

FCS 2016-17 Handbook Changes

School year change 2015-16 to 2016-17

District Personnel – replace Brent Colligan with Jason Stanoch

District Personnel – leave Coordinator of Ind. Ed. w/o name

Made changes to 1st paragraph, page 2 under Residential Treatment Prg. Unit

Replaced school calendar with 2016-17

School emergency response team



BEMIDJI AREA SCHOOLS

TAMI WESELY, PRINCIPAL

SCHOOL HANDBOOK 2016-17

DISTRICT PERSONNEL

District Office Staff:

Dr. James Hess, Superintendent	333-3100 ext. 105
Stephanie Hubbard, Director of Special Education	333-3100 ext. 104
Chris Leinen, Director of Business Services	333-3100 ext. 125
Jordan Hickman, Director of Human Resources	333-3100 ext. 113
Kathy Palm, Director of Curriculum	333-3100 ext. 103
Greg Liedl, Transportation Coordinator	333-3225
Coordinator of Indian Education	333-3187

District Principals:

Patricia Welte, Central Elementary	333-3220
Patricia Welte, J.W. Smith Elementary	333-3290
Ami Aalgaard, Horace May Elementary	333-3240
Jason Luksik, Lincoln Elementary	333-3250
Kathy VanWert, Paul Bunyan Elementary	333-3119
Wendy Templin, Northern Elementary	333-3260
Tami Wesely, Solway Elementary	467-3232
Tami Wesely, Alternative Education Programs	333-3299 or 333-3458
Drew Hildenbrand, Bemidji Middle School	333-3215
Brandon Bjerkness, Assist. Principal, Bemidji Middle School	333-3215
Andra Vaughn, Dean of Students & Activities Dir., BMS	333-3215
Brian Stefanich, Bemidji High School	444-1600
Jason Stanoch, Assist. Principal, Bemidji High School	444-1600
Ranae Seykora, Assist. Principal, Bemidji High School	444-1600

School Board Members:

Bill Faver	586-2876
Jeff Haack	444-8127
John Puggleasa	333-3903
Ann Long Voelkner	333-0510
Melissa Bahr	444-9281
Carol L. Johnson	751-0415

First City School

The First City School serves youth ages 10 to 18 residing at the Northwestern Minnesota Juvenile Center. Our school educates students through four separate programs, each designed to meet a specific need of the courts:

- Residential Treatment
- Satellite Homes
- Non-secure Detention
- Secure Detention

The First City School provides an individualized curriculum designed to further students' abilities in all areas, but is focused on improving their math, reading, and written language skills. The diagnostic, prescriptive curriculum stresses the skills necessary to pass the Minnesota Comprehensive Assessment Exams as well as preparing students to earn their diploma.

ADDITIONAL SERVICES PROVIDED:

- Transition Planning
- Credit Recovery
- Court Ordered Education Evaluations
- Summer School

NORTHWESTERN MINNESOTA JUVENILE CENTER OVERVIEW

MISSION

The Northwestern Minnesota Juvenile Center exists to provide positive intervention within the Juvenile Justice System for juveniles, family units, and communities. The Center offers legitimate attentive pathways to adulthood for juveniles through equal access to services that are least intrusive, co-educational, culturally sensitive and consistent with the highest professional standards.

RESIDENTIAL TREATMENT PROGRAM UNIT

The youth as committed to the Program by Court order, exhibit a broad range of behavioral and emotional problems which call for simultaneous attention at a variety of levels. The primary function, therefore, is to provide a structured system of behavior management with a therapeutic approach which is consistent with cognitive skills therapy. Activities based within the community add a further dimension to the program by exposing residents to their surroundings and providing them with a reality-based means of testing their developing skills.

A fundamental goal of the Program is to encourage youth residents to accept responsibility for their behavior and its outcomes, and to introduce them to methods of making age-appropriate behavioral decisions upon examination and evaluation of the available alternatives.

An individualized Master Treatment Plan is developed for each RTP youth resident. This document is monitored and may be added to or changed throughout the youth's treatment (by the treatment team) as the youth's issues evolve. Progress through the Program is monitored by a step system which provides residents with gradually increasing responsibilities and opportunities for independent decision-making. Each step is accompanied by a contract which clarifies the objective behavioral standards particular to it, and the Master Treatment Plan outlines the individual youth resident's goals.

PHILOSOPHY AND GOALS

It is the purpose of the Northwestern Minnesota Juvenile Center Residential Treatment Program (RTP) to provide adolescents with alternatives to continued involvement in the Juvenile Justice System by making available a community based residential program that offers the following direct services:

- Group and individual counseling; including anger management and out-patient chemical dependency
- On-site school
- On-site community service and restitution opportunities
- American Indian cultural programming
- On-site and community-based therapeutic recreation
- Restorative justice programming
- Psychiatric Services
- Spirituality opportunities
- Cognitive skills group "Thinking for a Change"
- Gender specific programming for female residents
- Outpatient sex offender programming in collaboration with Upper Mississippi Mental Health Center
- Motivational Interviewing (MI) is a therapeutic intervention which all full-time staff are trained to use with clients

The staff is committed to a philosophy of treatment which recognizes the vital importance of the interaction between the individual in conflict and his/her environment. In approaching the problems of delinquency and emotional disturbance among adolescents, primary emphasis is therefore placed upon treating youth within the framework of their interpersonal experiences, rather than in isolation. Every attempt will be made to involve residents and families in the therapeutic process which strongly encourages an active commitment to treatment on the part of all family members.

Briefly stated, the Residential Treatment Program goals are as follows:

- To provide youth with behavioral skills required for establishing themselves without conflict in their own communities.
- To assist youth in developing the communication skills which will enable them to deal effectively with their own problems.
- To assist youth in completing their court-ordered restitution and community service obligations.

SATELLITE HOME

The primary goals of Center Satellite Homes, owned, operated and subsidized by the Northwestern Minnesota Juvenile Center, are:

- Through example and experience of the Satellite Home Parents they will provide a family atmosphere with the structure that could be modified to the individual needs of the youth in which they can be successful following the completion of the Satellite Home experience.
- To provide the youth with the necessary skills to be successful when they are reunified with their family, transition into permanent foster care, or into independent living following their Satellite Home living experience.
- To provide an opportunity for individualized and group treatment without resorting to placement in a highly structured environment and to provide the youth the opportunity to continue to develop their skills after completing a more restrictive placement.

NON-SECURE TEMPORARY DETENTION SERVICES

The Non-Secure Detention Unit (NSDU) has as its objectives:

- To provide non-secure detention services for non-delinquent and delinquent youth (co-educational) 10-18 years of age who are in need of protective services or are awaiting court disposition.
- To provide, at the request of the court or its agents, 30-day evaluations of the youth detainee's experience while in placement.

Youth may, on a limited basis (4-10 hours per week), also be able to complete community service or restitution work hours by cutting wood or completing other chores while placed in non-secure detention.

30-DAY EVALUATION

The Center will provide, at the request of the court, 30-day evaluations of the youth's experience during placement in the NSDU. Such evaluations are completed by NSDU Counselors and include the following areas:

- Background information
- Criminal history/current offense
- Behaviors and attitudes
- Interpersonal relationships
- Relationships with adults and authority
- Family interactions and visitation
- Sexual or sexual/physical abuse concerns
- Chemical use
- Group therapy sessions
- Medical or physical concerns/health issues
- School attendance and performance
- Summary and recommendations

SECURE DETENTION UNIT

The Northwestern Minnesota Juvenile Center and its Secure Detention Unit (SDU) provides a local dispositional alternative to the State of Minnesota District Court through its 30/60/90 day Secure Detention Unit Corrections Program. Adjudicated delinquent youth commitments to the 30/60/90 day SDU corrections program are made at the order of the State of Minnesota District Court. Program components include:

- Educational services
- Anger management course
- Community service/restitution work details
- Group counseling sessions
- Individual counseling/treatment plan/journal writing
- American Indian cultural programming
- Cognitive skills

FIRST CITY SCHOOL REGULATIONS/PROCEDURES GUIDE

The following are not necessarily inclusive of all rules or procedures to follow, but are an attempt to guide us in some uniformity and consistency as we deal with our student population.

GENERAL RULES

- Personal notebooks and other personal items are not allowed in school
- School folders are expected to remain clean of all writing/drawing inside and out with the exception of the student's name, written in a proper place.
- Teacher desks are off limits at all times to students unless specific permission has been granted by the teacher.
- Students must keep shirts tucked in and pants worn on the waistline.
- Short pants are not allowed during the regular school year.
- Students are expected to wear belts or have elasticized waistbands at all times.
- No jackets are allowed to be worn in the school setting. Flannels must be tucked in if worn, hooded pullovers and sweatshirts are expected to be waist length and banded or tucked in.
- No baseball hats can be brought to the school setting or when attending school functions.
- Pants should not be so long that they present a safety concern.

BATHROOMS

- Students are not to use the bathroom before first hour, after lunch, or after 6th period.
- If a student must leave class to use the bathroom, the teacher may lower the student's behavior grade.

LUNCH

- A staff member can assign loss of dining hall privileges for any inappropriate comments or actions at lunch time.
- Utensils will be collected after each meal.
- Students who are on a behavioral consequence, must sit with staff and are not allowed to talk.

REMOVAL FROM SCHOOL

- Illness or emotional instability.
- Any physical acting out behavior.
- If problems occur or continue after 2 time-outs, the student is removed to the unit.

CASE MANAGER

Each staff member is assigned a group of students to supervise and get to know informally during the social skills period.

TIME-OUT PHILOSOPHY

Time-out is used as a technique to teach students to take responsibility for their behaviors, make better choices, and to help them follow school and residential rules/expectations. Time-out provides a supervised, safe, non-punitive atmosphere that allows students to prepare themselves to return to class as quickly as possible. The time out procedure is as follows:

- Students are given cues to correct inappropriate behavior.
- If inappropriate behavior continues, the student receives a warning.
- If inappropriate behavior persists, the student will be moved to an isolated area within the classroom.
- If the behavior continues to disrupt the learning process, the student will be given approximately a 10 minute time out in the time out room.
- Students are required to talk with staff assigning the time out before returning to class to reach closure and to assure that they will meet expectations.
- Plans are made for the student to return to class or, if disruptive behaviors continue, the student will be given a second time out.
- Residential staff is notified by phone when a student has received two time out sessions in the same school day.
- If disruptive behaviors continue after two time out sessions, the student will be sent to the residential setting for the remainder of the school day.
- Students that become physically aggressive or display self-harming behaviors will be removed from school immediately.

If a student refuses to go to time out, other students from the classroom should be moved to an adjoining room and seek assistance from staff.

First City School Network/Internet Acceptable Use Form

Students must sign this agreement for the student to use computers/Internet at school. Any action by the student that is determined to be inappropriate use is a breach of this Acceptable Use Contract. **A complete copy of the district's Acceptable Use Policy is available at <http://bemidji.k12.mn.us/polpro/aup.html>.**

Student Agreement:

While on the Computer/Network/Internet, **I Will:**

- Use Internet access to do research for assignments that are directly related to my school work.
- Log in using my district assigned username and password only.
- View or print approved educational/research material only.
- Tell a teacher, immediately, if I have a problem.

I Will Not:

- Access or use internet sites that are not directly school related and teacher approved (Facebook, music sites, etc.)
- Play games that are not curriculum-related
- Share my user name or password with other students.
- Use another person's username and password.
- Delete my history without a teacher's consent.
- Change the settings, background pictures, etc. on any school computers.

Student

I understand these rules and will follow them when I am using the Internet/Network. I understand that if I don't follow these rules, I will lose my use privileges, and I may be subject to disciplinary actions by school officials.

Print Student Name

Student Signature

Date

School Staff Signature

SCHOOL EMERGENCY RESPONSE TEAM – FIRST CITY SCHOOL

Function	Staff Assigned	Backup Staff
Incident Commander (Person in charge)	Mindy O'Brien Tami Wesely Ross Richards	Paul Nelson Mark Boyer
Safety	Steve Giauque Mark Boyer	Steve Spindler
Public Information	Mindy O'Brien Tami Wesely	District Office
Liaison	Steve Giauque	Greg Liedl
Operations Chief	Mindy O'Brien Tami Wesely	Paul Nelson Mark Boyer
Medical	Paul Nelson Bernie Folkert	District Nurse
Site Security/Facility Clerk	Steve Giauque	
Student Release Coordinator	Brenda Jarvi	Judy Sundvall
Logistics Chief	Mindy O'Brien Tami Wesely Ross Richards	Paul Nelson Mark Boyer
Communications	Doyle Turner Brenda Jarvi	Aaron Nelson
Transportation	Greg Liedl Scott Burke	Dick Tolman Ken Stevens
Planning Chief	Bernie Folkert Ross Richards	Scott Burke Ernie Heifort
Financial Recordkeeping	Brenda Jarvi	Lynda Gavlovsky
These functions mirror the National Incident Management System (NIMS) used by emergency responders.		

SCHOOL RESPONSE TEAM FUNCTIONS

Incident Commander (person in charge)	Activates school's emergency response plan; assesses the threat; orders protective measures such as lockdown, evacuation or shelter-in-place; notifies district authorities and provides situation updates; requests resources.
Safety	Responsible for safety and security of the site; stops operations if conditions become unsafe.
Public Information	May be designated site spokesperson; cooperates with the district and other agencies on joint news releases; coordinates media briefings as necessary.
Liaison	Contact person for outside agencies; may represent school/district at city emergency operations center or at emergency responder's on-scene command post.
Operations Chief	Directs actions, i.e., lockdown, evacuation, site security, release of students to parents/guardians, first aid or medical care, cleanup, control of utilities.
Medical	Provides for first aid or other medical care; coordinates with emergency medical services personnel as necessary; activates school's first aid/CPR responders.
Site Security/Facility Check	Responsible for seeing that the school building and grounds are visually inspected and secured.
Student Release Coordinator	Responsible for implementing school's plan for release of students to parents/guardians from relocation site; takes necessary documents to relocation site.
Logistics Chief	Estimates logistical needs; gets personnel, facilities (relocation sites), services and materials to support operations.
Communications	Responsible for emergency communications systems and equipment; may act as lead or hub for internal communications response.
Transportation	Responsible for arranging transportation for emergency relocations and early dismissal of school; keeps current contact list of transportation providers.
Planning Chief	Assists in assessing emergencies; establishes priorities, identifies issues and prepares an action plan with incident commander.
Financial/Recordkeeping	Manages financial aspects of an emergency; compiles record of expenditures; tracks injuries and lost or damaged property; coordinates with district for insurance; initiates business recovery efforts.

FIRST CITY SCHOOL EMERGENCY PROCEDURES

FIRE

- Secure Unit - Remove students to outside recreation area.
- Non-Secure Unit - Removed students out front doors to sidewalk.
- Residential Unit - Remove students out front doors to parking lot.

TORNADO

- Secure Unit - Students are locked down in their cell.
- Non-Secure Unit - Remove students down back hall to the housing unit.
- Residential Unit - Remove students down front hall to the housing unit.

During these evacuations Residential and Non-Secure Unit students are to be kept separate at **ALL times.

HAZING PROHIBITION POLICY

I. PURPOSE

STUDENT PERSONNEL HAZING PROHIBITION

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. 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 a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other 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 students to an unreasonable risk of harm of 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 students 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, which 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, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal, the principal's designee, or the building supervisor (hereinafter building report taker) 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. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or school district human rights officer by the reporting party or complainant.
- 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 report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, 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.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged 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.

STUDENT PERSONNEL

BULLYING PROHIBITION POLICY

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and/or 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 remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, reprisal, retaliation, and other similar and disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on district property or at school-related functions, 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, of 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 the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with school district's policies and procedures, including the school district's discipline policy. 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 researched-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 and/or termination of services and/or contracts.

- 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 harmful 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 harmful 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, 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 purpose 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 student may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor or each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices,

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the reasonable 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, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant (s), the individual (s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. 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 official may take immediate steps, at its discretion, to protect the target or victim or the bullying or other prohibited conduct, the complainant, reporter, students, or other pending completion of an investigation of 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 the 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, and other school district policies; and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets 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 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 participate 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, 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 victim, and to make resources or referrals to resources available to 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 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.

- Legal References:** Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 124D.10 (Charter School)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)
- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

HARASSMENT AND VIOLENCE POLICY

PURPOSE

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

GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 31 to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

DEFINITION

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

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

REPORTING PROCEDURE

Any person who believes he or she has been the victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability 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 harassment or violence prohibited by this policy toward a pupil, teacher, administrator, or other school personnel or group of pupils, teachers, administrators, or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

INVESTIGATION

By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging harassment or violence prohibited by this policy, 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.

SCHOOL DISTRICT ACTION

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. 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.

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 harassment or violence prohibited by this policy 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, or intentional disparate treatment.

THIS IS A SUMMARY OF THE DISTRICT #31 HARASSMENT AND VIOLENCE PROHIBITION POLICY – SBR 700-90-9. A COMPLETE POLICY AND/OR REPORT FORM IS AVAILABLE IN THE SCHOOL OFFICE.