to receive a high school diploma.
- a. 4 credits in English
  - b. 3 credits in Math
  - c. 3 credits in Science
  - d. 3.5 credits in Social Studies
  - e. .50 credits in Economics
  - f. 1 credit in Fine Arts
  - g. 1 credit in Technology
  - h. .50 credits in Health
  - i. 1 credit in Physical education
  - j. .50 credits in Personal Finance
  - k. 10 or more elective credits

\*Please note: 1 credit = 1 academic hour for an entire school year

1/2 credit = 1 academic hour for a semester

1/4 credit = 1 semester of teacher's assistant

(Maximum of 1/2 credit of teacher's assistant may count toward graduation requirements)

Starting in 2013-14, an additional 1/2 credit will be required in Physical Education.

**Minnesota State Universities High school Preparation Requirements:**

The State University Board has adopted a college-preparatory curriculum, which is recommended for study in grades 9 through 12. (The following curriculum is required for students who wish to attend state universities.) It is intended that the competencies gained through this required course of study will prepare secondary-school students for success in post-secondary education and will make it possible for these students to enter almost any degree program or career field without delay.

The required college-preparatory curriculum in Minnesota and many colleges is as follows:

**\*\*Four credits of ENGLISH, including writing, grammar, speech, listening, reading, and analysis of literature**

**\*\*Three credits of SCIENCE, including a lab science**

**\*\*Three credits of SOCIAL SCIENCE, including U.S. and World History and American Government**

**\*\*Three credits of MATHEMATICS, including Geometry and Algebra II**

**\*\*One credits of ARTS, which develop creative expression, including music, creative writing, drama, painting, drawing, or woodworking**

**\*\*Two credits of the same WORLD LANGUAGE – this means 2 consecutive year of the same language; for example 2 years of Spanish**

Additionally, the ACT test is required by most Minnesota colleges. Students are encouraged to take this test in April of their junior year.

Each state has different requirements. If you are thinking about out of state schools you need to consult your counselor or principal to make sure you meet the requirements of the school you wish to attend.

- E. All students who graduate from Lakeview High School will have to pass the Minnesota Graduation Standards and the required credits as listed above as adopted by the Lakeview School District. Information regarding graduation

requirements will be distributed to students each year and can be periodically checked with their advisor or the secondary principal. Seniors who graduate with a cumulative GPA of 3.700 and above will receive recognition for graduating with high academic honors. Seniors graduating with a cumulative GPA of 3.330 and above receive recognition for graduating with academic honors.

**F. Graduation Ceremony Participation:**

Participation in a graduation ceremony is a privilege and not a right. In order to be eligible to participate in the Lakeview High School graduation ceremony, students must have earned at least twenty-six (26) of the twenty-seven (27) total credits required for graduation. Students who are eligible to participate in commencement but who have not fulfilled all of the graduation requirements shall not receive their diplomas until they have earned twenty-seven (27) credits. Following graduation years will require participants to be within one credit of graduating in order to participate in commencement. To graduate, 27 credits will be required in 2015-16 and beyond. Additionally, in order to participate in the graduation ceremony, a student must attend the last semester of their senior year on campus at Lakeview. Extenuating circumstances, such as PSEO enrollment or a late move into the district, etc., are at the discretion of the principal. Valedictorian and Salutatorian student speakers will be identified at the end of the third quarter.

### **HALLWAYS**

Hallways are to be kept clear of back packs, book bags, athletic bags, and other items. These items are to be placed in lockers. If the bag does not fit it, contents should be emptied and transferred to your locker so that the bag may then be placed in your locker as well. Items found in the hallway will be confiscated. Repeated violations will result in disciplinary action.

### **HEALTH OFFICE**

The Minnesota Department of Health has requested that schools monitor certain illnesses and diseases. These include the following:

The Health Office is required to monitor Influenza Like Illnesses (ILI). When a parent calls in for a student absence due to illness, the school will ask these two questions: 1. Does the child have a fever? and 2. If the child does have a fever, is there also a cough or sore throat present? The responses to these two questions are critical to the monitoring of ILI in the school system.

Additionally, the Health Office is required to report any of the following diseases to the Minnesota Department of Health: student or employee diagnoses of Chicken Pox, Pertussis, Whooping Cough, Measles, Mumps or Rubella. The school is also to report any student who is diagnosed with Shingles. You may contact the Health Office with this information by phone or by e-mail. It will be kept confidential and protected by HIPPA, though it will be reported to the Minnesota Department of Health as required. Please do not send your child to school if they are ill and contact the School Nurse if you have any questions or concerns about your student's health as well as what information you would like communicated to their teachers.

### **INSURANCE**

The school district does not provide any type of health or accident insurance for injuries incurred by your child at school. We have made arrangements for voluntary coverage with Student Assurance Services, Inc. Stillwater, Minnesota for coverage that is underwritten by Security Life Insurance Company of America. The premium for this coverage for both the athletics and school coverage is payable by the parent. An information letter will be sent home at the beginning of the year and enrollments forms are available at the school. Athletic team members will be required to enroll in this program or sign a waiver form provided to them prior to the athletic season.

### **INTERNET POLICY**

Lakeview School recognizes that electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources. It is the student's responsibility to use the internet appropriately. Each student must have an "Acceptable Use" form completed and on file each year. Failure to follow the rules listed on the "Acceptable Use" will result in restriction and/or suspension of lab privileges and may involve further consequences. Please refer to Lakeview School's Acceptable Use Policy for specific information.

### **LETTER AND LYRE AWARDS**

General rules governing the awarding of letters and music lyres to student of Lakeview Secondary School are:

1. A first year letter or music lyre winner must be in the ninth grade or above.
2. One six-inch letter or lyre is given to a student during the school year in which he achieves his first letter.
3. All students in grades 9-12 may earn an academic letter by maintaining at least a 3.66 grade point average during the year.

4. A senior award certificate is given to the student in his/her senior year listing the activities the student has participated in throughout his or her high school career.
5. The advisor of each organization reserves the right to final approval of a student from receiving a letter for actions objectionable to the standards of organizations and the school.
6. Each organization or department will use its own adopted style of letter or emblem the letter will distinguish it from other organization awards.
7. The specific requirements for earning a letter in each department can be obtained from the Principal/Athletic Director or the advisor in charge of the activity.

## **LIBRARY/MEDIA CENTER**

The library is to be used for research, assigned reading, recreational reading or academically related assignments. In addition, the library may be used by students earning privileges during their free periods. Books must be checked out before being taken from the library. If books are not returned on time and in good condition, fines will be levied according to library policy. Students who receive failing grades on their report cards will not be allowed to use the library for recreational purposes. They may work on special research assignments with permission from the Principal or from the teacher who has given them the assignment. PSEO and MRVED students will be held to the same expectations as any other classroom. This includes the media center guidelines, electronic devices/cell phones and discipline policy.

## **LOCKERS**

Lockers assigned to students are the property of the school. Any locker is subject to periodic inspection for cleanliness and may be entered by the principal or his designated representative at any time should it be suspected of containing alcohol, tobacco, narcotics, explosives or other items unlawfully obtained or considered potentially harmful to others or to the school building. Lockers may also be entered by the administration to recover property or to prevent disruption to the educational process. Lockers must be kept tidy at all times. Only school spirit promotion/ recognition memorabilia may be placed on the outside of lockers. Students are expected to use their assigned locker for the entire year. **Students are allowed to carry back packs during the school day and are considered an extension of the locker.** Changing locker assignments may result in consequences.

## **LOST AND FOUND**

Students and staff are responsible for the security of their personal and assigned school items. All lost and found articles are to be turned in or claimed at the Principal's office. Reports of lost articles should be made as soon as possible. **Students are encouraged to lock their lockers in the Physical Education locker rooms.** The school is not responsible for the loss or theft of personal articles.

## **LUNCH PROGRAM**

All students may have their noon meal at school. Each student will have a lunch account with an ID# which will be posted in the main office and cafeteria the first few days of school. Money should be turned in at the Elementary or Secondary office to put in your "lunch account". Ala-carte items will be available for students at lunch and in the morning between 7:50-8:10 a.m. and at lunch time. To check on your lunch account balance check at the superintendent's office. The weekly lunch menu will be published in the Tri-County News, on Cable Channel 8, and on the school website: lakeview2167.com.

A. Lunch payment policy: When a student's lunch account falls below -\$10.00 for a full price student and -\$2.00 for a reduced price student, the student will not be allowed to receive any hot lunch until the account is paid. Students will be allowed to eat a hot lunch if they pay cash on a daily basis. If the student does not bring cash to pay for lunch, they will be provided with one sandwich, a fruit, and one carton of milk for a charge of \$.75 for full paying student.

## **MARKING SYSTEM AND HONOR ROLL**

The grading system is as follows:

A 4.000 (96-100)	B- 2.666 (87-88)	D+ 1.333 (78-79)	Pass/Fail in the case of some special education classes.
A- 3.666 (94-95)	C+ 2.333 (85-86)	D 1.000 (72-77)	
B+ 3.333 (92-93)	C 2.000 (82-84)	D- 0.666 (70-71)	
B 3.000 (89-91)	C- 1.666 (80-81)	<b>F 0.060 ( 60-69)</b>	

**Weighted Grades:** Students taking classes for college credit through College Now programs only taken at Lakeview will receive weighted grades in these classes. Weighted grades do have an impact on class rank; consequently, students should discuss taking these courses with the school guidance counselor, parents/guardians, and teachers. An additional .333 will be added to the above only for College Now classes.

Lakeview Standards Based Learning: Lakeview Grades 7-12 is in the process of implementing Standards Based Learning in the classroom. Below are the goals, the process and the rubrics.

**SBL Goals:**

- Lakeview Secondary School's Overall Goal is to Support and Improve Student Learning.
- Clear Learning Goals - Teachers will clearly identify Learning Targets for each course and paths to achieving mastery.
- Accurately Assess Student Learning - Teachers will assess student learning based on student progress towards mastering Learning Targets.
- Consistency - Grades will reflect student learning with consistent and grade-appropriate levels of rigor.
- Reassessment Opportunities - Teachers will provide the opportunity for students to earn re-assessments to advance their level of mastery.
- Habits of Success – Teachers will assess non-academic skills separately from assessments of course Learning Targets.

**SBL Process:**

- Create Essential Outcomes for the class.
- Create Learning Targets that align with each Essential Outcome.
- Create 0-4 Rubrics for Learning Targets
- Write assessments for learning targets/units.
- Teach in the same awesome manner as you always do.
- Provide feedback using Formative Assessments.
- Assess
- Report scores on Learning Targets using the common 0-4 scale.
- Rubric scale scores will be converted to percentage in Synergy to report grade.
- Identify student needs based on scores. Re-teaching/Differentiation/Reassess.

**LEARNING RUBRICS**

4	3	2	1	0
Mastering	Meeting	Developing	Struggling	No Evidence
Demonstrates understanding of the learning target and the ability to apply it in various situations	Demonstrates understanding of the learning target	Demonstrates a developing understanding of a learning target	Demonstrates minimal understanding of a learning target	Demonstrates no understanding of a learning target

Rigorous proof	Knowing it	Getting there	Trying, not getting	No evidence
Student understands the learning target with accurate details/evidence and is able to apply it in various situations	Student understands the learning target with supporting details/evidence	Student shows some understanding of the learning target with some evidence	Student shows little understanding of the learning target with an attempt at evidence	Student shows no understanding of the learning target and did not attempt to provide evidence

**Habits of Success**

Students will be assessed on their Habits of Success separately from their mastery of course Learning Targets. Students will be assessed in the following three areas:

**Citizenship**

Examples include:

- Kindness
- Empathetic
- Effective Group Member

**Attitude Toward Learning**

Examples include:

- Strives to learn
- Grows from feedback

**Effort**

Examples include

- Meets Deadlines
- Attends to details
- Perseveres

Teachers, parents, and coaches may have access to this information.

**HONOR ROLL:** To be on the Honor Roll grades in academic classes must average 3.000 or better for the "B" Honor Roll (with no grade below a C-) or 3.666 or better for the "A" Honor Roll (with no grade below a B-). No person will be considered for the Honor Roll who has a "D" in any class. Classes that normally meet five times per week will be considered for the Honor Roll.

**INCOMPLETE ASSIGNMENTS:** Incomplete assignments are the responsibility of the student. Every effort must be made to finish incompletes before report cards are sent out. Incomplete assignments which have not been completed will be accessed as a zero, one week after the end of the grading period. Exceptions must make arrangements through the teacher and the Principal's office.

**MEDICATION**

Whenever possible, the parent or guardian should make arrangements so that it is not necessary for school personnel to administer medication at school. If your doctor recommends giving a medication at 8:00 a.m., 12:00, 4:00 p.m. and 8:00 p.m., ask him/her if the hours could be changed slightly to accommodate school hours. In many cases this is possible. However, there are cases when a student's health could be compromised by not getting medication at school. In those cases, prescription medication will be administered by school personnel, only with written instructions from the doctor and school nurse that this medication must be administered during school hours. The medication must be in a container labeled by the pharmacy or physician stating the child's name, the medication, the dosage and the physician's name. We also require that the medication be brought to school by a responsible adult. Students involved in self-medication must report this to the teacher, principal, or school nurse in order to make arrangements for storing the medication in a safe place. A parent's request must also accompany medication which will be self-administered. The school office will not furnish aspirin or Tylenol to students.

**A. Student possession and use of asthma inhalers**

In 1988, the legislature enacted a law that governed administration of drugs and medicines to students at school. Minn. Stat. 121A.22. This law required school boards to develop procedures for the administration of medication at schools which complied with the statute.

The 2001 Legislature amended the statute by adding prescription asthma inhalers to the list of drugs and medicines excluded from the statutory requirements.

B. Lakeview School District has adopted a Medication Policy, which among other things requires: "All medication except asthma inhalers approved by the school nurse, must be kept in the office." The School District will develop a procedure for the school nurse to approve a student having an asthma inhaler at school. Lakeview Schools will arrange to have a school nurse or other appropriate individuals assess the student's knowledge and skills to safely use an asthma inhaler at school and enter into the student's record a plan to implement safe possession and use of the inhaler.

C. The health office hours are from 8:15-3:15, Monday through Friday, and can be reached at extension 1154 or the e-mail [healthoffice@lakeview2167.com](mailto:healthoffice@lakeview2167.com).

## **NATIONAL HONOR SOCIETY**

Students are eligible to apply for acceptance to Lakeview Junior High and High School Honor Society if they have a cumulative GPA of 3.5 and are a 7<sup>th</sup> or 8<sup>th</sup> grader, or a sophomore, junior or senior. Students who meet the initial academic criteria of induction into the honor society will receive a letter inviting them to submit additional information if they wish to be considered for induction. If interested, the student may provide information explaining their qualities of leadership, service, and character. Those completing the information sheets will be screened by a faculty council of at least three secondary instructors, and the selection process will be completed. Individual students and their parents will be invited to a spring banquet for the induction ceremony. More information regarding this selection process may be gathered from the NHS/NJHS faculty advisor or the principal. Current NHS and NJHS membership rosters will be posted in the commons at the start of the school year.

## **PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held once a year in the fall so teachers can confer with parents. Each conference gives parents an excellent opportunity to discuss with their child's teacher his/her physical, emotional, social and educational needs and concerns. Students are encouraged to be active participants in their conference. Conference dates will be determined by the master calendar.

## **PARTIES AND SOCIAL FUNCTIONS**

All class social events must be cleared through the class advisors and be approved by the administration. There are to be no school sponsored events (dances) during the week. All secondary school social events will end by 12:00 a.m.

## **PASSES**

Students are not allowed in the corridors unless they have a properly signed building pass. The building pass is to be used by all students leaving classes or study halls for other parts of the building. You should fill out the pass completely and ask the teacher in charge to sign it. Out-of-the-building passes will only be issued out of the Principal's office. Both the Principal's Office and parent/guardian must grant permission before a student may leave the building.

## **PEP FESTS**

- A. Academic: One time during the school year, the faculty may host an academic pep fest. The purpose of this pep fest is to recognize the previous year's academic successes of the students as well as those competitive activities that are not in the realm of athletic competitions. Additionally, the pep fest will serve as an encouraging event for students to do their best in any upcoming testing sessions.
- B. Athletic: During an athletic season, athletic pep fests may take place during the designated dress up week, homecoming or snow week, for all athletic contests during that week. Additionally, one athletic pep fest may take place during an athletic team's playoff run. Suggestions for the placement of this athletic pep fest include in preparation of a subsection, section, or state playoff game and will be discussed and approved by the Activities Director and building principal.

## **PICTURES**

Individual student and group classroom pictures are taken during the year. Information will be sent to you before each picture day.

## **PLAYS**

An All-School Play and one-act plays will be presented each year. The play is selected by the director and the cast is selected from the student body through tryouts.

## **PLEDGE OF ALLEGIANCE**

Students in the Lakeview School District shall recite the pledge of allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted by each individual classroom teacher or teacher's surrogate. Students will be instructed in the proper etiquette toward, correct display of, and respect to the flag and patriotic exercises. Exceptions: Any student or teacher may decline to participate in recitation of the pledge of allegiance to the flag. Students must respect the choice to not recite the pledge.

## **POST SECONDARY ENROLLMENT OPTION - LAKEVIEW ACADEMY (PSEO) (COLLEGE NOW)**

Any senior, junior or sophomore high school student interested in the Post-Secondary Enrollment Options program should check with the School Counselor for further information about our Lakeview Academy. Our academy is made up of College Now, Project Lead the Way and PSEO Courses in which students will earn college credit. You must be sure you will have adequate credits for high school graduation. All students must submit the Lakeview Academy Application by the deadline set



to seek approval for all PSEO classes from the school counselor. Additionally, if a class is offered in house, students are expected to take the class through this opportunity. If you are involved in this program and do not continue it, you will not be readmitted to classes prior to the beginning of the semester for semester classes, or the beginning of the next school year for yearlong classes. Students must carry a minimum of 12 college credits while attending PSEO full time. PSEO students are encouraged to seek assistance from the teachers they know in-house. However, such assistance should not disrupt a regularly scheduled class or unduly inconvenience the in-house instructors. Additionally, PSEO students are encouraged to use the resources at the school such as the media center; in the event of use, a sign in sheet is located in the high school office for attendance accountability. If students leave the building for their PSEO opportunity, they will sign out and sign in according to procedure in the high school office. PSEO students will follow the Lakeview Add/Drop Policy. If a student withdraws after the Add/Drop date an (F) will appear on the official school transcript.

- Seniors – must be in the upper half of your class.
- Juniors – must be in upper one third of your class.
- All students must submit the Lakeview Academy Application by the deadline set to seek approval for all PSEO classes

Through the Lakeview Academy program sophomores may apply for college courses through Lakeview Public Schools.

- Sophomores – must have met a proficient score on the MCA test for reading, other MCA assessment prerequisites and in top 10% of your class.
- All students must submit the Lakeview Academy Application by the deadline set to seek approval for all PSEO classes
- 

Lakeview Academy's College Now's Instructors through SMSU and the U of M:

Mr. Dan Hoffman – College Algebra, College Calculus and College Trigonometry (SMSU)

Project Lead the Way (U of M)

Mrs. Josie Laleman – College Literature, College Composition, College Speech (SMSU)

Mr. Phil Lalim – College Spanish (SMSU)

Ms. Marcy Nuytten – College Psychology (SMSU)

Mr. Chris Sieling – College Probability and Statistics (SMSU)

*Laker Academy course work may not be subject to Lakeview Standards Based Learning.*

## **PROM**

The junior/senior prom is held in the spring of the year. Lakeview students and Lakeview ALC students are allowed to attend the prom and post-prom parties if they are in their junior or senior year of school. Prom dates of Lakeview students need to be at least a sophomore. Freshmen are not allowed to attend prom as someone's date. Prom dates also need to be 19 years of age or younger to attend the Lakeview prom.

## **PROMOTIONS AND RETENTIONS**

The school board expects all students to achieve at an acceptable level of proficiency. Parental assistance, tutorial and remedial programs, counseling and other appropriate services shall be coordinated and utilized to the greatest extent possible to help students succeed in school.

### **B. Junior High - Grades 7 & 8**

The Lakeview staff provides educational support for all students and is willing to help struggling students meet course expectations. Students in grades 7 and 8 are expected to pass all classes. Students who do not pass core curriculum classes for the year will be required to either attend summer school or repeat the course during the next school year. Parents will be notified on student progress throughout the year via mid-term and quarter grades. Additionally teachers are encouraged to communicate with parents regarding progress of struggling students. Notification of potential for year long failure will be sent out shortly after mid-term of the 4<sup>th</sup> quarter.

### **B. Senior High – Grades 9-12**

Promotions shall be made by credits in grades 9-12. A pupil shall not be classified for any year in the senior high school until he has satisfactorily completed the major part of the work in all the subjects required during the preceding year. Status will be granted as follows:

Sophomore – students who earned at least 6 credits as a freshman

Junior – students who earned at least 12 credits in Grades 9-10

Senior – students who earned at least 18 credits in Grades 9-11

To graduate from high school a student shall have a minimum of 27 credits earned in the grades 9-12 of the public school course and shall consist of required and elective subjects as outlined by the State Department of Education and the Lakeview School District.

It shall be the policy of the Board that a diploma be granted only when a pupil who has completed all requirements for graduation from high school.

### **REPORT CARDS**

Report cards will be given to students, mailed home, or be available electronically, after each grading period ends. If you do not receive a report card, check with the Principal to determine the reason. Your report card is a direct reflection of your academic achievements. You will be rewarded in the form of a grade for the amount of work you completed for that particular grading period.

### **SAFETY AND SECURITY**

In the summer of 2014, the Minnesota Legislation enacted the Safe and Supportive Schools Act; commonly, this is known as the bullying law. In compliance with this piece of legislation, the school board approved revised Policy #514 in July of 2014, which can be found on the school web site as well as in this document as an appendix. A paper copy can be made available upon request; further supporting documents are posted in the offices of the school as well on administrative web pages. In addition to these changes, in consultation with local law enforcement, the following directives are issued:

1. Backpacks, drawstring bags, and coats will be left in lockers.
2. Earbuds/headphones are allowed in the building; however, due to safety recommendations, one ear should be uncovered/free at all times to hear teacher directives or public address announcements.

### **SCHEDULE CHANGES**

Lakeview Public Schools strives to provide each student with a schedule meeting graduation requirements and the student's interests. Due to the work of the guidance counselor in the spring of the year, few schedule changes should be necessary once the semester has begun. However, with extenuating circumstances, a student will have the first five days to change their schedule. The change must be signed by the teachers the change will affect and the guidance counselor. A form for such a change will be available in the counselor's office.

### **SCHOOL CLOSINGS**

In the event that a snowstorm or emergency arises during the day requiring school to be dismissed early, an attempt will be made to allow buses to leave soon enough to enable them to make their normal routes. If this is not feasible, children will stay at the homes designated on the Snow Home Form. All emergency announcements will be sent to families using the School Messenger System. Messages will be made by a phone call and email. Announcements will also be made on local radio and TV stations. The announcements will include the closing of school due to inclement weather, blocked or impassable roads, or failure at school building causing shut-down.

### **SCHOOL HOURS**

Secondary students should not be in the building prior to 8:00 a.m. unless they have made prior arrangements to meet with a staff member. School will start promptly at 8:15 a.m. Dismissal time will be at 3:15 p.m. All students should leave the school building and grounds by 3:30 p.m. unless participating in an activity, have a permission slip from a staff member and are under the supervision of that staff member, or are serving detention. Students will not be allowed to be in the school hallways after 3:45pm. If they are waiting for practice or school activities the commons area is available.

### **STATE TOURNAMENT**

Students will be allowed to attend State Tournaments providing the following provisions are met:

1. A request to the Principal from the parent stating the chaperone.
2. The student must be passing in all academic subjects. (Permit Form for Out of School Events)
3. The conduct of the student in school must be satisfactory.
4. All make-up work must be made up prior to being excused.
5. Adult chaperones agree to supervise the students on the way to, at the tournament, and on the way home. Chaperones are expected to attend the games with the students. One of the chaperones should be a parent.
6. Final approval must be secured from the High School Principal or the Superintendent prior to the hour of departure. Failure to abide by the above regulations may result in an unexcused absence.

### **STUDENT COUNCIL**

Students in the classes apply to become members of the student council who will meet with their Advisor monthly. Student council members will be selected from the Junior High grades and the High School grades. They act on all ideas and suggestions from the student body and they try to promote better understanding between the faculty and students. The Student Council President may call a meeting with the approval of the Principal.

## **STUDENT DRESS**

Lakeview takes pride in the appearance of our school and students; the responsibility for the appearance of our students rests with the parents and the students themselves. A person's dress affects the quality of the school or work, his or her conduct, and his or her work. Inappropriate dress is defined as any clothing that distracts from or disrupts education and learning, including but not limited to the below:

1. No T-shirts and/or clothing containing alcoholic beverages, drugs, tobacco advertisements and/or any other type of inappropriate sayings. Staff and school administration will be the judge of what is acceptable for any other clothing that is deemed inappropriate.
2. No T-shirts and/or clothing containing derogatory statements, sexual innuendoes, etc. will be allowed. Staff and school administration will be the judge of what is acceptable.
3. No hats or hoods will be allowed to be worn in the school building during school hours. Hats should be placed in lockers upon entering the building. Hats are allowed during dress up weeks for homecoming, snow week etc.. Staff and administration will determine applicability in such cases, especially of a medical condition.
4. No bandanas, headgear or recreational sunglasses will be allowed to be worn in the school building during school hours.
5. Shorts, dresses/skirts must be mid-thigh.
6. No clothing is allowed to show the back, belly or chest areas of the body.
7. Undergarments should not be visible.
8. Shoulder straps need to be at least 1 inch in width
9. Shoes or sandals need to be worn in the building

*Proper and appropriate dress not clarified in 1-9 will be at the discretion of the administration.* In the event of an individual conference on student dress, parents will be notified. This notification will be for informational and educational purposes. Ongoing violations may result in further disciplinary action, up to and including a parent conference.

## **STUDENT RECORDS**

Including grades, student records may also contain notes on conduct, attendance records, standardized test results, medical reports, general family data, date of birth, etc. A student's records are open to parents or guardians and the student, subject to proper request procedures. Students and parents who wish to review a student's file may do so by submitting such requests to the superintendent in writing. Access to the files will be granted within twenty-four hours of the written request during normal business hours. Copies of information may be requested in the same manner with duplicating costs paid by the student or parent. Lakeview Schools admits up to six foreign exchange students each school year through an accredited exchange program.

## **STUDY HALLS**

Students are encouraged to register for a full schedule of classes. However, the district recognizes there are times when a student may need study time during the day. Students who demonstrate a need for a study hall are expected to use this time for preparing for tests and completing homework. Running errands, loitering in the halls, playing games, making phone calls, and visiting with friends is not an appropriate use of study hall time. Students misusing study hall time may not be granted study halls in future schedules, additionally the student may be restricted to the study hall if they are found to be abusing hall passing time.

## **SUPERVISED AREAS**

It is general policy that students will be under supervision of a staff person while in school. Certain areas such as the gym, weight room, science labs, computer labs, industrial education labs, art room, etc. are considered to be hazardous areas without proper supervision and/or eye wear. Students are forbidden to be in those areas without teacher supervision both during the normal day and after school hours. Students who refuse to follow reasonable safety rules of the classroom may be subject to suspension and/or expulsion proceedings from the class

## **TECHNOLOGY**

**IPads will be issued to all students in grades 7-12.** These devices are leased by the school and function similarly to student lockers. They may be searched at any time by school personnel. Students are required to follow the district's Technology Acceptable Use Policy, a copy is available on the district's website, regarding individual use, not loaning them to other

students, and academic integrity. In the event a student violates the policy, such as playing games during academic time, the device will be confiscated according to the schedule below:

1<sup>st</sup> occurrence: for the remainder of the period

2<sup>nd</sup> occurrence: for the remainder of the day

3<sup>rd</sup> occurrence: for two to three days

4<sup>th</sup> occurrence: student will be issued a PG district iPad. Given the timing in the school year, the student may be reissued their original iPad.

These time frames are at the discretion of administration and may be subject to modification based upon the findings of an investigation.

## **TELEPHONE USE**

### **Cell Phones, Wrist Devices, Ear Pods, Headphones and Electronic Devices**

Students are prohibited from using cell phones and all other electronic communication devices during the instructional time. Students are required to turn in their cell phones to the classroom caddy located in each classroom. Once school starts, cell phones are allowed to be used (checked) only in between class periods and during lunch. Cell phone use is prohibited in the bathrooms, during safety drills and in locker rooms. Any proof of misuse must be presented to the Activities Director or High School Principal. Failure to comply will result in enforcement of MSHSL Code of Conduct By Law 206. If cell phone usage becomes a repeated disruption, the cell phone will be confiscated and retained by the school principal.

\*\*\*Note: Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, etc. If the school district has reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district will turn it over to law enforcement.

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

\*\*\*It is against Lakeview school rules to have inappropriate or illegal material (ex. pictures, videos, etc.) on a cell phone or electronic device while in Lakeview Schools.

The following procedure will be followed for cell phone violations:

1st Offense	Teacher will confiscate the phone and it will remain in the Principal's office for student to pick up and the end of the school day. -Student will receive 1 hour of detention.
2nd Offense	Parent or guardian will come to the school to pick up the cell phone. -Student will receive 1 hour of detention.
3rd Offense	Parent or guardian will come to the school to pick up the cell phone. -Student will receive 2 hours of detention.
4th Offense	Parent or guardian will come to the school to pick up the cell phone. -Student will receive 1 day of ISS.

## **TESTING**

Students in grades 9-12 are required to take several tests to graduate from Lakeview High School. In the spring, students are required to take state mandated tests. Lakeview district also administers NWEA MAP test in fall and spring. Several other tests are given to help students make career choices. They include CPS (Career Planning Survey), PLAN and EXPLORE (pre-ACT Tests), ASVAB (Armed Services Vocational Aptitude Battery), PSAT/NMSQT (test to determine if students qualify as a National Merit Scholar), and the ACT-American College Test (entrance examination for college admission).

## **TRANSPORTATION PROCEDURES AND RULES**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

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.

Consequences for school bus/bus stop misconduct will be imposed by the school district's Contracted Transportation Manager under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the Principal. Serious misconduct may be reported to local law enforcement.

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Contracted Transportation Manager and Principal.

#### Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the school bus.

#### Consequences

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

#### Class I offenses:

Spitting  
Excessive Noise  
Horseplay/mischief/distracting behavior  
Eating/Drinking/Littering on the bus  
Leaving Seat/Standing without permission from driver  
Use of liquid containers in any form  
Profanity, Verbal Abuse, Harassment, Obscene gestures, or possession of unacceptable material  
False Identification/Refusal to identify oneself  
Riding unassigned bus  
Opening window past the safety line  
Riding or attempting to ride any bus during a bus suspension  
Disobedient to the driver/para  
Inappropriate Cell Phone Use  
Other offenses as reported by driver, bus manager, or principal

#### Class II Offenses:

Hanging out of window  
Throwing/shooting of any object  
Bullying and/or physical aggression against any person  
Profanity/threats directed at driver/para  
Vandalism to bus (restitution will be made)  
Holding onto/or attempting to hold onto any portion of the exterior of the bus or any "Danger Zone" infringement  
Lighting of matches, lighters, or any flammable object or substance  
Unauthorized entering or leaving bus through exit/tampering with bus  
Possession or threat of weapons/flammables  
Possession/use of laser pens or pointers  
Any offense committed on any bus outside of regular transportation to and from school (activity, field trip, shuttle) will carry a minimum of a penalty of a Class II first offense  
Other offenses as reported by driver, bus manager, or principal

#### Consequence Summary (Bus Driver has the authority to assign seats at any time)

##### Class I:

1<sup>st</sup> offense

Warning

2<sup>nd</sup> offense:

1-2 day suspension from riding the bus

##### Class II:

1<sup>st</sup> offense:

3 day suspension from riding the bus

2<sup>nd</sup> offense:

4-6 day minimum suspension from riding the bus

#### Parent/Driver/Principal Meeting – Optional

3<sup>rd</sup> offense:  
3-5 day minimum suspension from  
riding the bus  
Parent/ Driver/ Principal Meeting-Optional

3<sup>rd</sup> offense:  
10 day minimum suspension from riding the bus  
Parent/Driver/Principal Meeting Required before riding resumes

4<sup>th</sup> offense:  
6-10 day minimum suspension from  
riding the bus  
Parent/Driver/Principal Meeting Required  
before riding resumes

4<sup>th</sup> offense:  
Loss of bus service

5<sup>th</sup> offense:  
Loss of bus service

The bus and bus stop are extensions of the school day. The bus driver has the authority to assign seats. The harassment policy, the weapons policy, and bullying policy of District #2167 will be strictly enforced on the school bus.

#### Travel

Student travel including field trips, special extra-curricular events (i.e. attending state competitions as spectators), class trips, incentive trips, etc. are an important component of a student's education. Travel provides a different educational setting which reinforces the information taught within the school walls. Additionally, life lessons such as cultural awareness, responsibility, budgeting, planning, and decision making are all part of a travel experience. Even though travel is viewed as important it also carries increased risk. Therefore, the district reserves the right to deny travel privileges of any kind if a student is in poor disciplinary standing with the district. Disciplinary standing will be determined by the principal using the following guidelines: 2 or more detentions within 9 weeks of the outing, in-school suspension within 9 weeks of the outing, or out-of-school suspension within 18 weeks of the outing. Extended travel requiring overnight stays carry additional risk; therefore the guideline is no behavior requiring any disciplinary action within 18 weeks of the event.

#### TRUANCY

The state of Minnesota defines truant as unexcused absences from at least one period on seven different days. See attendance for more information.

#### VISITORS TO SCHOOL DISTRICT BUILDING

Parents and visitors coming into the building need to stop at the Reception Area to sign in and state their reason for the visitation. A visitor's pass must be visibly seen while in the building. Students wanting to bring a visitor into the building during the school day will need prior approval from the administration. If any disciplinary concerns arise during a student visitation the visitor will be requested to leave immediately. Full day visitations from students who are not enrolled Lakeview are discouraged.

#### WEAPONS STATEMENT

**No student shall possess a weapon when in the school building, on school grounds, or on any school-sponsored trip or activity. "Possession" refers to having a weapon on one's person or in an area subject to one's control on school property (such as a vehicle) or at a school trip/activity.**

A. Weapons are identified in two categories:

1. Articles commonly used or designed to inflict bodily harm and/or intimidate other persons. Examples are: firearms, whether loaded or unloaded; knives; clubs; metal knuckles, chains, pellet guns; look-alike guns; and other non-functioning guns.
2. Articles designed for other purposes but which can actually be used to inflict bodily harm and/or intimidate. Examples include, but are not limited to: belts, combs pencils, files, scissors, compasses, and letter openers.

B. Minimum consequences are listed in the disciplinary policy on page 13 and may include referral to law enforcement and recommendation to the school board for expulsion. A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the Principal's office shall not be considered to possess a weapon.

#### APPENDIX A - POLICIES

1. Data Practices

2. Grievance Procedure for Non-Discrimination Policy
3. Hazing Prohibition
4. Non-Discrimination
5. Policy Prohibiting Harassment and Violence
  - A. Religious, Racial or Sexual Harassment & Violence Report Form
6. Pupil Fair Dismissal Act of 1974
7. Section 504 of the Rehabilitation Act of 1973
8. Student's Person, Lockers, Desks, Personal Possessions – Search Of...
9. Violence Prevention and Weapons Policy
10. Bullying Policy

## **DATA PRACTICES**

Minn. Stat. 13.32 subd. 5a. has been amended to require that school districts release the names, addresses, and home telephone numbers of students in grades 11 and 12 to military recruiters within 60 days of a request unless parents and students refuse this release. The Lakeview School District will give parents and students notice of the right to refuse to release information to military recruiters. The notice will be provided in writing to inform parents and students of this right. Directory Information: "Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and High School League activities and events."

## **GRIEVANCE PROCEDURE FOR NON-DISCRIMINATION POLICY**

- A. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Superintendent of Schools. The grievance must be filed within 7 calendar days of the alleged discriminatory act/conduct or it is waived.
- B. The person designated to handle complaints shall investigate the complaint and determine whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official and such decision shall be communicated to the complainant within 15 calendar days of the initial reception of the complaint.
- C. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
- D. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the Board of Education. The appeal must be requested in a written communication to the Superintendent of Schools no later than 15 days after receipt of the written decision.
- E. A hearing before the Board of Education shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may testify. The designated official will present the findings of the investigation called for in step F. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
- F. If the complainant is not satisfied with the decision of the Board, appeal may be made to one of the following offices:
  - Commissioner of Human Rights
  - Director of the Office for Civil Rights
  - Equal Employment Opportunity Commission (EEOC)

## **HAZING PROHIBITION**

- I. **PURPOSE:** The purpose of this policy is to maintain a safe learning environment for students 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. This policy applies to behavior that occurs on or off school property and during and after school hours.
  - E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
  - F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

## **III. DEFINITIONS**

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act that creates 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 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. "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 victim of hazing or any person with knowledge or belief of conduct which may constitute hazing should report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who receives a report of, observes or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.

#### V. SCHOOL DISTRICT ACTION

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

#### VI. REPRISAL

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

#### VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

Legal References: Minn. Stat. 127.465(Hazing Policy)

Minn. Stat. 127.26 to 127.39(Pupil Fair Dismissal Act)

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)



## **NON-DISCRIMINATION POLICY**

It is the policy of Lakeview Schools, Cottonwood, Minnesota 56229, not to discriminate on the basis of race, color, national origin, creed, religion, sex, marital status, age, or disability, in its educational programs, activities, or employment policies as required by Title IX of the 1972 Education Amendments and the provisions of Title VI and VII of the Civil Rights Act of 1964. Inquiries regarding compliance with this policy may be directed to the Superintendent of Schools Cottonwood, MN 56229, (507) 423-5164.

## **LAKEVIEW I.S.D. 2167 SCHOOL BOARD POLICY PROHIBITING HARASSMENT AND VIOLENCE**

### **I. General Statement of Policy**

A. It is the policy of Independent School District #2167 to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District.)

C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

D. The School District will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

### **II. Religious, Racial and Sexual Harassment and Violence Defined**

A. Sexual Harassment: Definition: 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: (1) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or (2) 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 (3) 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.

Sexual harassment may include but is not limited to:

1. Unwelcome verbal harassment or abuse;
2. Unwelcome pressure for sexual activity;
3. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. 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;
6. Unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race 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. Religious Harassment; Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion 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.

D. Sexual Violence; Definition. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas. Sexual violence may include, but is not limited to: (1) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex; (2) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts; (3) coercing, forcing or attempting to coerce or force sexual

intercourse or a sexual act on another, or (4) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, race.

F. Religious; Definition. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonable related to, religion.

G. Assault; Definition. 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.

### III. Reporting Procedures

Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial harassment.

### IV. Investigation

By authority of the School District, the Human Rights Officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District.

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

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

In addition, the school District may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

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.

### V. School District Action

A. Upon receipt of a report, 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. School District action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.

B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

### VI. Reprisal

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, 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 or harassment.

### VII. Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse 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.

### VIII. 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.

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

IX. Dissemination of Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- 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. This policy will be reviewed annually for compliance with state and federal law.

General Statement of Policy Prohibiting Religious, Racial or Sexual Harassment

Independent School District #2167 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant \_\_\_\_\_

Home Address \_\_\_\_\_

Work Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Date of Alleged Incident(s) \_\_\_\_\_

Circle as appropriate: sexual          racial          religious

Name of person(s) you believed harassed or was violent toward you or another person.

\_\_\_\_\_

If the alleged harassment or violence was toward another person, identify that person.

\_\_\_\_\_

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. Attach additional pages if needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Where and when did the incident(s) occur:

\_\_\_\_\_

\_\_\_\_\_

List any witnesses who were present:

\_\_\_\_\_

\_\_\_\_\_

This complaint is filed based on my honest belief that \_\_\_\_\_  
has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

\_\_\_\_\_  
(Complainant Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Received By)

\_\_\_\_\_  
(Date)

**THE PUPIL FAIR DISMISSAL ACT OF 1974**

Pupils-Suspension, Exclusion and Expulsion - Chapter 572

An act relating to education; establishing grounds and procedures for the suspension, exclusion, and expulsion of public school

pupils; repealing Minnesota Statutes 1971, Section 127.071.

Be it enacted by the Legislature of the State of Minnesota;

127.26 Citation of Sections 127.26 to 127.39

Sections 127.26 to 127.39 may be cited as "The pupil fair dismissal act of 1974" 127.27 Definitions

SUBDIVISION 1. As used in sections 127.26 to 127.39, the terms defined in this section shall have the meanings assigned them.

SUBDIVISION 2. "Dismissal" means the denial of the appropriate educational program to any pupil, including exclusion, expulsion, and suspension.

SUBDIVISION 3. "District" means any school district.

SUBDIVISION 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

SUBDIVISION 5. "Expulsion" means an action taken by a school board to prohibit an enrolled pupil from further attendance for a period that shall not extend beyond the school year.

SUBDIVISION 6. "Parent" means (a) one of the pupil's parents, or (b) in the case of divorce, legal separation, or illegitimacy, the custodial parent.

SUBDIVISION 7. "Pupil" means any handicapped or non-handicapped student under 21 years of age eligible to attend a public elementary or secondary school.

SUBDIVISION 8. "School" means any school as defined in Minnesota Statutes 1971, Section 120.05, SUBDIVISION 2.

SUBDIVISION 9. "School board" means the governing body of any school district.

SUBDIVISION 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than five school days. This definition does not apply to dismissal from school for one school day or less. Each suspension action shall include a readmission plan. The readmission plan shall include where appropriate, a provision for alternative programs to be implemented upon readmission. Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him. In no event shall suspension exceed 10 cumulative school days, provided that an alternative program shall be implemented to the extent that suspension exceeds five days. The district will make a reasonable attempt to convene a meeting with the student and his parents/guardian prior to removing the student from school for the purpose of determining the student's need for assessment or other services.

127.28 Policy

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding may result in suspension, exclusion, or expulsion.

127.29 Grounds for Dismissal

SUBDIVISION 1. No school shall dismiss any pupil without attempting to provide alternative programs of education prior to dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to himself or other persons or property around him. Such programs may include special tutoring, modification of the curriculum for the pupil, placement in special class or assistance from other agencies.

SUBDIVISION 2. A pupil may be dismissed on the following grounds:

- a. Willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements.
- b. Willful conduct which significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in class or with the ability of students to learn.
- c. Willful conduct endangers surrounding persons, including school district employees, the student or other students, or the property of the school.

127.30 Suspension Procedures

SUBDIVISION 1. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to persons or property around him.

SUBDIVISION 2. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 127.26 to 127.39, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon his parent or guardian by certified mail within 48 hours of the conference. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to persons or property around him, the written notice shall be served either personally or by certified mail upon the pupil and his parent or guardian within 48 hours of the suspension. Service by certified mail is complete upon mailing.

SUBDIVISION 3. Notwithstanding the provisions of subdivisions 1 and 2, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that an alternative program shall be implemented to the extent that suspension exceeds five days.

127.31 Exclusion and Expulsion Procedures

SUBDIVISION 1. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in

writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

SUBDIVISION 2. Written notice of intent to take action shall:

- a. Be served upon the pupil and his/her parent or guardian by certified mail.
- b. Contain a complete statement of the facts, a list of the witnesses and a description of their testimony.
- c. State the date, time and place of the hearing;
- d. Be accompanied by a copy of sections 127.26 to 127.39.
- e. Describe alternative educational programs accorded the pupil prior to commencement of the expulsion or exclusion proceedings; and
- f. Inform the pupil and parent or guardian of the right to:
  - 1) Have legal counsel at the hearing.
  - 2) Examine the pupil's records before the hearing.
  - 3) Present evidence.
  - 4) Confront and cross-examine all witnesses.

SUBDIVISION 3. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

SUBDIVISION 4. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

SUBDIVISION 5. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

SUBDIVISION 6. The pupil shall have a right to a representative of his own choosing, including legal counsel. If a pupil is financially unable to retain counsel, the school board shall advise the pupil's parent or guardian of available legal assistance.

SUBDIVISION 7. The hearing shall take place before:

- a. An independent hearing officer
- b. A member of the school board, or
- c. A committee of the school board, or
- d. The full school board; as determined by the school board.

SUBDIVISION 8. The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

SUBDIVISION 9. At a reasonable time prior to the hearing, the pupil, parent or guardian, or his representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

SUBDIVISION 10. The pupil, parent or guardian or his representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee of any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

SUBDIVISION 11. The pupil, parent or guardian, or his representative, shall have the right to present evidence and testimony, including expert psychology or educational testimony.

SUBDIVISION 12. The pupil cannot be compelled to testify in the dismissal proceedings.

SUBDIVISION 13. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made to the school board within two days of the end of the hearing.

SUBDIVISION 14. The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

#### 127.32 Appeal

An exclusion or expulsion decision made pursuant to sections 127.26 to 127.39 may be appealed to the commissioner of education. The commissioner or his representative shall make a final decision based upon a record of evidence presented at the hearing. Such ruling shall be binding upon the parties, subject to judicial review as provided in section 127.33.

#### 127.33 Judicial Review

The decision of the commissioner of education made pursuant to sections 127.26 to 127.39 shall be subject to direct judicial review in the district court of the county in which the school district of the part thereof is located. The scope of the judicial review shall be as provided by Minnesota Statutes 1971, Section 15.0425.

#### 127.34 Reports to Service Agency

The school board shall report any action taken pursuant to sections 127.26 to 127.39 to the appropriate public service agency, when the pupil is under the supervision of such agency.

#### 127.35 Non application of Certain Law

The provisions of Minnesota Statutes 1971, Section 120.10, Subdivision 1, shall not apply to any pupil during a dismissal pursuant to sections 127.26 to 127.39.

#### 127.36 Report to Commissioner of Education

The school board shall report such exclusion or expulsion within 30 days of the effective date of the action to the commissioner

of education. This report shall include a statement of alternative programs of education accorded the pupil prior to the commencement of exclusion or expulsion proceedings.

#### 127.37 Notice of Right to Be Reinstated

Whenever a pupil fails to return to school within ten days of the termination of dismissal, the pupil and his parents shall be informed by certified mail of the pupil's right to attend and to be reinstated in the public school.

#### 127.38 Policies to be Established

The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt policies and rules in writing to effectuate the purposes of sections 127.26 to 127.39. The policies will emphasize the prevention of dismissal action through early detection of problems. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period and help prepare him for readmission.

#### 127.39 Application

SUBDIVISION 1 Sections 127.26 to 127.39 shall not be deemed to amend or otherwise affect or change Section 363.03, Subdivision 5, Clause (2)

SUBDIVISION 2. Sections 127.26 to 127.39 shall apply only to those portions of the school program for which credit is granted.

REPEALER. Minnesota Statutes 1971, Section 127.017, is repealed.

Approved April 11, 1974.

### **Chapter 183 – Student dismissal from School; Removal from class (Act effective August 1, 2001)**

This Act revises the ground for Pupil Fair Dismissal Act for which a pupil may be dismissed from school. It provides that a pupil may be dismissed for willful conduct that significantly (rather than materially and substantially) disrupts the rights of others to an education, or disrupts the ability of school personnel to perform their duties, or disrupts school sponsored extra curricular activities. It also makes for willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school a ground for dismissal.

The Act provides that if a pupil's total days of removal from school exceeds ten (10) cumulative days in a school year, the school district must make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to subsequently removing the pupil from school. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services.

The Act amends the law related to grounds for removal of a pupil from class. It provides that the required policy on removal from class must include a procedure for notifying and meeting with a student's parent or guardian to discuss the problem that is causing the student to be removed from class after the student has been removed from class more than ten (10) times in one school year. It also amends the grounds for removal from class to include willful conduct that significantly (rather than materially and substantially) disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn. It also makes willful conduct that endangers surrounding persons, including school district employees, the student or other students or the property of the school a ground for removal from class.

## **INDEPENDENT SCHOOL DISTRICT #2167**

### **POLICY ON**

#### **SECTION 504 OF THE REHABILITATION ACT OF 1973**

**Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap as anyone who:**

1. Has a mental or physical impairment which substantially limits one or more major life activity (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, speaking, breathing, learning, and working).
2. Has a record of such an impairment, or;
3. Is regarded as having an impairment.

It is the policy of Independent School District #2167 not to discriminate on the basis of handicap in admission or access to, or treatment or employment in, its programs and activities.

Section 504 Coordinator.

If there are any questions concerning the District and buildings compliance with Section 504, please contact the respective administrator.

Formal Compliance with Section 504

In adopting this policy the school district states its commitment to nondiscrimination on the basis of handicap. Specific actions in implementing the policy include:

1. Public notice of the policy.
2. Notice of the policy in student and parent handbooks.
3. Provision of parent/student rights under the policy at all decision points or in response to any concern.

#### **Section 504 Grievance Procedures**

The grievance procedures for alleging violations under Section 504 are as follows:

Step 1: The grievance must be in writing and must be signed by the person making the complaint. The grievance must be filed with the 504 Coordinator within five (5) school days. The 504 Coordinator will promptly attempt to resolve the matter among the affected parties.

If the 504 Coordinator is unable to resolve the grievance, he/she shall further investigate the matters of grievance and reply in writing to the complainant within ten (10) school days.

Step 2: If the complainant wishes to appeal the decision of the local Section 504 Coordinator, he/she may submit a signed statement of appeal to the Superintendent of Schools within five (5) school days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) school days.

Step 3: If the complainant remains unsatisfied, he/she may appeal through a signed written statement to the Board of Education within five (5) school days of his/her receipt of the Superintendent's response in Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives within forty (40) school days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) school days of this meeting.

Step 4: If at this point the grievance has not been satisfactorily settled, further appeal may be made to the office for Civil Rights:

Office of Civil Rights, Region V  
U.S. Department of Education  
401 South State Street  
Room 700C, 054010  
Chicago, IL. 60605-1202  
Phone: (312) 886-3456  
FTS: 8-886-3456  
TDD: (312) 353-3541

#### Education Services

Students with handicapping conditions consistent with the definitions set forth in Section 504 of the Rehabilitation Act of 1973 will be identified, evaluated, and provided with appropriate instruction and related services. People with handicaps or who are thought to have handicaps in accordance with Section 504, their parents or their guardians shall have the right to:

1. Have the student take part in and review benefits from public education programs without discrimination because of his/her handicapping conditions;
2. Have the school district advise each person of his/her rights under federal law;
3. Receive notice with respect to identification, evaluation, or placement of the student;
4. Have the student educated in facilities and receive services comparable to those provided non-handicapped students;
5. Have the student be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district;
6. Have placement decisions made based upon a variety of information sources, and by a group of persons including persons knowledgeable about the student, the evaluation data, and placement options;
7. Have the student receive a free appropriate public education. This includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow the student an equal opportunity to participate in school and school-related activities;
8. Have the student receive special education and related services if he/she is found to be eligible under the Individuals With Disabilities Education Act (IDEA, Public Law 101-476);
9. Have transportation provided to and from an alternative placement setting at no greater cost than would be incurred if the student were placed in a program operated by the district;
10. Examine all relevant records relating to decisions regarding the student's identification, evaluation, education program, and placement;
11. Obtain copies of education records at a reasonable cost unless the fee would effectively deny access to the records;
12. Receive a response from the school district to reasonable requests for explanations and interpretations of the student's records;
13. Request amendment of the student's education records if there is a reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of the student. If the school district refuses this request for



amendment, it shall provide notification within a reasonable time and provide procedural rights relating to the resolution of the issue;

14. Request conciliation, mediation, or an impartial due process hearing related to decisions or actions regarding the student's identification, evaluation, education program, or placement. Parents, guardians, and the student may take part in the hearing and be represented by an attorney, at their own expense. Requests for due process hearings must be made in writing to the Superintendent; (See Section 504 Hearings below.)

15. Seek review of the results of the hearing; (See Review of Section 504 Hearings below.)

16. File a grievance under Section 504; (See Section 504 Grievance Procedures above.)

#### A. Section 504 Hearings

A student, parent or guardian, or the School District may request an impartial hearing with regard to actions involving the identification, evaluation, or placement of a student pursuant to Section 504. The procedures for such a hearing are as follows:

1. Request for a Section 504 hearing must be made to the Superintendent.

2. In each case for which has been requested, the Superintendent shall appoint an impartial individual to serve as the Hearing Officer.

3. The Hearing Officer shall determine the procedures for the hearing and set timelines for the same.

4. The parties have the right to representation, at their own expense, throughout the hearing process.

5. The Hearing Officer shall issue a written decision and submit the same to both parties.

#### A. Procedure for Review of Section 504 Hearings

Either party to a Section 504 hearing may seek review of the Hearing Officer's decision. The procedure for such review is as follows:

1. Notice of appeal must be made within thirty (30) days following receipt of the Hearing Officer's decision.

2. Notice must be given in writing to the other party. In the case of the School District, the written notice shall be directed to the Superintendent of Schools.

3. The School Board shall, upon recommendation of the Superintendent, appoint an impartial individual or individuals to serve as the Review Officer or Review Panel.

4. The Review Officer/Review panel shall determine the procedure for review and set timelines for the same.

5. The parties have the right to representation, at their own expense, throughout the review process.

6. The Review Officer/Review Panel shall issue a written decision and submit the same to both parties.

## **STUDENT'S PERSON, LOCKERS, DESKS, PERSONAL POSSESSIONS – SEARCH OF...**

### **I. PURPOSE**

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

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

A. Lockers and Personal Possessions within a Locker. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities 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 authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

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

#### **C. Personal Possessions and Student's Person.**

The personal possessions of students and/or student's person may be searched when school authorities 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.

It shall be a violation of this policy for student(s) to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for student(s) to carry contraband on their person or in their personal possession.

### III. DEFINITIONS

A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes", alcoholic beverages, controlled substances and "look-alikes", overdue books and other materials belonging to the school district, and stolen property.

B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.

C. "Reasonable suspicion" means that a school official has reason or grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a student's suspicious behavior, a student's age and past history or record of conduct, both in and out of the school context, or other reliable sources of information.

D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

### IV. PROCEDURES

A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

B. School officials may inspect the personal possessions of student's and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school authorities must provide notice of the search to students whose possessions were searched unless disclosure would impede an on going investigation by police or school officials.

D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex.

E. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.

E. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

### V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in locker, standards of cleanliness and care, posting pin-ups and posters which may constitute sexual harassment, etc.

### VI. SEIZURE OF CONTRABAND

If search yields contraband, school officials will seize the item, and where appropriate, turn it over to legal authorities of ultimate disposition.

### VII. VIOLATION OF POLICY

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include exclusion, or expulsion, and the student may, when appropriate, be referred to legal authorities.

Legal references;

U.S. Const., amend. IV

Minn. Const., art. I, #10

New Jersey v. T.L.O., 469 U.S. 325, 105 S. Ct. 733, 83 L.Ed.2d 720('85)

Minn. Stat. #127.47(school locker policy)

## I. PURPOSE

The purpose of this policy is to assure a safe school environment for students, staff and the public.

## II. GENERAL STATEMENT OF POLICY

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.

## III. DEFINITIONS

### A. "Weapon"

1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stunguns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

2. 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.

3. 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.

B. "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.

C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

## IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.

B. It shall not be a violation of this policy if a non student falls within one of the following categories:

1. Licensed peace officers, military personnel, or students participating in military training, who are on duty performing official duties;

2. Persons authorized to carry a pistol under Minn. Stat., Section 624.714, while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

3. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., Sections 624.714 or 624.715, or other firearms in accordance with Section 97B.045;

a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."

b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.

4. Firearm safety or marksmanship courses or activities conducted on school property;

5. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;

6. A gun or knife show held on school property;

7. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

8. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

### F. Policy Application to Instructional Equipment/Tools

While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

**E. Firearms in School Parking Lots and Parking Facilities**

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non student permit-holders authorized under Minn. Stat., Section 624.714, to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

**V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION / USE / DISTRIBUTION**

A. The school district and the school takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. Immediate out-of-school suspension;
2. Confiscation of the weapon;
3. Immediate notification of police;
4. Parent or guardian notification; and
5. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. 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.

**C. Administrative Discretion**

While the school district and the school takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

**VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS**

**A. Employees**

1. An employee who violates the terms of this policy is subject to disciplinary action, including non renewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including non renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

**B. Other Non students**

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

**514 BULLYING PROHIBITION POLICY**

**I. PURPOSE**

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

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

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
  - 1. The developmental ages and maturity levels of the parties involved;
  - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
  - 3. Past incidences or past or continuing patterns of behavior;
  - 4. The relationship between the parties involved; and
  - 5. The context in which the alleged incidents occurred.

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

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

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

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

### **III. DEFINITIONS**

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
  3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or

trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

#### **IV. REPORTING PROCEDURE**

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available "Care Card" from the principal, counselor, social worker, or available on the school district website, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee (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 Lakeview School District Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

## **VI. RETALIATION OR REPRISAL**

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



prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

## **VII. TRAINING AND EDUCATION**

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
  - 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 or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

#### **IX. POLICY REVIEW**

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



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three page form on the district website and include it in district student handbooks.

## Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date \_\_\_\_\_ (This form is **only** applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_

Student's Legal Last Name \_\_\_\_\_ Student's Date of Birth \_\_\_\_\_

Student's District/School \_\_\_\_\_ Grade \_\_\_\_\_

**Please initial to indicate you have received and reviewed information about statewide testing.**

\_\_\_\_\_ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](#) (Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

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

\_\_\_\_\_ MCA/MTAS Reading \_\_\_\_\_ MCA/MTAS Science

\_\_\_\_\_ MCA/MTAS Mathematics \_\_\_\_\_ ACCESS or Alternate ACCESS for ELLs

Contact your school or district for the form to opt out of local assessments.

**I understand that by signing this form, my student will lose one opportunity to receive a qualifying score that could potentially save him/her time and money by not having to take remedial, non-credit courses at a Minnesota State college or university. My student will not receive an individual score and will be counted as "not proficient" for the purpose of school and district accountability. My school and I may lose valuable information about how well my student is progressing academically. In addition, refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning.**

Parent/Guardian Name (print) \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

To be completed by school or district staff only. Student ID or MARSS Number \_\_\_\_\_

Posted May 2018