

Regular Meeting
Monday, July 26, 2021 7:00 PM Central

District Office
25122 State Highway 28
Glenwood, Minnesota 56334

1. **CALL TO ORDER: Pledge of Allegiance**
2. **MEMBERS PRESENT:**
3. **APPROVE AGENDA: (ACTION) (ROLL CALL VOTE)**
4. **VISITOR'S COMMENTS:**
5. **SPECIAL RECOGNITIONS AND HONORS:**
6. **APPROVAL OF MINUTES OF THE FOLLOWING MEETINGS: (APPENDIX) (ACTION) (ROLL CALL VOTE)**

MINNEWASKA AREA SCHOOL DISTRICT #2149
GLENWOOD, MINNESOTA
MONDAY, JUNE 14, 2021
REGULAR MEETING MINUTES

The Minnewaska Area Schools Board of Education met in regular session on Monday, June 14, 2021 in the Minnewaska Area School District Office Board room. The meeting was called to order at 7:00 p.m. by Chairperson Barsness. The Pledge of Allegiance was recited.

Present: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Members Absent: Gugisberg, Holtberg

Motion by T. Reichmann, seconded by, Ogdahl to approve the agenda as presented.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

Visitor's Comments: None

Special Recognitions & Honors:

The Minnewaska Area School Board and Superintendent Rankin would like to recognize the leadership team for their outstanding dedication and work put forth during the 2020-2021 school year. The leadership team consists of Bill Mills, Community Ed/Activities Director, Kelly Quade, W.I.N. Academy Director, Leah Oeltjen, Director of Mental Health, Megan Boutain, School Nurse, Mark Meyer, IT Director, Scott Lempka, MAES Principal, Sarah Suchy, MAMS Principal, Vicki Moen, Business/Finance Director, Nate Meissner, MAHS Principal, and Rick Ellingworth, Interim Superintendent. Superintendent Rankin also thanked and presented a token of appreciation Vicki Moen, Business/Finance Director, Angie VanZee, Superintendent Administrative Assistant, and Rick Ellingworth, Interim Superintendent.

Motion by Ogdahl, seconded by A. Reichmann to approve the minutes of the May 17, 2021 Regular Board Meeting.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

At the May school board meeting, the school board authorized the administration to move forward with the development of a plan to name Minnewaska school facilities in recognition of financial gifts private individuals or businesses give to the newly developed Laker Foundation Endowment Program. Superintendent Rankin and Interim Superintendent Rick Ellingworth met with the Facilities Committee (Chad Barsness, Jeff Holtberg, and Ted Reichmann) to revise the original draft creating the proposed final program plan shown in the attached document. The plan has also been reviewed by the Laker Foundation subcommittee working to establish the endowment program within its bylaws. Karna Peters and Brianna Zuber were present and updated the board on the work that has been completed thus far.

Motion by Zavadil, seconded by T. Reichmann to approve the Minnewaska Laker Foundation.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None
Motion carried.

Motion by Barsness, seconded by Ogdahl, to approve the Claims & Accounts totaling \$1,561,054.21. Zavadil abstained due to conflict of interest.

Roll Call Vote: Aye: Barsness, T. Reichmann, A. Reichmann, Ogdahl

Nay: None
Motion carried.

Superintendent Rankin reviewed the investment schedule, food service, revenue and expenditure reports and reviewed enrollment numbers, and gave a superintendent's report.

Motion by A. Reichmann, seconded by Ogdahl, to approve resolution No. 06142021 accepting donations/gifts to the school district.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None
Motion carried.

Motions by T. Reichmann, seconded by Zavadil, to approve the adjustment to the committed fund balance to reflect the GASB16 valuation of \$92,025.00.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None
Motion carried.

Motion by Barsness, seconded by T. Reichmann, to approve Fund Balance Designation for the Unused portion of the Kelleher Bequest as Assigned Funds of \$6,277.36.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None
Motion carried.

Motion by T. Reichmann, seconded by Zavadil, to approve the FY2021 budget revisions as follows:

	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$20,002,417	\$19,039,252
Food Service	\$916,224	\$842,894
Community Education	\$624,612	\$625,125
Debt Redemption	\$1,656,974	\$1,489,025
Agency	\$0	\$0
Student Activity Fund	\$40,684	\$142,076
TOTAL	\$23,240,911	\$22,138,372

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None
Motion carried.

Motion by Zavadil, seconded by Ogdahl, to approve the FY2022 budget as follows:

	<u>Revenue</u>	<u>Expenditures</u>
General Fund	\$19,445,585	\$19,952,213
Food Service	\$785,670	\$836,969
Community Education	\$571,720	\$597,343

Debt Redemption	\$1,673,152	\$1,490,725
<u>Student Activity Fund</u>	<u>\$203,046</u>	<u>\$208,263</u>
TOTAL	\$22,679,173	\$23,085,513

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

Motion by Reichmann, seconded by Meyer, to approve 4-8 and E-3 Student Handbooks for the 2020-2021 school year. Motion carried.

Motion by Gugisberg, seconded by Reichmann, to approve the Support Staff Handbook for FY2021. Motion carried.

Motion by Barsness, seconded by A. Reichmann to commit an amount of our un-reserved fund balance to replace future buildings and grounds expenditures.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

Motion by Ogdahl, seconded by Zavadil, to approve the Long-Term Facility Maintenance Ten-Year Plan as presented.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

Motion by Zavadil, seconded by Ogdahl, to approve Resolution severe the relationship with TASC.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

Motion by Barsness, seconded by A. Reichmann, to approve the 2021-2022 membership renewals for Minnesota Rural Education Association (MREA), Minnesota School Board Association (MSBA), and Minnesota State High School League (MSHSL).

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

Motion by Ogdahl, seconded by Zavadil, to approve calling for quotes for snow removal and softener salt for FY2022.

Roll Call Vote: Aye: Barsness, Zavadil, T. Reichmann, A. Reichmann, Ogdahl

Nay: None

Motion carried.

- Motion by A. Reichmann, seconded by T. Reichmann, to approve the consent calendar as listed: **New Hires:** Magan Andersen, Laker Legends Site Aide, Grade 4 Step 9, effective 05/19/2021 (summer seasonal), Lauren Ankeny, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Nick Ankeny, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Danielle Kulzer-Douvier, Summer Credit Recovery, BS Step 7, Seasonal Summer, effective 06/09/2021, Ann Hall, Laker Legends Sub, Grade 4 Step 11, effective 06/01/2021 (summer seasonal), Melissa Hayek, Laker Legends Sub, Grade 4

Step 11, effective 06/01/2021 (summer seasonal), Carrie Janu, Community Education/Activities Administrative Assistant, Grade 8 Step 12, effective 06/28/2021, Leigha Janssen, Laker Legends Sub, Grade 4 Step 12, effective 05/19/2021 (summer seasonal), Avery Jorgenson, Summer Rec, Grade 4 Step 1, effective 06/01/2021, Noelle Kratzke, Secondary Teacher (Math), MA+10 Step 10, effective 08/23/2021, Sara Lowery, Laker Legends Site Lead, Grade 6 Step 9, effective 05/19/2021 (summer seasonal), Abbie Massmann, Laker Legends Sub, Grade 6 Step 10, effective 05/19/2021 (summer seasonal), Carter Meyer, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Owen Meulebroeck, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Ian Mills, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Meribeth Noyes, Long Term Sub, MA Step 3, effective approx. 60 days 08/24/2021-11/18/2021, Ray Ostendorf, Custodian, Grade 6 Step 10, effective 06/14/2021, Noah Palmer, Summer Rec, Grade 3 Step 2, effective 06/01/2021, Zach Palmer, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Kaitlyn Pederson, Laker Legends Site Aide, Grade 4 Step 1, effective 05/19/2021 (summer seasonal), Nathan Rankin, Summer Student Tech Assistant, Summer Seasonal, \$12.00 per hour. effective 06/01/2021, Dawn Rohloff, Laker Legends Site Lead, Grade 6 Step 7, effective 05/19/2021 (summer seasonal), Mason Rohloff, Summer Rec, Grade 3 Step 1, effective 06/01/2021, Amanda Sayles, Laker Legends Site Aide, Grade 4 Step 12, effective 05/19/2021 (summer seasonal), Makaira Zemke, Laker Legends Site Aide. **Extended School Year Hires:** Brittany Kramber, EBD Tech ESY, Grade 6 Step 3, effective 06/07/2021 (summer seasonal), Jocelyn Leavitt, EBD Tech ESY, Grade 6 Step 7, effective 06/07/2021 (summer seasonal), Kristie Middendorf, Para ESY, Grade 5 Step 3, effective 06/07/2021 (summer seasonal), Erin Rooney, EBD Tech ESY, Grade 6 Step 1, effective 06/07/2021 (summer seasonal). **Retirements:** Debra Nelson, Food Service Secretary, and Student Support, effective 06/30/2021. **Resignations:** Kathleen Fenger, Paraprofessional, effective 05/27/2021, Kristi Gruber, Math Teacher, effective 06/30/2021, Brian Gruber, Elementary Teacher, effective 06/30/2021, Brian Gruber, Junior High Football Coach, effective 06/01/2021, Brian Gruber Junior High Basketball Coach, effective 06/01/2021, Brian Gruber, Head Varsity Baseball Coach, effective at the end of the 2020-2021 season, Mel Wander, Mental Health Practitioner, effective 06/23/2021, David Vinje, JV Soccer Coach, effective 06/14/2021.

This was communicated out to families on Wednesday, June 9, 2021, and a link was posted on the school website. The Minnesota Department of Education (MDE) would like all parents, families, students, educators, and all members of the public to complete a survey on flexible use funding provided by the American Rescue Plan (ARP) Act. This act was enacted into law on March 11, 2021, and includes \$1.3 billion for E-12 education in Minnesota to help schools return to, and maintain, safe in-person learning for all students. Per federal law, 90% of these funds have been allocated to eligible districts and charter schools. 9.5% of these funds are for flexible use by each state education agency to create a plan to meet the needs of students. As a result, we are asking for feedback and input on how the 9.5% could be used. Complete this short survey before 4 p.m. on Monday, June 21 at this link <https://survey.alchemer.com/s3/6349159/Public-Comment-on-American-Rescue-Plan-Funding>

Announcements: July Regular Board Meeting – July 26, 2021 7:00 p.m. in the MAS Board Room. August Work Session – Wednesday August 4, 2021 at 6:15 p.m. in the MAHS Media Center.

Motion by Zavadil, seconded by Ogdahl, to adjourn the meeting at 8:06 p.m.

Nick Gugisberg, Clerk
Minnewaska Area Schools, ISD 2149
Glenwood, MN

7. **CONSIDER AND APPROVE CLAIMS, ACCOUNTS, DONATIONS AND GIFTS: (APPENDIX) (ACTION) (ROLL CALL VOTE)**
 - A. **SUMMARY OF BILLS**

INDEPENDENT SCHOOL DISTRICT NO. 2149

SUMMARY OF BILLS TO BE AUDITED

26-Jul-21

DISTRICT CHECKS WRITTEN JULY 26, 2021	\$	314,264.22
DISTRICT CHECKS WRITTEN JULY 26, 2021 ADD-ONS	\$	37,743.30
DISTRICT CHECKS WRITTEN JUNE 30, 2021	\$	91,918.83
DISTRICT CHECKS WRITTEN JUNE 30, 2021 ADD-ONS	\$	1,899.00
DISTRICT CHECKS WRITTEN JULY 26, 2021	\$	87,807.82
INTERIM CHECKS WRITTEN JUNE 9, 2021 - JUNE 30, 2021	\$	119,843.54
INTERIM CHECKS WRITTEN JULY 1, 2021 - JULY 20, 2021	\$	456,973.69
ELECTRONIC TRANSFER JUNE 18, 2021 - JUNE 30, 2021	\$	441,308.09
ELECTRONIC TRANSFER JULY 1, 2021 - JULY 20, 2021	\$	504,851.23
	\$	2,056,609.72

GRANTS/DONATIONS/GIFTS

GRANTS/DONATIONS/GIFTS - JUNE 9, 2021 - JULY 20, 2021	\$	2,659.73
	\$	2,659.73

MINNEWASKA AREA SCHOOLS

26-Jul-21

NO	DATE	DESCRIPTION	AMOUNT
1	13-Jul-21	AFFORDABLE FLOOR COVERING	7,861.66
2	12-Jul-21	ALEX IRRIGATION & LANDSCAPING	370.00
3	19-Jul-21	AMAZON	1,567.65
4	13-Jul-21	American Volleyball Coaches Association	85.00
5	13-Jul-21	AMERICAN WELDING & GAS	75.85
6	20-Jul-21	Armstrong, Jeremy	50.00
7	8-Jul-21	Aviben	230.17
8	8-Jul-21	Big Game Football	978.87
9	20-Jul-21	Blick Art Materials	221.14
10	19-Jul-21	Central Minnesota Alarms, Inc.	294.60
11	13-Jul-21	CITY OF GLENWOOD	674.76
12	12-Jul-21	City of Long Beach	350.00
13	8-Jul-21	CITY OF STARBUCK	13,800.32
14	8-Jul-21	CPI	150.00
15	19-Jul-21	CULINEX	41.26
16	19-Jul-21	EdClub Inc.	1,388.00
17	8-Jul-21	Edgenuity Inc.	5,600.00
18	19-Jul-21	EMC Insurance Companies	103.00
19	13-Jul-21	GOPHER ATHLETIC SUPPLY	1,431.00
20	20-Jul-21	Healthpartners	135,883.99
21	8-Jul-21	HIGHPOINT NETWORKS	4,508.80
22	20-Jul-21	HILLYARD/HUTCHINSON	587.00
23	20-Jul-21	Horizon Commercial Pool Supply	1,163.19
24	20-Jul-21	INNOVATIVE OFFICE SOLUTIONS	143.09
25	13-Jul-21	Intrado Interactive Services Corporation	2,313.94
26	19-Jul-21	Johnsrud Mowing	395.00
27	8-Jul-21	LAKES COUNTRY SERVICE COOP	11,179.00
28	12-Jul-21	Lawn Boys Lawn Care	1,198.00
29	13-Jul-21	MARCO BUSINESS PRODUCTS	18,987.38
30	13-Jul-21	Marco Technologies LLC	5,550.00
31	20-Jul-21	Massman, Abbie	54.29
32	8-Jul-21	MASSP	1,730.00
33	12-Jul-21	McCrary Maintenance	4,166.66
34	20-Jul-21	MENARDS	323.82
35	8-Jul-21	MESPA	924.00
36	8-Jul-21	MINNESOTA DEPT. OF HEALTH	120.00
37	12-Jul-21	Minnewaska Baseball Association	1,000.00
38	8-Jul-21	MNIAAA	130.00
39	8-Jul-21	MSBA	7,987.00
40	13-Jul-21	MSHSCA, Inc	1,745.00
41	8-Jul-21	NASSP	385.00
42	20-Jul-21	One Diversified, LLC	2,106.00
43	20-Jul-21	Palmer Creations	348.39

MINNEWASKA AREA SCHOOLS
26-Jul-21

NO	DATE	DESCRIPTION	AMOUNT
44	8-Jul-21	PowerSchool Group LLC	8,500.00
45	8-Jul-21	REGION I	27,425.71
46	8-Jul-21	RENAISSANCE LEARNING, INC.	9,973.70
47	19-Jul-21	RIDDELL/ALL AMERICAN	4,968.86
48	20-Jul-21	Rochester 100 Inc.	390.00
49	19-Jul-21	Schoodles	170.00
50	8-Jul-21	SimpliFaster	2,399.00
51	20-Jul-21	Softball Association	4,369.00
52	20-Jul-21	SUBWAY	235.48
53	13-Jul-21	TECH CHECK	3,300.00
54	13-Jul-21	VCI Environmental Inc.	9,170.00
55	8-Jul-21	Wallace Radio Syndication LLC	379.20
56	12-Jul-21	West Central Sanitation, Inc.	2,040.44
57	8-Jul-21	Zoho Corporation	2,740.00
			314,264.22

MINNEWASKA AREA SCHOOLS
JULY ADD-ONS
26-Jul-21

NO	DATE	DESCRIPTION	AMOUNT
1	22-Jul-21	ACME Tools	749.00
2	26-Jul-21	Ed Puzzle	2,600.00
3	22-Jul-21	HILLYARD/HUTCHINSON	858.99
4	22-Jul-21	Iverson, Jeff	3,466.31
5	22-Jul-21	Minnewaska Boys Basketball Booster Club	1,002.00
6	22-Jul-21	SCREEN PRINTS PLUS	399.00
7	22-Jul-21	Spark27 Creative	28,668.00
			37,743.30

MINNEWASKA AREA SCHOOLS
30-Jun-21

NO	DATE	DESCRIPTION	AMOUNT
1	29-Jun-21	ACE HARDWARE	2,513.79
2	29-Jun-21	AMAZON	461.38
3	29-Jun-21	AMERICAN WELDING & GAS	224.13
4	29-Jun-21	Brothers Fire & Security	610.00
5	29-Jun-21	Brothers Market Glenwood	139.74
6	29-Jun-21	Callfas Engraving	146.00
7	29-Jun-21	Cenex Credit Card	234.36
8	29-Jun-21	CENTERPOINT ENERGY	555.27
9	29-Jun-21	Clean Choice Energy Processing Center	9,127.94
10	29-Jun-21	CMETS	12,041.14
11	29-Jun-21	DENNY'S ELECTRIC	6,000.00
12	29-Jun-21	Glenwood Rotary	55.00
13	29-Jun-21	Golden Valley Supply Company	1,569.50
14	29-Jun-21	HPS Rental	1,141.14
15	29-Jun-21	ISD #206	23,239.29
16	29-Jun-21	J W PEPPER & SON, INC.	926.50
17	29-Jun-21	JOHNSON CONTROLS	2,250.00
18	29-Jun-21	LAKES COUNTRY SERVICE COOP	82.34
19	29-Jun-21	MAYERS CHARTERS SERVICE, INC.	1,795.00
20	29-Jun-21	McCrary Maintenance	120.00
21	29-Jun-21	MENARDS	467.88
22	29-Jun-21	Nutrition Services, Inc.	1,637.70
23	29-Jun-21	Palmer Bus Service, Inc.	24,195.26
24	29-Jun-21	Pemberton Law, P.L.L.P.	111.00
25	29-Jun-21	Time Warner Cable	959.68
26	29-Jun-21	TOM'S FOOD PRIDE - STBK	20.86
27	29-Jun-21	TOM'S FOOD PRIDE - GLWN	862.44
28	29-Jun-21	Winona State University	400.00
29	29-Jun-21	XCEL ENERGY	31.49
			91,918.83

MINNEWASKA AREA SCHOOLS
JUNE ADD-ONS
26-Jul-21

NO	DATE	DESCRIPTION	AMOUNT
1	29-Jun-21	SCREEN PRINTS PLUS	807.00
2	29-Jun-21	Trafera, LLC	1,092.00
			1,899.00

MINNEWASKA AREA SCHOOLS
JUNE 9, 2021 - JUNE 30, 2021

NO	DATE	CHECK #	DESCRIPTION	AMOUNT
1	9-Jun-21	134736	JANU, ANTHONY	980.00
2	9-Jun-21	134737	Solem, Trevor	310.00
3	14-Jun-21	134738	MN CHILD SUPPORT PAYT CENTER	501.50
4	14-Jun-21	134739	MN Council 65	555.39
5	14-Jun-21	134740	MN Teamsters No. 320	335.00
6	15-Jun-21	134834	Johnsrud, Jennifer	1,113.00
7	16-Jun-21	134835	CENTERPOINT ENERGY	4,317.39
8	16-Jun-21	134836	Lowery, Sara	67.27
9	16-Jun-21	134837	Mills, Linda	69.86
10	16-Jun-21	134838	MINNEWASKA HOUSE	160.00
11	16-Jun-21	134839	AMERICAN WELDING & GAS	231.20
12	16-Jun-21	134840	Malecek LLC	10,120.00
13	22-Jun-21	134841	AMAZON	169.36
14	22-Jun-21	134842	BRYAN ROCK PRODUCTS	1,134.98
15	22-Jun-21	134843	Cenex Credit Card	324.15
16	22-Jun-21	134844	CITY OF GLENWOOD	1,482.95
17	22-Jun-21	134845	Douvier, Kasey	174.09
18	22-Jun-21	134846	GREG'S BAKERY	42.00
19	22-Jun-21	134847	Gruber, Kristi	58.47
20	22-Jun-21	134848	ISD #213	2,382.12
21	22-Jun-21	134849	J W PEPPER & SON, INC.	906.50
22	22-Jun-21	134850	Marthaler Chevrolet of Glenwood	58.78
23	22-Jun-21	134851	RUNESTONE AREA ED DIST. 6014	41,112.99
24	22-Jun-21	134852	SCREEN PRINTS PLUS	2,021.00
25	22-Jun-21	134853	Terminix Commercial	427.00
26	22-Jun-21	134854	Trafera, LLC	1,625.00
27	23-Jun-21	134855	Minnewaska Area Swim Boosters	6,605.00
28	23-Jun-21	134856	MINNEWASKA VOLLEYBALL CLUB	4,558.00
29	23-Jun-21	134857	SCREEN PRINTS PLUS	136.00
30	23-Jun-21	134858	Schmidt, Jenna	5.75
31	23-Jun-21	134859	TIMM, DANIEL	57.25
32	29-Jun-21	134860	Century Link	121.26
33	29-Jun-21	134861	Colorful Seasons	537.90
34	29-Jun-21	134862	GROTH MUSIC	2,798.00
35	29-Jun-21	134863	HILL, KONI	26.00
36	29-Jun-21	134864	HILLTOP LUMBER	888.36
37	29-Jun-21	134865	HILLYARD/HUTCHINSON	1,939.83
38	29-Jun-21	134866	Horizon Commercial Pool Supply	198.82
39	29-Jun-21	134867	JANU, ANTHONY	60.97
40	29-Jun-21	134868	Johnsrud, Blake	438.00
41	29-Jun-21	134869	Johnsrud, Connor	500.00
42	29-Jun-21	134870	Johnsrud, Jackson	500.00
43	29-Jun-21	134871	Johnsrud, Peyton	500.00
44	29-Jun-21	134872	M and M Shaved Ice	765.00
45	29-Jun-21	134873	M F ATHLETIC CO.	1,780.00
46	29-Jun-21	134874	Mission Mechanical, Inc.	2,917.00
47	29-Jun-21	134875	Moen Vicki	22.40
48	29-Jun-21	134876	Murken, Elizabeth	33.30
49	29-Jun-21	134877	One Diversified, LLC	5,083.35
50	29-Jun-21	134878	PETTY CASH	1,430.05
51	29-Jun-21	134879	Quelle, Chad	92.40
52	29-Jun-21	134880	RAPID RESPONSE PLUMBING	550.00
53	29-Jun-21	134881	Reichmann, Tara	119.84

MINNEWASKA AREA SCHOOLS
JUNE 9, 2021 - JUNE 30, 2021

NO	DATE	CHECK #	DESCRIPTION	AMOUNT
54	29-Jun-21	134882	RUNESTONE AREA ED DIST. 6014	301.28
55	29-Jun-21	134883	SARLETTES MUSIC	4,045.69
56	29-Jun-21	134884	Solem, Trevor	221.76
57	29-Jun-21	134885	SUBWAY	242.40
58	29-Jun-21	134886	Taylor Publishing	1,354.48
59	29-Jun-21	134887	Walker, Kori	50.00
60	29-Jun-21	134888	Wayzata Results	962.00
61	29-Jun-21	134889	Life Insurance Company of North America	3,753.56
62	29-Jun-21	134890	MN CHILD SUPPORT PAYT CENTER	230.00
63	29-Jun-21	134891	MN Teamsters No. 320	1,507.00
64	29-Jun-21	134892	Sun Life Financial	3,830.89
				119,843.54

MINNEWASKA AREA SCHOOLS
JULY 1, 2021 - JULY 20, 2021

NO	DATE	CHECK #	DESCRIPTION	AMOUNT
1	1-Jul-21	134893	Bond Trust Services Corp.	147,337.50
2	1-Jul-21	134894	CENTRAL SQUARE	1,250.00
3	1-Jul-21	134895	Concordia College Volleyball	125.00
4	1-Jul-21	134896	CrisisGo Inc.	5,750.00
5	1-Jul-21	134897	Frontline Technologies Group LLC	11,855.09
6	1-Jul-21	134898	HIGHPOINT NETWORKS	3,543.00
7	1-Jul-21	134899	Lawn Boys Lawn Care	1,198.00
8	1-Jul-21	134900	Marco Technologies LLC	1,020.00
9	1-Jul-21	134901	MASBO	220.00
10	1-Jul-21	134902	Minnewaska Baseball Association	1,000.00
11	1-Jul-21	134903	MSHSL	140.00
12	1-Jul-21	134904	NWEA	12,407.50
13	1-Jul-21	134905	PITNEY BOWES, INC.	117.00
14	1-Jul-21	134906	PNC Equipment Finance	82,783.50
15	1-Jul-21	134907	POPE COUNTY TRIBUNE	49.00
16	1-Jul-21	134908	rSchool Today	3,040.00
17	1-Jul-21	134909	Blue Cross Blue Shield of MN Blue Plus	900.00
18	1-Jul-21	134910	Blue Cross Blue Shield of MN Blue Plus	900.00
19	1-Jul-21	134911	Blue Cross Blue Shield	300.00
20	1-Jul-21	134912	Blue Cross Blue Shield	943.20
21	8-Jul-21	134913	CITY OF STARBUCK	162.03
22	8-Jul-21	134914	Curry, Corey	11.20
23	8-Jul-21	134915	DeGeer, Mindy	266.56
24	8-Jul-21	134916	ECO WATER SYSTEMS OF MORRIS & GLENWOOD	76.00
25	8-Jul-21	134917	eSpecial Needs, LLC	1,991.26
26	8-Jul-21	134918	HAWKINS, INC.	767.47
27	8-Jul-21	134919	Healthpartners	133,368.13
28	8-Jul-21	134920	Horizon Commercial Pool Supply	279.34
29	8-Jul-21	134921	Horizon Public Health	320.00
30	8-Jul-21	134922	Illuminate Education Inc.	3,262.50
31	8-Jul-21	134923	Independent Emergency Services	32.31
32	8-Jul-21	134924	Kemps, LLC	137.95
33	8-Jul-21	134925	LAKES COUNTRY SERVICE COOP	50.00
34	8-Jul-21	134926	Lowery, Sara	30.01
35	8-Jul-21	134927	Midwest Lock & Door, Inc	20.00
36	8-Jul-21	134928	Minnewaska Boys Basketball Booster Club	2,830.00
37	8-Jul-21	134929	MINNEWASKA MEAT PROCESSING	85.31
38	8-Jul-21	134930	PITNEY BOWES, INC.	897.00
39	8-Jul-21	134931	Rohloff, Dawn	276.09
40	8-Jul-21	134932	RTS	158.32
41	8-Jul-21	134933	Runestone Telecom Assn	9.95
42	8-Jul-21	134934	STARBUCK TELEPHONE COMPANY	2,751.93
43	8-Jul-21	134935	SYSCO WESTERN MINNESOTA	122.12
44	8-Jul-21	134936	Tom Kraemer, Inc.	502.97
45	8-Jul-21	134937	TOWN & COUNTRY PARTS UNLIMITED	901.88
46	8-Jul-21	134938	Trophies Plus, Ins	118.00
47	8-Jul-21	134939	VALLEY FAIR	626.54
48	8-Jul-21	134940	WakeSun LLC	22,023.05
49	8-Jul-21	134941	MN CHILD SUPPORT PAYT CENTER	230.00

MINNEWASKA AREA SCHOOLS
JULY 1, 2021 - JULY 20, 2021

NO	DATE	CHECK #	DESCRIPTION	AMOUNT
50	12-Jul-21	134942	McCrary Maintenance	4,166.66
51	15-Jul-21	134943	Cardmember Service	5,420.58
52	15-Jul-21	134944	Massman, Abbie	199.74
				456,973.69

*****DEPOSIT JUNE 18, 2021 - JUNE 30, 2021

1 COMMISSIONER OF REVENUE	PAYROLL DEDUCTIONS	16,840.34
2 IRS	PAYROLL DEDUCTIONS	77,468.59
3 PERA	PAYROLL DEDUCTIONS	11,354.46
4 TRA	PAYROLL DEDUCTIONS	38,481.30
5 EBS SOLUTIONS	PAYROLL DEDUCTIONS	82,818.20
6 BREMER BANK	PAYROLL DEDUCTIONS	214,345.20
		441,308.09

***** DEPOSIT JULY 1, 2021 - JULY 20, 2021

1 EMC INSURANCE	PROPERTY CASUALTY INSURANCE	92,672.04
2 RAM MUTUAL INSURANCE	WORKMENS COMP INSURANCE	57,315.00
3 STATE OF MINNESOTA	2ND QTR SALES TAX	515.00
4 FURTHER VEBA	PAYROLL DEDUCTIONS	5,997.47
5 COMMISSIONER OF REVENUE	PAYROLL DEDUCTIONS	11,711.76
6 COMMISSIONER OF REVENUE	PAYROLL DEDUCTIONS	79.26
7 IRS	PAYROLL DEDUCTIONS	72,551.61
8 IRS	PAYROLL DEDUCTIONS	992.93
9 PERA	PAYROLL DEDUCTIONS	9,927.54
10 PERA	PAYROLL DEDUCTIONS	690.60
11 TRA	PAYROLL DEDUCTIONS	40,886.47
12 TRA	PAYROLL DEDUCTIONS	38.59
13 EBC BENEFITS	PAYROLL DEDUCTIONS	270.07
14 BREMER BANK	PAYROLL DEDUCTIONS	153,402.86
15 BREMER BANK	PAYROLL DEDUCTIONS	57,800.03
		504,851.23

DATE	GROUP/ORGANIZATION/INDIVIDUAL	DESCRIPTION	AMOUNT	CODING
17-Jun-21	KELLY QUADE	WIN JEANS FOR A CAUSE	140.78	R 01-905-408-000-096-119
24-Jun-21	ANGEL FUND	MISC DONATION	18.95	R 01-005-000-000-096-019
29-Jun-21	BRANG FOUNDATION	KINDER CAMP	1,000.00	R 04-005-580-325-096-000
29-Jun-21	BRANG FOUNDATION	BARKEIM - MAES MEDIA CENTER	1,500.00	R 01-101-203-000-096-119
			2,659.73	

B. INVESTMENT REPORT

**MINNEWASKA AREA SCHOOLS #2149
INVESTMENT SCHEDULE
FY21**

21-Jul-21

	DATE INVESTED	DATE DUE	CD\REPO #	BANK OF DEPOSIT	BEGINNING PRINCIPAL AMOUNT	DEPOSIT	WITHDRWL	ACTUAL INTEREST INCOME	ENDING PRINCIPAL AMOUNT	INTEREST RATE	NUMBER OF DAYS	INT INCOME	CURRENT INVESTMENTS
1	07/01/20	06/30/21	MONEY MKT SAVINGS	EAGLE BANK	4,267,916.63	6,700,000.00	4,442,000.00	11,037.24	6,536,953.87	VARIABLE		11,037.24	6,536,953.87
2	07/01/20	02/28/21	MONEY MKT SAVINGS	GLENWOOD STATE BANK	19,349.93	0.00	19,366.00	16.07	0.00	0.5%		16.07	0.00
3	07/01/20	06/30/21	CHECKING	EAGLE BANK				858.73	858.73	VARIABLE		858.73	858.73
4	07/01/20	06/30/21	PETTY CASH	EAGLE BANK				4.74	4.74	VARIABLE		4.74	5.16
TOTALS					4,287,266.56			11,916.78	6,537,817.34			11,916.78	6,537,817.76

****Detail available if requested

**MINNEWASKA AREA SCHOOLS #2149
INVESTMENT SCHEDULE
FY22**

21-Jul-21

	DATE INVESTED	DATE DUE	CD\REPO #	BANK OF DEPOSIT	BEGINNING PRINCIPAL AMOUNT	DEPOSIT	WITHDRWL	ACTUAL INTEREST INCOME	ENDING PRINCIPAL AMOUNT	INTEREST RATE	NUMBER OF DAYS	INT INCOME	CURRENT INVESTMENTS
1	07/01/21	07/20/21	MONEY MKT SAVINGS	EAGLE BANK	6,536,953.87	0.00	750,000.00	0.00	5,786,953.87	VARIABLE		0.00	5,786,953.87
2	07/01/21	07/01/21	MONEY MKT SAVINGS	GLENWOOD STATE BANK	CLOSED	0.00	0.00	0.00	0.00	0.5%		0.00	0.00
3	07/01/21	07/20/21	CHECKING	EAGLE BANK				0.00	0.00	VARIABLE		0.00	0.00
4	07/01/21	07/20/21	PETTY CASH	EAGLE BANK				0.00	0.00	VARIABLE		0.00	0.42
TOTALS					6,536,953.87			0.00	5,786,953.87			0.00	5,786,954.29

****Detail available if requested

C. **FOODSERVICE REPORT**

SCHOOL LUNCH MONTHLY REVIEW

JUNE 2021

LUNCH	
AVE DAILY ATTEND	0.00
DAYS OF SERVICE	0
AVE PARTICIPATION	0.00
%OF PARTICIPATION	0.00%

BREAKFAST	
AVE DAILY ATTEND	0.00
DAYS OF SERVICE	0
AVE PARTICIPATION	0.00
% OF PARTICIPATION	0.00%

STUDENT

LUNCH	
REGULAR	0
FREE	0
REDUCED	0
TOTALS	0

BREAKFAST SEVERE NEED	NON SEVERE NEED
0	0
0	0
TOTALS	0

ADULT

LUNCH	
0	0
TOTALS	0

BREAKFAST	
0	0
TOTALS	0

STATE REIMB LUNCH - MAES

STATE (0.125) REG.	
KNDG MILK (0.20)	
REDUCED (.525)	
FREE (.125)	
TOTAL STATE REIMB	0.00

STATE REIMB BREAKFAST - MAES

PAID (0.55) REG	
REDUCED (0.30)	
PAID KD STU ONLY (.75)	
TOTAL STATE REIMB	0.00

FEDERAL REIMB LUNCH - MAES

ALL LUNCHESES (0.39)	
FREE (3.09)	
REDUCED (2.69)	
TOTAL FEDERAL REIMB	0.00

BREAKFAST NON-SEVERE MAES

ALL BREAKFAST (0.31) REG	
FREE (1.84)	
REDUCED (1.54)	
TOTAL FEDERAL REIMB	0.00

STATE REIMB LUNCH - MAHS

STATE (0.125) REG.	
KNDG MILK (0.20)	
REDUCED (.525)	
FREE (.125)	
TOTAL STATE REIMB	0.00

STATE REIMB BREAKFAST - MAHS

PAID (0.55) REG	
REDUCED (0.30)	
TOTAL STATE REIMB	0.00

FEDERAL REIMB LUNCH - MAHS

ALL LUNCHESES (0.39)	
FREE (3.09)	
REDUCED (2.69)	
TOTAL FEDERAL REIMB	0.00

BREAKFAST NON-SEVERE MAHS

ALL BREAKFAST (0.31) REG	
FREE (1.84)	
REDUCED (1.54)	
TOTAL FEDERAL REIMB	0.00

STATE REIMB LUNCH - WIN

STATE (0.125) REG.	
KNDG MILK (0.20)	
REDUCED (.525)	
FREE (.125)	
TOTAL STATE REIMB	0.00

STATE REIMB BREAKFAST - WIN

PAID (0.55) REG	
REDUCED (0.30)	
TOTAL STATE REIMB	0.00
TOTAL STATE BREAKFAST	0.00

FEDERAL REIMB LUNCH - WIN

ALL LUNCHESES (0.39)	
FREE (3.09)	
REDUCED (2.69)	
TOTAL FEDERAL REIMB	0.00

BREAKFAST SEVERE NEED - WIN

ALL BREAKFAST (0.31) REG	
FREE (2.20)	
REDUCED (1.90)	
TOTAL FEDERAL REIMB	0.00

TOTAL LUNCH FEDERAL REIMB

0.00

TOTAL BREAKFAST FEDERAL REIMB

0.00

REVENUE

STUDENT/ADULT	0.00
ALA-CART SALES	2.20
STATE REIMB.	0.00
FEDERAL REIMB.	0.00
FRESH FRUIT/VEG	134.50
FEDERAL COVID-19 BREAKFAST	0.00
FEDERAL COVID-19 LUNCH	0.00
COMMODITY REVENUE	731.36
COMMODITY FEDERAL	59,135.83
INTEREST POOLING	0.00
MISC REVENUE (CARD REPLACEMENT)	0.00
TOTAL REVENUE	60,003.89

EXPENSES

FOOD EXPENSE	8,654.02
MILK EXPENSE	137.95
SALARY/FRINGE	3,122.64
EXPENSES	1,399.50
COMMODITIES	59,135.83
EQUIPMENT	0.00
FS CONTRACTED SERVICE	22,253.66
TOTAL EXPENSE	94,703.60
SUPERVISION CHGBKS SEPT - JUNE	12,775.00
GRAND TOTAL EXPENSE	107,478.60

FEDERAL REIMB COVID-19 MEALS BREAKFAST

ADMIN RURAL (.2225)	0.00
REGULAR (2.24)	0.00
TOTAL FEDERAL REIMB	0.00

FEDERAL REIMB COVID-19 MAWIN BREAKFAST

ADMIN RURAL (.2225)	0.00
REGULAR (2.24)	0.00
TOTAL FEDERAL REIMB	0.00

FEDERAL REIMB COVID-19 MAWIN LUNCH

ADMIN RURAL (.4075)	0.00
REGULAR (3.91)	0.00
TOTAL FEDERAL REIMB	0.00

FEDERAL REIMB COVID-19 MAWIN BREAKFAST

ADMIN RURAL (.2225)	0.00
REGULAR (2.24)	0.00
TOTAL FEDERAL REIMB	0.00

FEDERAL REIMB COVID-19 MAWIN LUNCH

ADMIN RURAL (.4075)	0.00
REGULAR (3.91)	0.00
TOTAL FEDERAL REIMB	0.00

TOTAL COVID-19 BREAKFAST FEDERAL REIMB

0.00

TOTAL COVID-19 LUNCH FEDERAL REIMB

0.00

YEAR TO DATE BALANCES

REVENUE	951,006.40
EXPENSE	811,571.84
PROFIT/LOSS	139,434.56

****DOCUMENTATION AVAILABLE UPON REQUEST****

D. **REVENUE AND EXPENDITURE REPORTS**

MINNEWASKA PUBLIC SCHOOLS - ISD #2149

K-12 Board Revenue Report

June 30, 2021



MINNEWASKA
Public Schools

	BUDGET 2020-21	JUNE REVENUE	YEAR TO DATE	Encumbrances	BUDGET BALANCE	%YTD + ENC
<u>01 - GENERAL FUND</u>						
Local Revenue	3,656,757	0.00	682,085.36	0.00	2,974,671.64	19%
State Revenue	15,380,660	0.00	15,265,763.37	0.00	114,896.63	99%
Federal Revenue	965,000	0.00	877,849.25	0.00	87,150.75	91%
Insurance Recovery Revenue	0	0.00	0.00	0.00	0.00	0%
SUB-TOTAL GENERAL FUND						
	20,002,417	0.00	16,825,697.98	0.00	3,176,719.02	84%
<u>02 - FOOD SERVICE FUND</u>						
Local Revenue	46,794	0.00	52,798.34	0.00	-6,004.34	113%
State Revenue	1,700	0.00	1,555.40	0.00	144.60	91%
Federal Revenue	867,730	0.00	896,652.66	0.00	-28,922.66	103%
SUB-TOTAL FOOD SERVICE FUND						
	916,224	0.00	951,006.40	0.00	-34,782.40	104%
<u>04 - COMMUNITY SERVICE FUND</u>						
Local Revenue	504,205	0.00	405,691.37	0.00	98,513.63	38%
State Revenue	120,407	0.00	121,742.37	0.00	-1,335.37	101%
Federal Revenue	0	0.00	0.00	0.00	0.00	0%
SUB-TOTAL COMMUNITY SERVICE FUND						
	624,612	0.00	527,433.74	0.00	97,178.26	84%
<u>07 - DEBT SERVICE FUND</u>						
Local Revenue	1,447,018	0.00	-222,264.18	0.00	1,669,282.18	-15%
State Revenue	209,956	0.00	233,284.37	0.00	-23,328.37	111%
SUB-TOTAL DEBT SERVICE FUND						
	1,656,974	0.00	11,020.19	0.00	1,645,953.81	1%
<u>22 - STUDENT ACTIVITIES</u>						
Local Revenue	40,684	0.00	50,318.55	0.00	-9,634.55	124%
SUB-TOTAL STUDENT ACTIVITIES						
	40,684	0.00	50,318.55	0.00	-9,634.55	124%
TOTAL REVENUE	23,240,911	0.00	18,365,476.86	0.00	4,875,434.14	79%

MINNEWASKA PUBLIC SCHOOLS - ISD #2149**K-12 Board Expenditure Report**

June 30, 2021


MINNEWASKA
Public Schools

	BUDGET 2020-21	JUNE EXPENDITURES	YEAR TO DATE	ENCUMBRANCES	BUDGET BALANCE	%YTD + ENC
<u>01-GENERAL FUND</u>						
000 - School/Dist Administration	934,118	0.00	910,493.18	0.00	23,624.82	97%
100 - District Support Services	536,496	0.00	469,750.61	1,092.00	65,653.39	88%
200 - Regular Instruction	7,485,156	0.00	7,049,950.32	0.00	435,205.68	94%
300 - Vocational Instruction	182,071	0.00	181,852.34	0.00	218.66	100%
400 - Exceptional Instruction	5,598,963	0.00	5,345,352.90	0.00	253,610.10	95%
600 - Instructional Support Service	567,954	0.00	487,498.15	0.00	80,455.85	86%
700 - Pupil Support Services	1,395,630	0.00	1,368,026.97	0.00	27,603.03	98%
800 - Site, Building & Equipment	2,257,084	0.00	2,102,675.41	0.00	154,408.59	93%
900 - Fiscal and Fixed Costs	81,780	0.00	81,778.55	0.00	1.45	100%
SUB-TOTAL GENERAL FUND	19,039,252	0.00	17,997,378.43	1,092.00	1,040,781.57	77%
<u>02 - FOOD SERVICE FUND</u>						
700 - Pupil Support Services	842,894	0.00	811,571.84	0.00	31,322.16	96%
<u>04 - COMMUNITY SERVICE FUND</u>						
500 - Community Education	625,125	0.00	562,915.25	0.00	62,209.75	90%
<u>07 - DEBT SERVICE FUND</u>						
900 - Fiscal and Fixed Cost	1,489,025	0.00	1,487,975.00	0.00	1,050.00	100%
22 STUDENT ACTIVITIES	142,076	0.00	90,507.57	0.00	51,568.43	64%
TOTAL EXPENDITURES	22,138,372	0.00	20,950,348.09	1,092.00	1,186,931.91	95%

8. **CONSIDER APPROVAL OF RESOLUTION NO. 07262021 ACCEPTING DONATIONS TO THE SCHOOL DISTRICT: (APPENDIX) (ACTION) (ROLL CALL VOTE)**
9. **CONSIDER AND APPROVE RESOLUTION 2021-1 DETERMINING FACTS FOR ENGAGING AMERICAN SOLUTIONS FOR BUSINESS TO PURCHASE CERTAIN PRODUCTS: (APPENDIX) (ACTION) (ROLL CALL VOTE)**
10. **CONSIDER APPROVAL OF RESOLUTION IN SUPPORT OF CENTRAL SQUARE CAPITAL PROJECT BOND REQUEST: (APPENDIX) (ACTION) (ROLL CALL VOTE)**
11. **CONSIDER APPROVAL OF VERIZON TOWER LEASE AGREEMENT: (APPENDIX) (ACTION) (ROLL CALL VOTE)**

DRAFT FOR REVIEW ONLY – NOT FOR EXECUTION

SITE NAME: MN05 Little Buck
SITE NUMBER:
ATTY/DATE

LAND LEASE AGREEMENT

This Land Lease Agreement (the "Agreement") made this _____ day of _____, 20__, between Independent School District 614, a public Corporation AKA Independent School District No. 2149, with its principal offices located at 25122 State Highway 28, Glenwood, Minnesota 56334, hereinafter designated LESSOR and Cellco Partnership d/b/a Verizon Wireless with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920, hereinafter designated LESSEE. LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party."

WITNESSETH

In consideration of the mutual covenants contained herein and intending to be legally bound hereby, the Parties hereto agree as follows:

1. GRANT. In accordance with this Agreement, LESSOR hereby grants to LESSEE the right to install, maintain and operate communications equipment ("Use") upon the Premises (as hereinafter defined), which are a part of that real property owned, leased or controlled by LESSOR at 413 Hope Street, Starbuck, Minnesota (the "Property"). The Property is legally described on Exhibit "A" attached hereto and made a part hereof. The Premises are a portion of the Property and are approximately 2,500 square feet, and are shown in detail on Exhibit "B" attached hereto and made a part hereof. LESSEE may survey the Premises. Upon completion, the survey shall replace Exhibit "B" in its entirety.

2. INITIAL TERM. This Agreement shall be effective as of the date of execution by both Parties ("Effective Date"). The initial term of the Agreement shall be for 5 years beginning on the Commencement Date (as hereinafter defined). The "Commencement Date" shall be the first day of the month after LESSEE begins installation of LESSEE's communications equipment. The parties agree to acknowledge the Commencement Date in writing.

3. EXTENSIONS. This Agreement shall automatically be extended for 4 additional 5 year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least 3 months prior to the end of the then current term. The initial term and all extensions shall be collectively referred to herein as the "Term".

4. RENTAL.

(a). Rental payments shall begin on the Commencement Date and be due at a total annual rental of \$10,200 to be paid in equal monthly installments on the first day of the month, in advance, to LESSOR at 25122 State Highway 28, Glenwood, Minnesota 56334, or to such other person, firm, or place as LESSOR may, from time to time, designate in writing at least 30 days in advance of any rental payment date by notice given in accordance with Paragraph 20 below. LESSOR and LESSEE acknowledge and agree that the initial rental payment may not be delivered by LESSEE until at least 90 days after the Commencement Date. Upon agreement of the Parties,

DRAFT FOR REVIEW ONLY – NOT FOR EXECUTION

LESSEE may pay rent by electronic funds transfer and in such event, LESSOR agrees to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

(b). For any party to whom rental payments are to be made, LESSOR or any successor in interest of LESSOR hereby agrees to provide to LESSEE (i) a completed, current version of Internal Revenue Service Form W-9, or equivalent; (ii) complete and fully executed state and local withholding forms if required; and (iii) other documentation to verify LESSOR's or such other party's right to receive rental as is reasonably requested by LESSEE. Rental shall accrue in accordance with this Agreement, but LESSEE may not deliver rental payments for up to 90 days after the requested documentation has been received by LESSEE.

(c). The annual rental for each 5-year extension term shall be equal to 110% of the annual rental payable in the immediately-preceding 5-year term.

5. ACCESS. LESSEE shall have the non-exclusive right of ingress and egress from a public right-of-way, 7 days a week, 24 hours a day, over the Property to and from the Premises for the purpose of installation, operation and maintenance of LESSEE's communications equipment over or along a 20 foot wide right-of-way ("Easement"), which shall be depicted on Exhibit "B". LESSEE may use the Easement for the installation, operation and maintenance of wires, cables, conduits and pipes for all necessary electrical, telephone, fiber and other similar support services. In the event it is necessary, LESSOR agrees to grant LESSEE or the provider the right to install such services on, through, over and/or under the Property, provided the location of such services shall be reasonably approved by LESSOR. Notwithstanding anything to the contrary, the Premises shall include such additional space sufficient for LESSEE's radio frequency signage and/or barricades as are necessary to ensure LESSEE's compliance with Laws (as defined in Paragraph 27).

6. CONDITION OF PROPERTY. LESSOR shall deliver the Premises to LESSEE in a condition ready for LESSEE's Use and clean and free of debris. LESSOR represents and warrants to LESSEE that as of the Effective Date, the Premises is (a) in compliance with all Laws; and (b) in compliance with all EH&S Laws (as defined in Paragraph 24).

7. IMPROVEMENTS. The communications equipment including, without limitation, the tower structure, antennas, conduits, fencing and other screening, and other improvements shall be at LESSEE's expense and installation shall be at the discretion and option of LESSEE. LESSEE shall have the right to replace, repair, add or otherwise modify its communications equipment, tower structure, antennas, conduits, fencing and other screening, or other improvements or any portion thereof and the frequencies over which the communications equipment operates, whether or not any of the communications equipment, antennas, conduits or other improvements are listed on any exhibit.

8. GOVERNMENT APPROVALS. LESSEE's Use is contingent upon LESSEE obtaining all of the certificates, permits and other approvals (collectively the "Government Approvals") that may be required by any Federal, State or Local authorities (collectively, the "Government Entities") as well as a satisfactory soil boring test, environmental studies, or any other due diligence LESSEE chooses that will permit LESSEE's Use. LESSOR shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to LESSEE's Use.

DRAFT FOR REVIEW ONLY – NOT FOR EXECUTION

9. **TERMINATION.** LESSEE may, unless otherwise stated, immediately terminate this Agreement upon written notice to LESSOR in the event that (i) any applications for such Government Approvals should be finally rejected; (ii) any Government Approval issued to LESSEE is canceled, expires, lapses or is otherwise withdrawn or terminated by any Government Entity; (iii) LESSEE determines that such Government Approvals may not be obtained in a timely manner; (iv) LESSEE determines any structural analysis is unsatisfactory; (v) LESSEE, in its sole discretion, determines the Use of the Premises is obsolete or unnecessary; (vi) with 3 months prior notice to LESSOR, upon the annual anniversary of the Commencement Date; or (vii) at any time before the Commencement Date for any reason or no reason in LESSEE's sole discretion.

10. **INDEMNIFICATION.** Subject to Paragraph 11, each Party and/or any successor and/or assignees thereof, shall indemnify and hold harmless the other Party, and/or any successors and/or assignees thereof, against (i) any and all claims of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of the indemnifying Party, its employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its employees, contractors or agents, and (ii) reasonable attorney's fees, expense, and defense costs incurred by the indemnified Party. Where a claim is the result of the concurrent acts of the Parties, each Party shall be liable under this Paragraph 10 to the extent of its fault or liability therefor. The indemnified Party will provide the indemnifying Party with prompt, written notice of any claim that is subject to the indemnification obligations in Paragraph 10. The indemnified Party will cooperate appropriately with the indemnifying Party in connection with the indemnifying Party's defense of such claim. The indemnifying Party shall defend any indemnified Party, at the indemnified Party's request, against any claim with counsel reasonably satisfactory to the indemnified Party. The indemnifying Party shall not settle or compromise any such claim or consent to the entry of any judgment without the prior written consent of each indemnified Party and without an unconditional release of all claims by each claimant or plaintiff in favor of each indemnified Party. All indemnification obligations shall survive the termination or expiration of this Agreement.

11. **INSURANCE.** The Parties agree that at their own cost and expense, each will maintain commercial general liability insurance with limits of \$2,000,000 for bodily injury (including death) and property damage each occurrence. The Parties agree to include the other Party as an additional insured as their interests may appear under this Agreement. The Parties hereby waive and release any and all rights of action for negligence against the other which may hereafter arise on account of damage to the Premises or the Property, resulting from any fire, or other casualty which is insurable under "Causes of Loss – Special Form" property damage insurance or for the kind covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties, even if any such fire or other casualty shall have been caused by the fault or negligence of the other Party. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by either Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other Party.

12. **LIMITATION OF LIABILITY.** Except for indemnification pursuant to Paragraphs 10 and 24, a violation of Paragraph 29, or a violation of law, neither Party shall be liable to the other, or any of their respective agents, representatives, or employees for any lost revenue, lost profits, diminution in value of business, loss of technology, rights or services, loss of data, or interruption or loss of use of service,

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incidental, punitive, indirect, special, trebled, enhanced or consequential damages, even if advised of the possibility of such damages, whether such damages are claimed for breach of contract, tort (including negligence), strict liability or otherwise, unless applicable law forbids a waiver of such damages.

13. INTERFERENCE.

(a). LESSEE agrees that LESSEE will not cause interference that is measurable in accordance with industry standards to LESSOR's equipment. LESSOR agrees that LESSOR and other occupants of the Property will not cause interference that is measurable in accordance with industry standards to the then existing equipment of LESSEE.

(b). Without limiting any other rights or remedies, if interference occurs and continues for a period in excess of 48 hours following notice to the interfering party via telephone to LESSEE'S Network Operations Center at (800) 264-6620 or to LESSOR at (218) 851-9039, the interfering party shall or shall require any other user to reduce power or cease operations of the interfering equipment until the interference is cured.

(c). The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore the Parties shall have the right to equitable remedies such as, without limitation, injunctive relief and specific performance.

14. REMOVAL AT END OF TERM. Upon expiration or within 90 days of earlier termination, LESSEE shall remove LESSEE's Communications Equipment (including footings to a depth of five (5) feet below grade) and restore the Premises to its original condition, reasonable wear and tear and casualty damage excepted. LESSOR agrees and acknowledges that the communications equipment shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable laws. If such time for removal causes LESSEE to remain on the Premises after termination of the Agreement, LESSEE shall pay rent in accordance with Paragraph 15.

15. HOLDOVER. If LESSEE holds over after the expiration or earlier termination of the Term, then this Agreement shall continue on a month to month basis a rate of 125% of the then existing monthly rental rate or 125% of the existing monthly pro-rata bases if based upon a longer payment term, until the removal of the communications equipment is completed.

16. INTENTIONALLY OMITTED.

17. RIGHTS UPON SALE. Should LESSOR, at any time during the Term, decide (i) to sell or otherwise transfer all or any part of the Property, or (ii) to grant to a third party by easement or other legal instrument an interest in and to any portion of the Premises, such sale, transfer, or grant of an easement or interest therein shall be under and subject to this Agreement and any such purchaser or transferee shall recognize LESSEE's rights hereunder. In the event that LESSOR completes any such sale, transfer, or grant described in this Paragraph without executing an assignment of the Agreement whereby the third party agrees in writing to assume all obligations of LESSOR under this Agreement, then LESSOR shall not be released from its obligations to LESSEE under this Agreement, and LESSEE shall have the right to look to LESSOR and the third party for the full performance of the Agreement.

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18. LESSOR'S TITLE. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises. LESSOR represents and warrants to LESSEE as of the Effective Date and covenants during the Term that LESSOR has full authority to enter into and execute this Agreement and that there are no liens, judgments, covenants, easement, restrictions or other impediments of title that will adversely affect LESSEE's Use.

19. ASSIGNMENT. Without any approval or consent of the other Party, this Agreement may be sold, assigned or transferred by either Party to (i) any entity in which the Party directly or indirectly holds an equity or similar interest; (ii) any entity which directly or indirectly holds an equity or similar interest in the Party; or (iii) any entity directly or indirectly under common control with the Party. LESSEE may assign this Agreement to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the FCC in which the Property is located by reason of a merger, acquisition or other business reorganization without approval or consent of LESSOR. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the other Party, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of either Party shall constitute an assignment hereunder. LESSEE may sublet the Premises in LESSEE's sole discretion.

20. NOTICES. Except for notices permitted via telephone in accordance with Paragraph 13, all notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: Independent School District No. 2149
 25122 State Highway 28
 Glenwood, Minnesota 56334

LESSEE: Cellco Partnership
 d/b/a Verizon Wireless
 180 Washington Valley Road
 Bedminster, New Jersey 07921
 Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

21. SUBORDINATION AND NON-DISTURBANCE. Within 15 days of the Effective Date, LESSOR shall obtain a Non-Disturbance Agreement (as defined below) from existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's rights under

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this Agreement. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Property, Lender or such successor-in-interest or Purchaser will honor all of the terms of the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Property and (3) agrees to accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE, may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

22. **DEFAULT.** It is a "Default" if (i) either Party fails to comply with this Agreement and does not remedy the failure within 30 days after written notice by the other Party or, if the failure cannot reasonably be remedied in such time, if the failing Party does not commence a remedy within the allotted 30 days and diligently pursue the cure to completion within 90 days after the initial written notice, or (ii) LESSOR fails to comply with this Agreement and the failure interferes with LESSEE's Use and LESSOR does not remedy the failure within 5 days after written notice from LESSEE or, if the failure cannot reasonably be remedied in such time, if LESSOR does not commence a remedy within the allotted 5 days and diligently pursue the cure to completion within 15 days after the initial written notice. The cure periods set forth in this Paragraph 22 do not extend the period of time in which either Party has to cure interference pursuant to Paragraph 13 of this Agreement.

23. **REMEDIES.** In the event of a Default, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate this Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Property is located. Further, upon a Default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. If LESSEE undertakes any such performance on LESSOR's behalf and LESSOR does not pay LESSEE the full amount within 30 days of its receipt of an invoice setting forth the amount due, LESSEE may offset the full amount due against all fees due and owing to LESSOR under this Agreement until the full amount is fully reimbursed to LESSEE.

24. **ENVIRONMENTAL.** LESSEE shall conduct its business in compliance with all applicable laws governing the protection of the environment or employee health and safety ("EH&S Laws"). LESSEE shall indemnify and hold harmless the LESSOR from claims to the extent resulting from LESSEE's violation of any applicable EH&S Laws or to the extent that LESSEE causes a release of any regulated substance to the environment. LESSOR shall indemnify and hold harmless LESSEE from all claims resulting from the violation of any applicable EH&S Laws or a release of any regulated substance to the environment except

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to the extent resulting from the activities of LESSEE. The Parties recognize that LESSEE is only leasing a small portion of the Property and that LESSEE shall not be responsible for any environmental condition or issue except to the extent resulting from LESSEE's specific activities and responsibilities. In the event that LESSEE encounters any hazardous substances that do not result from its activities, LESSEE may relocate its facilities to avoid such hazardous substances to a mutually agreeable location or, if LESSEE desires to remove at its own cost all or some the hazardous substances or materials (such as soil) containing those hazardous substances, LESSOR agrees to sign any necessary waste manifest associated with the removal, transportation and/or disposal of such substances.

25. **CASUALTY.** If a fire or other casualty damages the Property or the Premises and impairs LESSEE's Use, rent shall abate until LESSEE'S Use is restored. If LESSEE's Use is not restored within 45 days, LESSEE may terminate this Agreement.

26. **CONDEMNATION.** If a condemnation of any portion of the Property or Premises impairs LESSEE's Use, LESSEE may terminate this Agreement. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to LESSEE's communications equipment, relocation costs and, specifically excluding loss of LESSEE's leasehold interest, any other damages LESSEE may incur as a result of any such condemnation.

27. **APPLICABLE LAWS.** During the Term, LESSOR shall maintain the Property in compliance with all applicable laws, EH&S Laws, rules, regulations, ordinances, directives, covenants, easements, consent decrees, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (i) all Laws relating solely to LESSEE's specific and unique nature of use of the Premises; and (ii) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises. It shall be LESSOR's obligation to comply with all Laws relating to the Property, without regard to specific use (including, without limitation, modifications required to enable LESSEE to obtain all necessary building permits).

28. **TAXES.**

(a). LESSOR shall invoice and LESSEE shall pay any applicable transaction tax (including sales, use, gross receipts, or excise tax) imposed on the LESSEE and required to be collected by the LESSOR based on any service, rental space, or equipment provided by the LESSOR to the LESSEE. LESSEE shall pay all personal property taxes, fees, assessments, or other taxes and charges imposed by any Government Entity that are imposed on the LESSEE and required to be paid by the LESSEE that are directly attributable to the LESSEE's equipment or LESSEE's use and occupancy of the Premises. Payment shall be made by LESSEE within 60 days after presentation of a receipted bill and/or assessment notice which is the basis for such taxes or charges. LESSOR shall pay all ad valorem, personal property, real estate, sales and use taxes, fees, assessments or other taxes or charges that are attributable to LESSOR's Property or any portion thereof imposed by any Government Entity.

(b). LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly

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or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE at LESSEE's expense in filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

29. NON-DISCLOSURE. The Parties agree this Agreement and any information exchanged between the Parties regarding the Agreement are confidential. The Parties agree not to provide copies of this Agreement or any other confidential information to any third party without the prior written consent of the other or as required by law. If a disclosure is required by law, prior to disclosure, the Party shall notify the other Party and cooperate to take lawful steps to resist, narrow, or eliminate the need for that disclosure.

30. INTENTIONALLY OMITTED.

31. MISCELLANEOUS. This Agreement contains all agreements, promises and understandings between the LESSOR and the LESSEE regarding this transaction, and no oral agreement, promises or understandings shall be binding upon either the LESSOR or the LESSEE in any dispute, controversy or proceeding. This Agreement may not be amended or varied except in a writing signed by all Parties. This Agreement shall extend to and bind the heirs, personal representatives, successors and assigns hereto. The failure of either party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights hereunder shall not waive such rights and such party shall have the right to enforce such rights at any time. The performance of this Agreement shall be governed, interpreted, construed and regulated by the laws of the state in which the Premises is located without reference to its choice of law rules. Except as expressly set forth in this Agreement, nothing in this Agreement shall grant, suggest or imply any authority for one Party to use the name, trademarks, service marks or trade names of the other for any purpose whatsoever. LESSOR agrees to execute a Memorandum of this Agreement, which LESSEE may record with the appropriate recording officer. The provisions of the Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement.

[Signature page follows. The remainder of this page is intentionally blank.]

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IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

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EXHIBIT "A"

DESCRIPTION OF PROPERTY

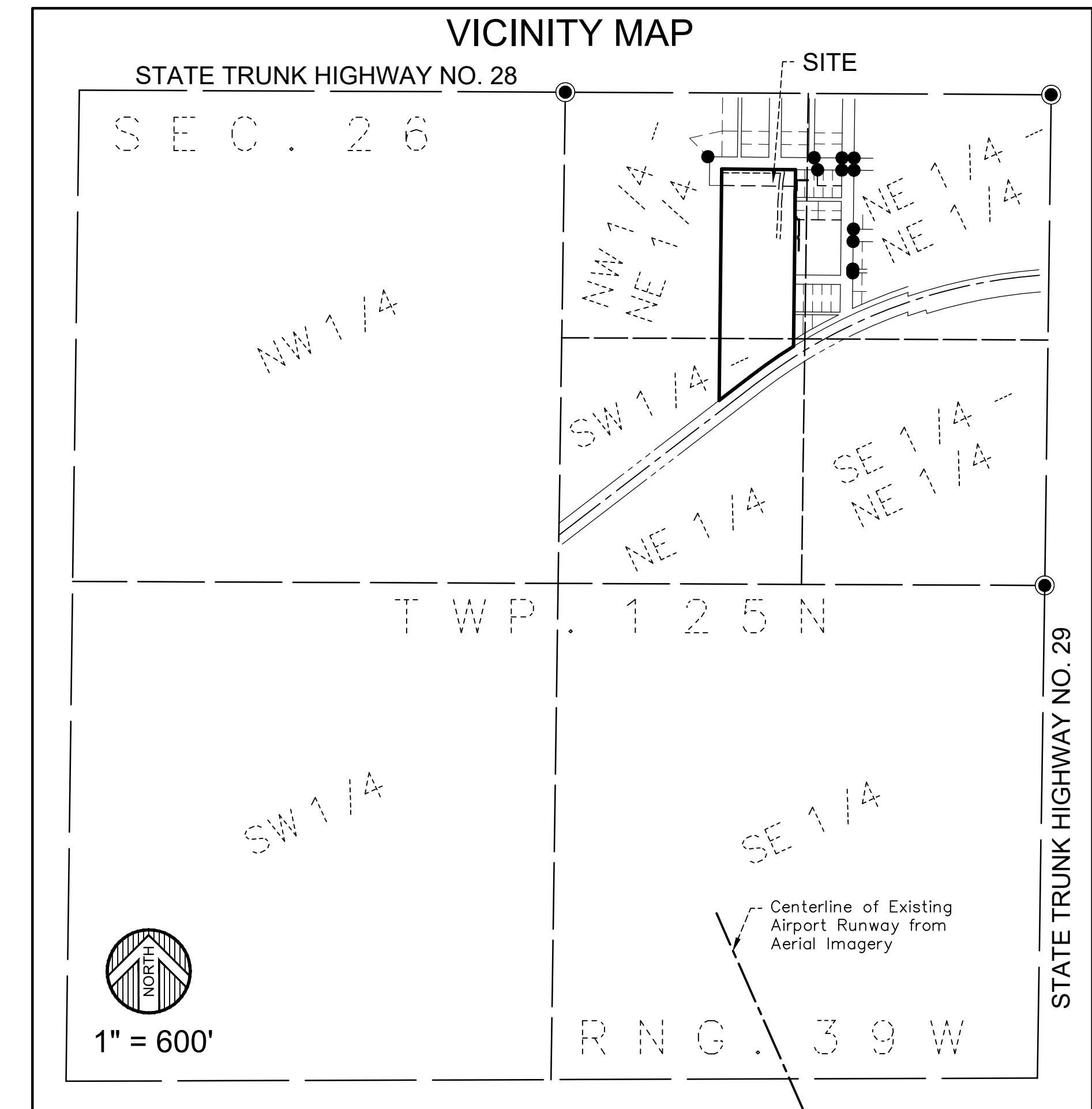
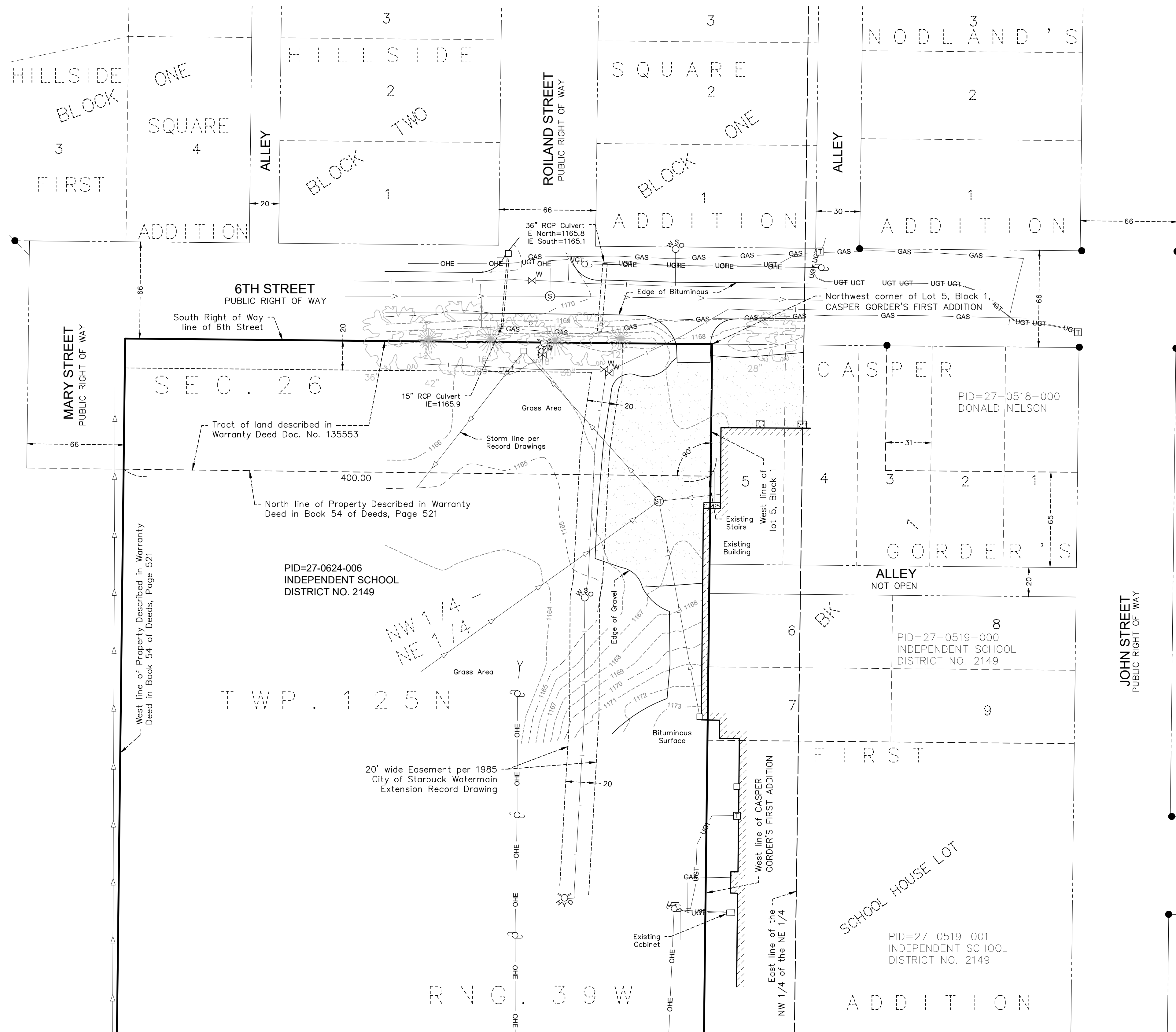
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EXHIBIT "B"

SITE PLAN OF THE PREMISES

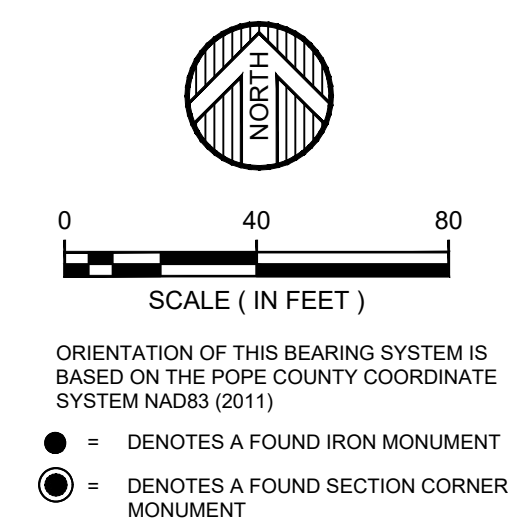
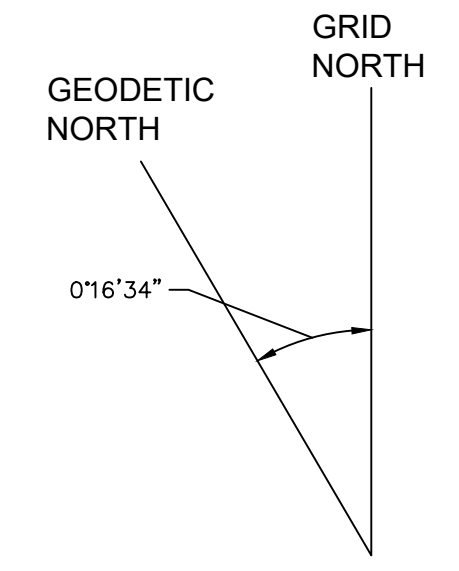
(TO BE INSERTED)

SITE SURVEY



LEGEND

- GUY ANCHOR
- SIGN SINGLE POST
- TREE CONIFER
- TREE DECIDUOUS
- STORM CATCH BASIN
- SANITARY MANHOLE
- WATER HYDRANT
- WATER VALVE
- WATER CURB STOP
- ELECTRIC POLE
- TELE PEDESTAL
- CULVERT
- UNDERGROUND TELEPHONE
- UNDERGROUND GAS
- UNDERGROUND ELECTRIC
- OVERHEAD ELECTRIC
- WATERMAIN
- SANITARY SEWER
- STORM SEWER
- SECTION LINE
- QUARTER LINE
- SIXTEENTH LINE
- RIGHT OF WAY LINE
- BOUNDARY LINE
- LOT LINE
- PARCEL LINE
- EASEMENT LINE
- GRAVEL SURFACE
- CONCRETE SURFACE
- BUILDING WALL HATCH



- SURVEYOR NOTES:**
- Utilities are per observed evidence, and markings per GOPHER STATE ONE CALL, Locate Request Ticket No. 210630676, dated March 4, 2021. Also per markings from Hance Private Locating Services.
 - Due to snow and ice present at the time of the survey some utilities and improvements may not have been located.

SHEET 2 OF 2 SHEETS



SITE NAME:
MN05 LITTLE BUCK
Pope County, MN

No.	Date	REVISIONS	By	CHK	APP'D
FIELD WORK: 3/10/21		CHECKED BY: BTB	DRAWN BY: JMB		

I HEREBY CERTIFY THAT THIS DOCUMENT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRELIMINARY

SIGNATURE: _____
BRYAN T. BALCOMBE, L.S.
LICENSE # 42594

DATE: 5/7/21

FULL SCALE ON 22"x34"
HALF SCALE ON 11"x17"



12. **PRESENTATION: UPDATE FROM THE IT DEPARTMENT**



Minnewaska Area Schools Technology

Working on This Year

- With the high number of repairs over the last two years, we are enforcing the Device Acceptable Use Policy and having all students in grades 7-12 sign off on the first week of school. A similar age appropriate form will be used with intermediate students. Instruction and reinforcement of guidelines will be included in homerooms and “Laker Time”.
- We are strongly encouraging the use of Common Sense Media’s Digital Citizenship program at all levels to promote responsible use of technology in educational and personal situations. [commonsensemedia.org](https://www.commonsensemedia.org)
- Implementation of a “Technology Reset” for training starting with new staff to increase effectiveness.

Improvements this Year



- Purchased 40 new desktop computers to replace office staff and classroom PC's.
- Will be replacing the virtual server hardware at WIN which is used for disaster recovery as well as we updated our production VMWare environment.
- Replaced 10 of our oldest video projectors in classrooms.
- Replaced Chromebooks for incoming 5th & 9th grade students.
- Replacing chromebook carts in 4-6 with more open style carts.
- Will be replacing 40 classroom sound systems with new portable amplifier models. Existing sounds systems are 20+ years old.

Improvements this Year



- Replaced the back-end paging system at the high school with a new QSC system which will be much easier for office staff to change bell schedules, make announcements, etc.
- Had to replace our S2 door system as after power outage in June the main server would no longer work.
- Purchased 50 iPads to replace aging ones at MAES.
- Replaced our web content filter service with Linewize Schoolmanager which covers our computers when in school as well as when at home.

13. **BUILDINGS AND GROUNDS HEALTH AND SAFETY REPORT UPDATE:**
(APPENDIX)



Lakes Country Service Cooperative

Jeremy Kovash, Executive Director

1001 E. Mount Faith - Fergus Falls, MN 56537

Phone: (218) 739-3273 - Fax: (218) 739-2459 - Web: www.lcsc.org

Superintendent Rankin,

We want to give a year-end recap on the health and safety services provided to your district by Lakes Country Service Cooperative. We are committed to helping our members provide a safe and healthy work environment. This allows your employees to be their most efficient and provides them with a peace of mind knowing that you are proactive in understanding and supporting them in their ability to do their jobs.

The following are some of the high points that have been completed this year by your facilitator, Rick Brynildson:

- Performed required 6-month re-inspection of asbestos containing building materials throughout district buildings.
- Verified that the district's annual asbestos, pesticide and IAQ notifications were updated and published in accordance with mandated guidelines.
- Completed annual safety training for custodial staff.
- Completed annual safety training of science department and industrial technology staff.
- Completed annual All Staff Safety Training for district employees.
- Met with school nurse and district administrative staff and re-vamped the district's Bloodborne Pathogen Program.
- Assisted school nurse to identify staff that should be considered occupationally exposed to blood and assisted in sending out to appropriate staff consent/declination forms for the Hepatitis B vaccination.
- Completed the State Fire Marshal's Science Safety Laboratory Checklist for all the science labs.
- Updated the Health and Safety Written Plans. Reviewed each plan to assure that all plans were in line with most recent published standards.
- Updated the Health and Safety training and recordkeeping binder.
- Completed the second 6-month re-inspection of asbestos containing building materials throughout district buildings.
- Completed asbestos sampling of district buildings for asbestos abatement projects. Provided lab analysis and written report on the findings.
- Completed Lead in Water testing. Provided lab analysis and written report.
- Completed follow-up lead in water testing on taps that tested above acceptable ranges. Provided lab analysis and written report on findings.
- Completed machine guarding assessment of shop areas.
- Completed the annual Mock OSHA safety walkthrough of the Starbuck building, Glenwood Elementary Building, and the High School. Completed and delivered written report to district staff. Provided feedback and assistance to district staff on remediation and correction of the findings.
- Participated in Safety Committee Meetings.
- Provided continuous information to the school on COVID updates and the district's response.

Service Cooperative Board of Directors

Chairperson Jon Karger, Pelican Rapids
Marc Hasbargen, Breckenridge
Supt. Dan Posthumus, Wheaton
Supt. Philip Jensen, Hawley

Vice Chairperson Suzanne Wing, Ashby
Kurt Mortenson, Otter Tail County
Judith Moeller, Parkers Prairie

Clerk Paul Ness, Battle Lake
Matt Lemke, Fergus Falls
Kevin Campbell, Clay County

Treasurer James Fish, City of Fergus Falls
Reed Reinbold, Henning
Andy Siira, Brandon-Evansville

AN EQUAL OPPORTUNITY EMPLOYER

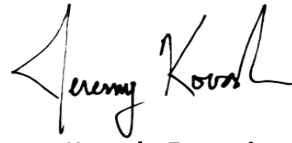
Serving the counties of: Becker, Clay, Douglas, Grant, Otter Tail, Pope, Stevens, Traverse and Wilkin

Your health and safety team strives to work with you in achieving your health and safety goals. Always know that you can reach out to your facilitator or Rick Brynildson with any health and safety questions. We are available by phone, email, virtual and in-person appointments.

Kindest regards,



Rick Brynildson, Health & Safety Manager
218-737-6555
rbrynildson@lcsc.org



Jeremy Kovash, Executive Director
218-739-3273

14. **CONSIDER APPROVAL OF THE FOLLOWING STUDENT HANDBOOKS: (APPENDIX) (ACTION) (ROLL CALL VOTE)**



Minnewaska Area Schools

Minnewaska Little Lakers Preschool

Parent Handbook

2021-2022

Minnewaska Early Childhood Programs are located in the
south wing of Minnewaska Elementary School

409 4th Street SE

Glenwood, MN 56334

320-239-1406

www.minnewaska.k12.mn.us/little-lakers-preschool/

MINNEWASKA
little LAKERS

Welcome!

Our staff would like to take this opportunity to welcome you and your child to the Minnewaska School Readiness Program. This program is designed to provide a safe and supervised environment for children ages 3-5 years old. The Minnewaska Little Lakers Preschool program is operated under the umbrella of Minnewaska Community Education. Our 9-month preschool program for 3 and 4/5 year old children provides early childhood social experiences and pre-academic skills to prepare them for Kindergarten.

Our program offers a variety of activities to channel children's energies into positive growing experiences. The purpose of a school readiness preschool is to provide all children adequate opportunities to participate in early childhood experiences that enable them to enter school with the necessary skills and behaviors.

Minnewaska Little Lakers Preschool welcomes ALL families and does not discriminate on the basis of race, creed, gender, sexual orientation or economic status.



***Minnewaska Early Childhood Program is a Four Star Parent Aware Rated Program
(Highest Possible Rating)***

Four things that make Minnewaska Little Lakers Preschool unique:

- As part of the school district, we have access to an array of quality resources to support the early educational and emotional needs of young children.
- Our curriculum is designed to meet the State of Minnesota K-12 Standards and the Early Childhood Indicators of Progress which were developed by the Minnesota Department of Education.
- Children acquire the skills they need to be successful in school and transition to Kindergarten
- High quality staff

Our preschool options are as follows:

3-4 Year Olds

Monday, Wednesday, Friday 8:00 a.m. to 11:00 a.m.

Tuesday and Thursday 8:00 a.m. to 11:30 a.m.

4-5 Year Olds

Monday, Wednesday, Friday 8:00 a.m. to 11:30 a.m.

Monday, Wednesday, Friday 11:30 a.m. to 3:00 p.m.

Monday, Wednesday, Friday 8:00 a.m. to 2:30 p.m.

Sara Nestor, Early Childhood Coordinator
320-239-1406
snestor@isd2149.org

Scott Lempka, E-3 Principal
320-634-4567 Ext. 2203
slempka@isd2149.org

Preschool A to Z

ADMISSION

A child must be at least three years of age on or before September 1st of the present school year to enroll in preschool. Children must have had the state required immunizations completed upon starting preschool. A \$40.00 non-refundable registration fee is required at the time of registration. All registration forms must be on file before the first day of school.

ATTENDANCE

Regular attendance contributes to the healthy development of your child by allowing them an opportunity to practice transitions, gain self-management skills, benefit from the consistency of a predictable schedule, and ensures quality education. It is the responsibility of the student's parent/guardian to inform the preschool in the event of a student's absence.

ATTENDANCE PROCEDURE

If a student is/will be late to school or absent due to illness, vacation, etc., the parent/guardian must notify the preschool or their child's teacher.

BEFORE AND AFTER SCHOOL CARE

Students may register for before and/or after school care relating to their preschool class times. An authorized adult is required to sign the child in or out upon drop-off or pick-up.

BEHAVIOR GUIDANCE

Our goal is to ensure that each child is provided with a positive model of acceptable behavior. Our guidance methods are tailored to the developmental level of the children in our program. Our main behavior guidance method is redirection and teaching children problem-solving skills, acceptable alternatives and thus protect the safety of all children and staff persons. We provide immediate and directly related consequences for a child's unacceptable behavior. If this type of behavior persists, the child will be given a "Cool Down Period" (sitting away from the group but within sight of the staff) until his/her behavior is improved and under control. If needed, a meeting will be scheduled with the child's parents to discuss solutions to aid in the child's success.

BIRTHDAYS

Students may bring purchased snacks to share with their class, but are not required to do so. Students may not hand out party invitations at school. State law prohibits homemade food from being brought to school to serve as treats for parties, birthdays, etc. If your child has a summer

birthday, we will celebrate their half-birthday with them. The teachers will let each family know when their child's birthday will be celebrated in school.

CALENDAR

Preschool programming dates follow the Minnewaska Area School district calendar. If there are changes in the calendar for any reason you will be notified in the monthly newsletter and with messages sent home in your child's folder.

CLOTHING

Please dress your child in comfortable play clothes for preschool. An extra change of clothes for your child should be kept in their backpack. During the winter, ALL CHILDREN must bring: snow pants, boots, hats, and mittens! Parents are responsible to ensure that students dress appropriately for all weather conditions. Please label all coats, boots, hats, mittens, backpacks, etc. with your child's name. Your child does need to wear shoes in the classroom all year round. Shoes can be sent in a backpack during the winter months when boots are worn. We will go outside unless the temperature and/or the wind-chill are below zero.

COMMUNICATION

A preschool newsletter will be sent home to families once a month. These newsletters contain important information about upcoming events, non-school days and other fun information about your child's experience at preschool. Your child's teacher will also communicate important information and updates from their classroom through weekly newsletters and Seesaw. It is important that you thoroughly read each newsletter!

Please send a backpack to school each day with your child and check your child's take home folder daily for newsletters, special notices, and projects.

CONFERENCES

Parent-Teacher Conferences will be held twice during the school year. The first conference will be held in the fall, and a second conferences will be held in the spring of the year.

CURRICULUMS & ASSESSMENTS

We believe that play provides the foundation for school learning. A large portion of a child's preschool experience is the learning that naturally unfolds through play with the support of highly-trained and engaged adults. Our program offers a variety of activities to channel children's energies into positive growing experiences through large group and small group instruction. The Minnesota Department of Education's Early Childhood Indicators of Progress state standards act as a framework for our instruction.

Curriculums:

- Creative Curriculum
- SEEDS Early Literacy
- Everyday Math Pre-K
- Second Step
- Minnesota Reading Corps.

Assessments:

- Observation Assessments
- Individual Growth & Development Inventory (IGDI)
- Desired Results Developmental Profile (DRDP)

CUSTODY

If custody changes after enrollment, documents should be provided to the school as soon as possible after the change. The school will follow court orders that specifically authorize or direct custody or related custodial issues. The school system will give non-custodial parents, upon request, duplicate school information about their child unless prohibited by court order. A certified copy of that order must be on file at the school.

DRILLS

As per Minnesota state law, the following drills will be held annually: Fire, Tornado / Severe Weather, and Lockdown drills.

EARLY CHILDHOOD STAFF

All teachers are licensed by the State of Minnesota Department of Education with a degree in early childhood education or elementary education. Support staff are experienced with young children and receive ongoing training.

EARLY CHILDHOOD SCREENING

An Early Childhood Screening is required within 90 days of starting preschool. This is a mandatory requirement of the Minnesota Department of Education.

FIELD TRIPS

Parents/guardians will receive notices of field trips in advance and will be asked to sign a permission form.

HEALTH POLICIES

If your child does not feel well, please do not send him/her to school. Many diseases are spread from one child to another when the child returns to school too soon or is sent to school ill. If your child will not be attending class, please call the preschool or your child's classroom to notify staff and mention the illness your child has.

Please keep your child home if she/he has:

- Oral temp of 100°F or higher- Keep child home at least 24 hours after it returns to normal.
- Vomiting or diarrhea has taken place in the previous 24 hours. If your child has thrown up during the night-Keep the child home EVEN if they feel fine in the morning. Often vomiting is the first symptom of a disease that develops later. This is usually the most contagious time for the other children.
- Draining or inflammation of ears or eyes (including Pink Eye)
- Sore Throat-may also be accompanied by chills, fever, earache, or the throat is bright red or contains white spots. See your doctor and keep your child home as long as the doctor recommends. (Including Strep throat infection)
- An undiagnosed or contagious rash
- Cough that is interfering or limiting their activity

If a child begins to experience one of these conditions during the school day, his/her parent will be contacted to take the child home. If a parent can't be reached, one of the emergency contacts will be called to pick up the child. It is important to inform the preschool of any phone number changes or changes in emergency contacts.

LUNCH PROGRAM

Lunches are available to all day preschool students. Families may purchase lunch through the Food and Nutrition Services lunch account system or bring lunch from home.

Confidentiality of Free and Reduced Meal Eligibilities - Free and reduced priced meal forms are available on the district website at <https://www.minnewaska.k12.mn.us/departments/food-services/>

MANDATED REPORTERS

Minnesota state law requires all school employees to report suspected child abuse and neglect. If any parent is concerned about abuse or neglect, please talk to a teacher who will assist you in finding help.

PARENT ADVISORY BOARD

Parents/Guardians are encouraged to become involved in the Parent Advisory Board. The Advisory Board supports early childhood programming, helps organize fundraisers and events, and provides opportunities for parents/guardians and school staff to work together for the betterment of the school and its students. Contact a Parent Advisory Board member or the Early Childhood Coordinator for more information.

PARENT AWARE

Minnewaska Little Lakers Preschool is a four-star Parent Aware rated program - the highest possible - and is committed to maintaining the highest standard of excellence in programming and family support.

PAYMENT

Preschool tuition is based on the total number of school days per year, not on the number of days per month. Tuition can be paid in one payment at the beginning of the school year or, for your convenience, can be paid in 9 monthly installments. Little Lakers Preschool is set up with an automatic payment system. Families are billed on the 15th of each month for that month's tuition. Minnewaska Area Community Education uses paperless billing. Online account access can be viewed at: <https://minnewaska.cr3.schooltoday.com/public/home/>

Little Lakers Preschool is a self-supported program and must have prompt payments.

Preschool Tuition is \$120/month for the 2 day/week classes, \$180/month for the 3 day/week classes, and \$350/month for the 3 full day/week classes.

PETS

No pet of any kind is to be brought to school without prior permission from the teacher and administrator.

SCHOLARSHIPS

Scholarships may be available to families who meet income guidelines. Scholarships are based on first come, first serve and availability of funds. Scholarships are made available through various

grants. Please contact the Early Childhood Coordinator if financial assistance is needed.

SCHOOL SUPPLIES

A list of school supplies is provided to families prior to the start of school. These items are thoughtfully chosen to provide optimal tools to support developmentally appropriate experiences. Families unable to purchase the supplies due to financial hardship should request them from the program coordinator. Families wishing to provide more than what is listed are welcome to contact the teacher or coordinator for a list of supply needs.

SNACKS

Snack is served daily at school. Students are asked to bring a healthy classroom snack as scheduled during the year. Examples of healthy snacks include: cheese sticks, yogurt, fresh fruit or vegetables, and whole grain crackers. All food must be purchased; we are unable to serve homemade items. Food and snacks must be brought to school in unopened packages if they are to be shared with others. If your child has an allergy to some type of food, please inform the teacher and we will make sure that all parents are aware of these allergies as well. Our goal is to ensure a safe environment for all children.

STUDENT DROP OFF & PICK UP

Children should not be dropped off earlier than 10 minutes prior to class start time as staff are preparing for the day. Please pick up children promptly after class. The time before and after class is reserved for staff prep time. Please note that your child will not be released to any individual not listed on the authorized pick up list. Your child will remain at school until you can be reached by phone or in person.

Parents/guardians should use the SW doors for drop off and pick up. To ensure the safety of students, a preschool badge must be visible when entering the building. Individuals without proper identification will be asked to check in through the main doors of the school with the building secretary.

SPECIAL EDUCATION

Minnewaska Schools provides services in a variety of disability areas when a student has been through the referral process and meets criteria for additional help. With parent/guardian permission, special education services are integrated into their child's school day.

TRANSPORTATION

Transportation for students attending Little Lakers Preschool is not provided by the Minnewaska Area Schools bussing system. However, Rainbow Rider busing may be an option. Parents are expected to communicate transportation plans and changes directly with Rainbow Rider.

Changes to student transportation plans, times and authorized pick-up individuals should be communicated to the classroom teacher.

VISITORS

Parents and community members are always welcome at our school. As a school safety measure, and in compliance with school policy, all visitors should enter through the main doors and check in at the front office to receive a visitor's badge.

WEATHER

Throughout the year, there may be times when school will be delayed or called off due to inclement weather or some emergency. All preschool classes are automatically canceled if Minnewaska Schools are canceled.

Morning classes will NOT be held when Minnewaska Schools have a late start or are closed for the day.

Afternoon classes will NOT be held when Minnewaska Schools have an early dismissal or are closed for the day. Start times for afternoon classes are unaffected on late start days.

Full day students should follow the district late start schedule. Ex. If school is 2 hours late, full day students should arrive 2 hours after their normally scheduled arrival time.

Official announcements for unscheduled delayed starts and school closings may be heard over the radio. Weather related announcements are also posted on the Minnewaska Area Schools website at www.minnewaska.k12.mn.us Parents that have current phone numbers on file with the District will also receive a phone call from our automated calling system. When a preschool class is canceled due to weather, rescheduling will be at the discretion of the school district.



Minnewaska Area Schools

Minnewaska Early Childhood Family Education

Parent Handbook

2021-2022

Minnewaska Early Childhood Programs are located in the
south wing of Minnewaska Elementary

409 4th Street SE

Glenwood, MN 56334

320-239-1406

www.minnewaska.k12.mn.us/early-childhood-family-education/

MINNEWASKA
little **LAKERS**

Welcome!

Our staff would like to take this opportunity to welcome you and your child to Minnewaska ECFE! Early Childhood Family Education (ECFE) is a program for all Minnesota families with children between the ages of birth to kindergarten entrance. The program is offered through Minnesota public school districts. ECFE is funded through state aid, local levy, and participant fees.

ECFE's mission is to strengthen parents with young children through education and support. Our goal is to help parents provide the best possible environment for the healthy growth and development of their children. Through a variety of classes and early learning opportunities, Minnewaska Early Childhood is helping to build a strong foundation for the future and ensure that children are ready for Kindergarten.

It is vital for early childhood programs to assist parents in their role as primary educators of their children. Involving families prior to kindergarten enrollment encourages parents to play an active role in their children's learning in the elementary years and beyond.

We have a fantastic team of early childhood educators and assistants to support you and your children through these important first few years of life. We are happy to have you here!

Bill Mills, Community Education Director
320-239-4820 x1215
bmills@isd2149.org

Sara Nestor, ECFE Teacher & Early Childhood Coordinator
320-239-1406
snestor@isd2149.org

ECFE Class Format

At ECFE, we recognize the range of needs and interests in programming for families. Therefore, we offer a variety of one-time events, full session classes, non-separating classes, and traditional ECFE classes. A traditional ECFE class includes three components: Parent & Child Interaction, Parent Education, and Children's Play time.

Parent-Child Interaction

At ECFE, a parent attends class with their student. The class is divided between parent-child interaction time and parent education time. Parent-child interaction provides parents and children opportunities to try developmentally-appropriate play and learning activities. Language development, literacy-based activities, and math readiness activities are introduced. Activities during parent-child interaction time promote healthy family relationships and offer parent teaching opportunities. This interaction time is planned so you may understand and enjoy your children by observing and playing with them.

The following guidelines will help you and your child experience a successful interaction time:

- Follow your child's lead. Visit activities your child is interested in first.
- Explore at your child's pace and continue to try other activities too.
- Include other parents and children in your interactions and activities. This shows your child how to be friendly with others.
- Verbalize--Use simple language to describe what is happening.
- Get down to your child's eye level by stooping or sitting on the floor.
- Reinforce. Stay positive. Establish a firm basis of support and trust.
- If an activity is full, encourage your child to try something else and come back.

Waiting is a good skill to learn.

- Be sure to reinforce putting toys away after use. This is an important self-help skill to learn, both at school and at home.

- Avoid using your cell phone during class. Please keep adult interaction to a minimum during Parent-Child Interaction.

Parent Education

The goal of parent education is to strengthen the parent-child relationship by providing relevant, effective education and support. Parent education is an opportunity for parents to discuss ideas and concerns ranging from child development to family relationships. The parent education component of ECFE provides a confidential environment where parents can make friends, share concerns, and gain knowledge. Using methods of adult learning such as observation, reflection, and discussion, parents find their confidence increases as they gain in knowledge and understanding of children's development and behavior. A licensed parent educator guides and facilitates group discussion, providing information based on research and knowledge of child development and family education. Parents are encouraged to share their experiences and observations with the group. Sharing experiences helps decrease feelings of isolation and helps parents feel supported while they build and strengthen their relationships with their children, subsequently increasing their joy and satisfaction in their role.

Parent Education Group Guidelines

Parenting is a time for you to share your joys and challenges of being a parent. Please remember:

- There are many good ways to be a parent, so try not to judge others.
- It is all right to share ideas from your discussions outside of the group, but please do not share names. Confidentiality is a must.
- This is your group and much of what you get out of it depends on what you put into it.
- Please silence your cell phones during class time and refrain from using cell phones for non-emergency calls and texts.

While parents are engaged in discussion led by the parent educator, children remain with the early childhood teacher in the classroom, as they continue to explore, play, and engage with their friends. For separating classes, parents will say a quick goodbye to their child then move to the parent education room for their discussion.

Non-separating classes will have parenting discussion in the classroom.

Free Play/Learning Centers

While parents attend the parent education time, children spend time with their peers

and trained staff practicing and learning about their own capabilities and social skills. Play is the way in which children learn, and children learn best when they are doing just that! Because children learn through play, "learning centers" are a key component of our ECFE classrooms. These play opportunities focus on different aspects of your child's learning and give them the opportunity to explore new concepts, ideas, and experiences. Students experience the following play and learning activities in the ECFE classroom: expressive activities, imaginative play, large motor activities, fine motor activities, thinking activities, and skills to encourage social and emotional development.

Circle Time

Circle time is led by the ECFE teacher. Circle time can include a greeting, "name song," large group experience, finger plays, or movement activities. These activities help to build communication and listening skills. Children learn by repetition, so we will repeat songs and finger plays. We would like all children to participate at their own level, which means some children will join right in while others may wait a while. This is an opportunity for your child to become comfortable speaking and singing in a large group. Parent participation at circle time is very important.

Tips for Circle Time

- Start circle time with your child in your lap or next to you.
- Expect that your child will stay and participate. If you suspect he/she won't, be sure to choose a spot near the back of the circle so you aren't disruptive when you follow the child.
- Encourage your child to join the circle and engage in the activities. Some children will get up and wander and that is okay. Staff will encourage children who wander from the circle to rejoin the circle and keep them safe in the classroom.
- We encourage you to repeat circle time activities at home. Children enjoy repetition and might feel more comfortable doing finger plays and songs at home.

ECFE A to Z

Absences – Please call or email your child's ECFE teacher when your child is going to be absent or late. This enables our program to ensure it is staffed appropriately for each class.

Allergies – If your child has any food or environmental allergies, please inform the ECFE teacher verbally and make sure to note it on your child's information form. Parents of children with food allergies should provide an alternate snack for their children on days needed.

Arrival and Departure-Please try to arrive no more than five minutes before class time. Teachers are preparing for the day's activities and the classroom doors will be closed.

Attendance – Parents must attend classes with their children as this is a parent-child program. If a parent cannot attend a class with the child, another family member may bring the child to class; that family member must also attend class. Please contact ECFE staff if you are unable to attend.

Behavior Guidance – We will be firm, fair, friendly and consistent while teaching your child to be respectful, responsible and safe. In order to do this, we will:

- Approach a child at eye level
- Use positive language
- Provide “OK” choices
- Acknowledge feelings and behaviors, and redirect as needed
- Connect with each child individually everyday
- Allow children to work and process information at their own pace
- Teach problem-solving versus providing solutions
- Make adaptations for individuals as needed
- Not allow children to hurt, be hurt, or destroy property

Beverages and Snacks for Parents – During parent discussion time, coffee and tea are made available. Some groups bring treats for parent education class on a weekly basis.

Birthday Policy - If you would like to bring something else to celebrate your child's birthday, please notify the teacher in advance. A birthday “treat” must be store bought and in its original packaging.

Building Safety - Please walk together with your child in the building. Children need to walk, not run, in the building. Be considerate of classes in session as you walk to and from class, and be as quiet as possible.

Cell Phones – ECFE classes are an opportunity to spend quality time with your child and focus on your parenting skills. Please silence your cell phones during class time and refrain from using cell phones for non-emergency calls and texts.

Clothing – To help your child feel free to participate fully in all activities, we suggest that children are dressed in comfortable, washable play clothes. Paint smocks are provided for messy activities, but accidents do occur. Tennis shoes or shoes with rubber soles allow your child to jump and climb with greater ease and safety. Please remember to bring shoes during the winter months when your child comes to school wearing boots.

Cubbies– Cubbies are available to hang up coats and diaper bags. It is recommended that you keep purses with you at all times. The ECFE program is not responsible for lost or stolen items.

Curriculum – The Minnesota Department of Education's Early Childhood Indicators of Progress state standards act as a framework for our instruction.

Donations –Donations are welcome at Minnewaska ECFE! We appreciate any donated items that are used in the children's classroom and parent room. We accept beverage donations such as coffee, tea, hot chocolate, water, etc. These items will be available for parents during parent discussion time. Please speak to a teacher for a list of additional supplies or items that may be needed.

Drills – As per Minnesota state law, the following drills will be held annually: Fire, Tornado/Severe Weather, and Lockdown drills. Parents and children are asked to follow the staff's directions during these drills. Parents with children in sibling care should remain with the child enrolled in a class.

ECFE Closings – ECFE is closed for all Minnewaska Area Schools holidays, winter, spring, and summer breaks. Weather related announcements are also posted on the Minnewaska Area Schools website at www.minnewaska.k12.mn.us

If school is two hours late, there will be no morning classes; evening classes will still meet.

If school closes early, there will be no evening classes.

If school is closed, both morning and evening classes will be canceled.

Germ & Toys – Help us reduce the amount of germs spread by washing your hands before and after class, and by placing toys that have found their way into your child's mouth into the "mouthed toy bucket". We will wash these items before they are used again.

Health Policies – Out of respect for others, if you or your child are sick, we ask that you please stay home. If your child will not be attending class, please call the ECFE classroom.

Please keep your child home if she/he has:

- Oral temp of 100°F or higher- Keep child home at least 24 hours after it returns to normal.
- Vomiting or diarrhea has taken place in the previous 24 hours. If your child has thrown up during the night-Keep the child home EVEN if they feel fine in the morning. Often vomiting is the first symptom of a disease that develops later. This is usually the most contagious time for the other children.
- Draining or inflammation of ears or eyes (including Pink Eye)
- Sore Throat-may also be accompanied by chills, fever, earache, or the throat is bright red or contains white spots. See your doctor and keep your child home as long as the doctor recommends. (Including Strep throat infection)
- An undiagnosed or contagious rash
- Cough that is interfering or limiting their activity

In order to provide a healthy environment for everyone, you will be asked to leave if your child appears ill.

Lending Library – Our Lending Library is filled with books for children ages birth through five years old. There are board books, lift the flap books, picture books, and classic hard cover stories. We also have a selection of parenting books available for families to check out.

Mandated Reporting – Staff are mandated by state law to report any instance of observed or suspected neglect and physical or sexual abuse of children in the home, school, or community setting.

Parent Advisory Board – Parents/Guardians are encouraged to become actively involved in the Parent Advisory Board. The Advisory Board supports early childhood programming and provides opportunities for parents/guardians and school staff to work together for the betterment of the program and its students. Contact the Early Childhood Coordinator for more information.

Parking – Please park in the first two rows of the parking lot which are labeled for ECFE families.

Photo or Video Policy – Parent's permission must be obtained before any parent or child is videotaped or photographed for use in publications. The permission/release is included on the ECFE registration form.

Restroom Procedures – Restrooms are located in the ECFE classroom. In addition, an adult bathroom is located down the hall from the classrooms. All children will be accompanied by an adult. It is recommended that parents take their child to the

restroom before class time and change diapers if necessary. The changing table is located in the ECFE classroom. All used diapers must be wrapped in a plastic bag before disposal.

Separation Suggestions –Separation anxiety, the feeling of anxiousness or worry when a parent leaves a child's sight, is a sign of normal, healthy child development. It shows that children are dealing with issues of separateness, uniqueness, and independence. Separation may be difficult for some children. The ECFE staff is here to provide a safe, caring environment for both parent and child to work on the normal developmental process of separation. Most children who show initial distress at separation calm down quickly. If a child is having a harder time with separation, the staff will work with the parent to develop a plan that is comfortable for everyone.

We offer you the following suggestions:

- Talk to your child about going to school. By preparing your child ahead of time, the adjustment will be easier. Describe what he/ she will be doing in "his/her" classroom while you are in "yours".
- Walk with your children to the classroom rather than carry them.
- Many children have a special toy or blanket that they cherish. It is a wonderful idea to bring this item along to help the transition.
- Stay in the children's room until you have involved your child in an activity. When it is time for you to leave, make your farewell brief and cheerful.
- Give your child adequate time to adjust to the routine of your leaving class each session. Hopefully you should see that it becomes easier from week to week for both you and your child.

Sibling Care Policy – Sibling care is provided for children whose parent is attending an ECFE class. The goal of sibling care is to provide a safe, supervised environment for siblings of children in classes with their parents. A monitored adult/child ratio is maintained to assure quality care for each child. Please share any special instructions for the day with staff and label all items that are being left, such as bottles, sippy cups, pacifiers, diaper bags, etc.

Snacks – Healthy snacks are an important element in our program. Snack time is a social time that encourages self-help skills and conversation with others. Parents are asked to sign up for a date to provide snack items. A sign-up sheet will be passed around during the first week of class. All snacks must be store bought and in the unopened original wrapper. If your child has any food allergies, please notify the teacher or other staff.

Below are ideas for healthy snacks:

- Fruit (apples, bananas, oranges, grapes, berries)
- Applesauce or other fruit cups
- String cheese
- Jell-O or pudding cups
- Yogurt
- Granola bars
- Pretzels
- Whole grain crackers
- Animal crackers
- Dried fruit/raisins

Staff requirements/qualifications – All parent educators and ECFE teachers are licensed and certified through the Minnesota Department of Education. Continuing Education and staff in-services are available throughout the school year for all staff.



***Minnewaska Area
Elementary***

2021-2022

Student Handbook

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Attendance, Daily

Minnesota Compulsory Attendance Law M.S. 120.10 states every child between 7 and 16 years of age shall attend a public or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws. When a student has 7 absences (excused or unexcused), he/she is considered educationally at-risk, which is not in violation of the law, but warrants the school to begin an intervention process.

If your child is absent, please call the school by 9:30 a.m. at 320-239-4800 or 320-634-4567

You may leave a message at this number 24 hours a day.

Call ext. 2000 at MAES or **email maesoffice@isd2149.org**

If we have not heard from a parent or guardian by 9:30 a.m. we will attempt to contact him/her for verification. We try the home phone number first; should we not reach you at home, we call the work number(s) listed on the student's emergency form. **If we are unable to talk with you, we will leave messages on answering machines or voicemail.** We will continue trying to contact you personally throughout the day. Please help us by calling to report your child's absence.

Please give the following information when you call:

- Your name
- Child's name
- Grade/Teacher's name
- Reason for absence

Absences, Excused

Excused absences may be given for the following reasons: illness, necessary medical attention or appointments, serious illness or death of someone in the immediate family, emergencies calling for service of the student at home, trips or travel when arrangements have been made in advance with the principal.

Should a student be ill more than 5 days a semester, a doctor's note may be required.

A student will be counted absent for vacation, but it will be excused vs. unexcused.

If a student arrives at school after 10:00 a.m., he/she will be counted as absent for the morning. If a student leaves school prior to 1:30 p.m., he/she will be counted as absent for the afternoon.

Absences, Unexcused

Unexcused absences may be given for missing the bus, staying home without a reason or failure to communicate where a child is. Minnesota Compulsory Attendance Law M.S. 120.10

also shares students who have numerous unexcused absences can be reported to social services and the Pope County Attorney's office.

Students will be notified when their child has 3, 5 and 7 unexcused absences. Through the process, Minnewaska Area Schools will make efforts to provide interventions and support for students finding difficulty in finding their way to school.

All students who are absent 10- days or more will receive a letter sharing the importance of regular attendance and a total of days their student has been reported absent.

Early Departure

If it is necessary for a child to leave school early, please send a note with him/her to notify the teacher and office personnel. This includes medical appointments, music lessons, etc.

- Every student must check out at the office before leaving school. If you plan to pick him/her up at school, stop in at the office and we will call the student from the classroom.
- We will not release your child to anyone other than a parent without a written note.

Absence, Makeup Work

If a student is absent due to an illness which you know will keep him/her out of school for more than 2 days, please call the classroom teacher or the office and arrangements will be made at that time to provide for makeup work.

- Parents should call the school prior to stopping for assignments. Class will not be interrupted for the teacher to prepare make-up work.
- All make-up assignments must be picked up from the office after dismissal.

In the event a student is absent, he/she is allowed 2 days per day absent to complete their missed work.

Tardiness

A student is considered tardy if he/she is not in his/her seat when class begins 8:05 a.m. and within 5 minutes after lunchtime recess. (See the Daily Schedule for times.) When a student arrives late, he/she should report to the office to obtain a tardy slip. Please help us by making sure your child arrives on time each day.

If a student arrives at school after 10:00 a.m., he/she will be counted as absent for the morning. If a student leaves school before 1:30 pm, he/she will be counted absent for the afternoon.

Should a student demonstrate habitual tardiness that are unexcused, the district reserves the right to monitor and report to social services and the Pope County Attorney's office.

Background Checks

Minnewaska School District is required by state statute 123B.63 to conduct background checks on all persons offered employment. This includes coaches and other extracurricular or academic coaching service providers, regardless of whether compensation is paid. The

school district also contacts the state board of education to determine if disciplinary action has been taken for sexual misconduct or attempted sexual misconduct with a student.

Personal Items

Bike racks are provided for students who ride bikes to school. If they are ridden to school, we recommend students bring a chain lock to secure the bike to the rack.

Skateboards, roller blades and wheeled shoes are considered transportation devices and are treated similarly to bicycles. They may be ridden to and from school, but may not be used during the school day or on school property. This includes recess. They should be kept in student lockers or in the office. Portable boom boxes, iPods, MP3 players, etc., should be kept at home. Water guns are not to be brought to school and are not allowed on buses. Trading cards and toys from home are not allowed in school.

Board, School--Meeting Schedule

See monthly calendars in the newsletter for schedules. Meetings are traditionally the third Monday, at 7:00 p.m. in the MAS Board Room.

Bullying-Please see full District Policy 514 on the district website or ask for a copy from the office.

Bullying can be defined as: intimidating, threatening, abusive, or harmful conduct that is objectively offensive and the conduct itself involves an imbalance of power that is repeated. The act itself must substantially interfere with a student's education or ability to participate in school activities.

The misuse of technology including, but not limited to, teasing, intimidation, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, may also constitute an act of bullying.

ISD 2149 will act to investigate all bullying incidents 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.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. The primary contact for reporting bullying is the building principal.

Bus

In order to provide a "safe" environment for students when they leave the building in the afternoon, our procedure will include the following:

1. Students riding a bus will be walked to the bus by a staff member at the end of the day.
2. If a student walks or rides a bicycle, he/she will wait in the Media Center until ALL buses have departed.
3. Students being picked up by parents will meet their parent/guardian in front of the school along the curb.

Our policy is that if you pick up your student while school is in session, you continue to go through the office. The classroom teacher will not release your child to you!!!

Children going home in a different manner than usual:

At the beginning of the year, or time of admission, we ask parents to indicate how children go home. If a student will be going home in a different manner than usual, a note from the parent or guardian, signed and dated, must be sent to your child's teacher on or before the day of the change. Please use the assignment notebooks to communicate with your child's teacher. If there is a change due to unforeseen circumstances or emergencies during the school day please contact the school in one of the following ways; email the teacher and the office (maesoffice@isd2149.org), or call the school and talk with the office or teacher if available. Do not leave transportation change messages on voicemail. Teachers or office personnel may be absent or may not have an opportunity to check messages before dismissal.

Bus, School Routes

Please call PALMER TRANSPORTATION at 634-3272 for bus information. Buses will stop only at designated bus stops

BUS BEHAVIORS AND EXPECTATIONS

In 1994, the Minnesota Legislature made significant changes in the laws and rules governing pupil transportation. The law clearly states that riding a school bus is a privilege, not a right, and that privilege can be suspended when students do not comply with policies, rules or laws.

The law (M.S. 123.7991) requires that students will be able to demonstrate knowledge and understanding of the following key concepts.

1. Transportation is a privilege, not a right. (M.S. 123.801)

- A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy.
 - Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the pupil fair dismissal act of 1974.
 - Revocation procedures for a student who is an individual with a disability or under the Individuals with Disabilities Education act, United States Code, title 20, section 1400 et seq., section 504 of the Rehabilitation Act of 1973, U.S. Code, title 29, section 794, and the American with Disabilities Act, Public Law Number 101-336, are governed by these provisions.
2. The school bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

3. The “Danger Zone”

- The “Danger Zone” is the area within 10 feet of the bus.
- The two areas which are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

4. Procedures for safely boarding/leaving a school bus.

- Be on time.
- Always line up single file to board (no pushing or shoving).
- Do not approach the bus until the driver opens the door.
- Use the handrail.
- Take one step at a time.
- Be seated quickly.
- Remain seated until the bus stops at your stop.
- Walk to the door.
- Take one step at a time.
- Move out of the “Danger Zone.”
- If you must cross the street, wait for the driver’s instruction or signal.
- Go directly home.

5. Procedures for the safe crossing of vehicle lanes.

Move away from the side of the bus. (If you can touch the bus, you are too close!!!)

As you move away from the bus, move to a point at least 10 feet in front of the bus.

Turn toward the driver and make eye contact (make sure the driver sees you).

Wait for the driver to signal you that it is safe to cross (either by the public address or by hand signal).

When it’s safe, complete the crossing.

6. School bus evacuations and other emergency procedures.

- There are three different evacuation plans:
 - Using only the front service door;
 - Using only the rear (or side emergency door); and
 - Using both the service and emergency doors.
- All students should know the location and basic function of the emergency equipment.
- In a real emergency, students should leave personal belongings on the bus.
- Students should gather in a group in a safe area about 100 feet away from the bus.

Minnewaska Area School Bus Drivers’ Responsibilities:

- a. The driver shall have authority on his/her bus in regard to the discipline of the students. It is understood that the driver is responsible to the Principal and that the Superintendent of Schools is the final authority.
- b. The driver will not use corporal punishment or remove from the bus any student in order to maintain discipline. If a student is causing trouble that endangers others, it is recommended that the driver stop the bus, telephone the parents, principal or the superintendent in order that they come and rectify the situation.

- c. The driver shall notify the parents and/or principal of any discipline cases that he/she is unable to handle and will complete a discipline form if behaviors do not stop.
- d. The driver will at no time transport any student other than those on his/her route unless permission has been granted by the principal or superintendent. Parents need to give written permission.
- e. Driver discretion shall be used as to what materials can and can't be transported to and from school.
- f. The driver is expected to complete his/her route unless road conditions are such that it is physically impossible. It is understood that the driver must use his/her judgment in driving his/her route for the safety of the students on the route.

Bus Drivers Report of Student Misbehavior:

Level 1: Minor Action: poor choice, first mistake. Intervention:

1. The driver and the student shall have a conference.
2. The driver may submit a written report of the incident on his/her bus.
3. Special seating may be assigned to the student by the driver.

Level 2: Moderate Action: behavioral, safety issue, occasional, repetitive. Intervention:

1. The driver shall submit a bus discipline report to the bus supervisor or owner, and the principal.
2. The driver, parent(s), bus supervisor/owner, principal, and student shall have a conference.
3. The parents shall receive a copy of the discipline report.
4. Special seating may be assigned by the driver.
5. The student's bus privileges may be suspended for one week.
6. A contract with the student may be implemented including a plan, a consequence, a punishment, or restitution of the wrong may be established.

Level 3: Chronic Action: behavioral, dangerous, pattern, repetitive. Intervention:

1. The driver shall submit a bus discipline report to the bus supervisor or owner, and the principal. The driver, parent(s), bus supervisor/owner, principal, and student shall have a conference.
2. The parents shall receive a copy of the discipline report.
3. Special seating may be assigned by the driver.
4. The student's bus privileges may be suspended for an indefinite period of time.
5. If the student's bus privileges are restored, he/she shall be assigned special seating for the balance of the year.

Level 4: Automatic Action: Federal, State or local law, e.g., MSHSL, state of Minnesota, dangerous weapons law, etc. Intervention:

The school has no choice in the intervention as it is mandated by law and will be handled in accordance with the law.

Subsequence Offenses: Any offenses committed after the third one shall be referred to the Superintendent of Schools for disposition. Such incidents are to be reported in the same manner as the third offense.

Calendar

2020-21 CALENDAR

August 16.....	New Employee Inservice
August 23.....	Inservice Flex Day
August 24, 25, & 26.....	Inservice/Workshops
August 25.....	9-12 Open House 3:30-7:30 PM
August 26	K-8 Open House 3:30-7:30 PM
August 30.....	First Day of School
September 6.....	Labor Day (No School)
October 6.....	Picture Retake Day
October 11.....	K-12 Conferences 3:30-7:30 PM
October 14.....	K-12 Conferences 3:30-7:30 PM
October 21 & 22	EM Break (Education Minnesota)
October 25.....	Inservice - No School
November 5.....	Inservice-No School
November 24.....	Inservice-No School
November 25 & 26	Thanksgiving (No School)
December 23 - Jan 3	Winter Break
January 4	School Resumes
January 17.....	Workshop-No School
February 18.....	No School
February 21.....	Presidents' Day - No School
February 12.....	No School
March 1.....	K-12 Conferences from 3:30-7:30
March 3.....	K-12 Conferences from 3:30-7:30
March 18.....	Inservice-No School
March 21-22.....	No School - Spring Break
April 15.....	No School
April 18.....	No School
May 27.....	Last Student Day and Graduation
May 31.....	Staff Last Day Workshop

MAES (Quarters)

November 4	End of 1st Quarter
January 14.....	End of 1st Semester
March 17.....	End of 3rd Quarter

Student Days=169*

Teacher Days=182*

This includes 10 Workshop / In-Service / Parent / Teacher Conference days.

Emergency closing make-up days can come in the form of Flexible Learning Days through the school year or make-up days that occur during the school year or after.

Communication

Monthly communication from MAES will be posted on the school web site at www.minnewaska.k12.mn.us. The monthly newsletter will be sent home monthly via email. Families without internet access are asked to complete the web site information sheet so that they can receive a hard copy of the newsletter and calendar.

Conferences, Parent/Student/Teacher

See the calendar for dates of Parent/Teacher/Student conferences. Students are encouraged to attend these conferences with their parents.

Discipline, Guidelines

MAES discipline process is called Laker Pride. Teachers will teach the Laker Pride expectations while students practice them. Students may get a “Caught Being Good” ticket and their name will be entered into a monthly drawing. If a student does not follow Laker Pride they may receive a Stop and Think Ticket or a Stop and Think letter. The letter will come home for a parent signature, and should be returned the next day. This process follows research showing that we need to build positive behaviors as well as recognizing the choices some students make. All of the appropriate behaviors are based on being responsible, respectful and safe. Please see the following pages for further information.

Our Belief Statement:

At Minnewaska Area Elementary School we are working together to provide a positive and **safe** learning environment for all by **respecting** ourselves, others, our work, and our property and taking **responsibility** for our actions.

Laker Pride is focused on being:

- * Responsible**
- * Respectful**
- * Safe**

These expectations will apply to everything school related.

Automatic Action: Federal, State or local law, e.g., MSHSL, State of Minnesota, dangerous weapons law, etc. gives us no choice in the intervention as it is mandated by law and will be handled in accordance with the law. The consequence for physical violence towards another student or staff member may be 40 minutes in after school detention.

The following are disciplinary guidelines used at MAES. Discipline will be addressed on a case by case basis.



MAES Discipline Levels and Processes



Levels	Level 1	Level 2	Level 3	Level 4
Violation	Verbal warning or Stop and Think Ticket	Three - Level 1 Tickets or student actions listed below	Repeated Level 2 offenses or student actions listed below	Illegal Violations
Student Action/choice	Student did not Show Laker Pride. Student had trouble being: Respectful Responsible Safe	Lying/cheating Inappropriate language/gestures Forgery Continued non-compliance	Swearing and gestures Fighting/physical aggression Harassment Bullying Overt defiance Property destruction Theft Internet misuse Making threats	Offenses and illegal acts that break the law or school board policy
Addressing the Behavior	Teacher/ Staff Handles	Teacher/Staff Handles Parent notification	Principal Handles (if not available, social worker)	Principal Handles
Actions and Forms	Warning or Stop and Think Ticket and/or Possible call home by teacher	Stop and Think Letter Supervisor assists student completing the letter in school.	Principal will notify parent and complete the Stop and Think Letter with student. Same procedure as Level 2.	Principal reports student action and consequence to parent and teacher.
Supervisor Plan	Supervisor gives verbal warning. Does not report to teacher or Supervisor gives the completed ticket to the classroom teacher. Teacher collects data.	Supervisor copies completed letter and gives to classroom teacher before sending original letter home with student. Signed letter kept by classroom teacher.	Supervisor will take the student to the office. Principal will submit copy of completed letter to the teacher. Signed letter kept by classroom teacher.	Supervisor takes student to principal.



Hooked on Laker Pride



School-wide Expectations	Playground	Cafeteria	Hallway	Bathroom	Classroom	Bus
Be Respectful	<ul style="list-style-type: none"> ● Listen to the playground supervisors ● Follow playground rules ● Include others ● Use acceptable, non-threatening language ● Line up and go inside when the signal is given ● Come into the building quietly 	<ul style="list-style-type: none"> ● Listen to adults ● Eat my own food ● Wait calmly in line ● Keep my hands, feet, and other objects to myself ● Use proper table manners ● Place my tray and silverware quietly and neatly in the appropriate areas ● Talk quietly ● Line up quietly ● Say, "Please and thank you" 	<ul style="list-style-type: none"> ● Remain quiet ● Keep my hands and feet to myself ● Close locker quietly 	<ul style="list-style-type: none"> ● Use a quiet voice ● Remember to flush the toilet ● Remain in my own stall and give others privacy ● Wait for my turn ● Leave lights on 	<ul style="list-style-type: none"> ● Listen to adults ● Listen to and include other students ● Be truthful ● Use kind words and actions ● Wait for my turn to speak ● Use classroom tools appropriately 	<ul style="list-style-type: none"> ● Listen to the bus driver, adult, and/or substitute driver ● Use an inside voice ● Talk with appropriate words ● Keep my hands and feet to myself ● Keep the bus clean ● Keep my belongings in my school bag ● Say, "Thank you"
Be Responsible	<ul style="list-style-type: none"> ● Place all garbage in the trash ● Put the playground equipment away ● Help others when needed 	<ul style="list-style-type: none"> ● Take my time to eat ● Make healthy food choices ● Use two hands to hold my tray ● Throw my garbage away in the trash containers ● If I chose to take it, I will do my best to eat it ● If I spill/drop something, help clean it up ● Eat only my food 	<ul style="list-style-type: none"> ● Walk together on the right side of the hallway ● Keep a walking path when working in the hallway ● Keep the hallway neat ● Be steady 	<ul style="list-style-type: none"> ● Wash my hands after each bathroom use ● Use 1 squirt of soap and 1-3 pushes on the paper towel dispenser ● Place garbage in the trash containers ● Return to class or join my class line promptly 	<ul style="list-style-type: none"> ● Come to class prepared and on time ● Use my time wisely ● Help others when needed ● Keep my work area clean ● Follow directions ● Try my best and accept feedback 	<ul style="list-style-type: none"> ● Be on time for my bus ● Sit down and stay seated ● Bring appropriate items for the school bus ● Prepare myself to leave the school bus ● Help others when needed ● Report inappropriate behaviors
Be Safe	<ul style="list-style-type: none"> ● Play within the boundaries ● Use playground equipment correctly ● Use my hands to play safely and gently with others 	<ul style="list-style-type: none"> ● Remain seated when eating ● Wait to be dismissed ● Walk 	<ul style="list-style-type: none"> ● Walk forward ● Keep my locker door closed ● Pass others carefully ● Pay attention to where I am walking ● Use drinking fountain appropriately 	<ul style="list-style-type: none"> ● Use the bathroom facility appropriately ● Keep the water in the sink 	<ul style="list-style-type: none"> ● Walk ● Enter and exit calmly ● Keep all four legs of my chair on the floor ● Keep my hands and feet to myself 	<ul style="list-style-type: none"> ● Stay out of danger zones ● Sit appropriately in my seat ● Stay seated until the bus gets to my destination ● Keep my entire body inside the bus at all times



Laker Pride Stop and Think Letter

Dear Parent/Guardian, Date: _____ Issued by: _____

Today I did not show Laker Pride and had to stop and think.

I had trouble with: (circle one)

Being Respectful Being Responsible Being Safe

It happened in the/on the: (circle one)

Playground Cafeteria Hallway Bathroom Classroom Bus

I will explain what I did.

I will show Laker Pride tomorrow by...

Sincerely,

Student signature: _____

I have discussed this issue with my child.

Parent signature: _____

If students receive a Stop and Think Ticket, this letter will be sent home.



Students may earn these slips when they are demonstrating Laker Pride. These slips will be kept at school and entered into a drawing for rewards.



Caught Being Good! LAKER PRIDE



Be Respectful * Be Responsible * Be Safe

Student name _____

Grade/Teacher

Staff Initials

The Behavior Matrix below outlines consequences should significant behaviors occur at Minnewaska Area Schools.

BEHAVIORAL GUIDELINES: Note this table is intended to be used as a reference guide only and is not all-inclusive. School officials have discretion regarding matters of student discipline.

Misbehaviors	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Absences (excessive), Skipping/Tuancy	Parent notification; (3 unx or 10 ex.) Physician's note required after 5 sick days/semester.	Parent notification, Detention , Social Services Notification (5 unx or excessive excused)	Parent notification; Detention (7 unx or excessive excused) County Attorney Referral	
Alcohol or Drug Use or Possession (separate tobacco or e-cig policy at bottom)	1-3 days suspension, police referral, and parent meeting	3-5 days suspension, police referral, and parent meeting	5-10 days suspension, police referral, and administrative conference	Recommended expulsion or alternative learning setting
Alcohol or Drug Distribution	Recommended expulsion			
Bus Conduct **Consequences can be skipped/repeated at the discretion of the principal in consultation with bus company.	Verbal warning, parent contact - assigned seating	parent contact. 1-3 day removal from bus	1-3 day bus suspension, 3-5 day removal from bus and parent meeting with Transportation Director	5-10 day bus suspension. 5th Offense: 10 day or longer bus suspension.
Cell Phone or electronic device misuse	Phone confiscated for the day, parent contact	Phone confiscated for up to 2 days & picked up by parent	Cell phone ban from school for one week (phone turned over to parent)	Cell phones banned from school for one month (phone turned over to parent).
Cheating	Zero on assignment, parent contact	Parent contact, detention, zero on assignment - 1-3 days suspension	ISS, zero on assignment, parent conference Recommended removal from course with no credit	
Disruptive behavior	Laker Pride Letter or Blue Slip and Detention	Laker Pride Letter Blue Slip, detention, and Parent Meeting	1-3 Day suspension, Laker Pride Letter and possible removal from course or no course credia	
False Fire Alarm	1-3 Day Suspension Police referral	3-5 Day Suspension Police referral	5 days Suspension legal charges	
Fighting (Physical Assault)	Detention and/or ISS, parent contact, police referral	ISS and/or OSS, police referral, parent conference	OSS and police referral	Recommended expulsion
Forgery	Detention, parent contact	ISS	ISS	
Harassment or Hazing	1-3 day suspension; possible expulsion from school activities, possible police referral	3-5 day suspension and parent meeting, possible police referral	5-10 day suspension and recommendation for expulsion, possible police referral	
Inappropriate Dress	Conference & alter attire	Conference, alter attire and parent contact	Conference, alter attire, detention, parent conference	
Insubordination (including academic insubordination)	Laker Pride Letter, Detention, parent contact	Laker Pride Letter, 1-3 day suspension, parent conference	3-5 day suspension , parent/student conference,	
Internet misuse	1-3 week suspension from using computer, parent contact	30 day suspension from computer, parent conference.	Loss of school devices.	
Lunchroom Misconduct	Lunchroom cleaning	Lunch detention, clean lunchroom, parent contact	1-3 day suspension clean lunch room, parent conference	
Obscene Materials	Detention	1 day suspension	3 days suspension	
Parking Violation	Warning and pay for permit	Parent phone call, pay for permit, and loss of parking privilege for 2 weeks	Tow at owner's expense	
Physical Assault on staff	Recommended expulsion and police referral			
Profanity (written, spoken & gesture)	Laker Pride Letter and/or Detention	1 day suspension, parent contact	3 day suspension parent conference	OSS
Stealing	Under \$20	Under \$20		

	Laker Pride Letter, Detention and parent contact for under \$20. Over \$20 Parent Contact 1-5 day suspension, police ref	Parent meeting and 1-5 day suspension and police referral Over \$20 3-5 day suspension, police referral, and parent meeting		
Tardies	Per classroom teacher policy 3 tardies = detention and 1 unexcused absence	6 tardies = detention and 2 unexcused absences, parent contact	7 tardies or more results in parent conference, social services conference and possible referral	
Terroristic Threat	3-5 Day Suspension, Parent Conference, Police Referral	5-7 Day Suspension, Parent Conference, Police Referral	Recommendation for expulsion or alternative setting	
Teasing	Warning, parent contact and possible Laker Pride Letter or detention	Considered bullying with parent conference and incident report , possible detention and/or suspension	Considered bullying followed by a parent conference, possible police referral and 3-5 day suspension	Recommended expulsion or alternative setting
Threats/Intimidation	Laker Pride Letter or Detention, parent contact	Parent conference, police referral, possible 1-3 day suspension	Police referral, 3-5 day suspension or possible exclusion	Recommended expulsion or alternative setting
Tobacco and Electronic (e- cig) Devices	1 day suspension, parent contact, police referral	1-3 day suspension, Police referral, parent conference	3-5 day suspension, Police referral, cessation classes	
Vandalism	Restitution, parent conference, 1-3 day suspension and police referral	Restitution, parent conference, 3-5 day suspension and police referral	Recommended expulsion	
Verbal Assault to Staff	1-3 day suspension	3-5 day suspension	5-10 day suspension, parent meeting, and police referral	Recommendation for expulsion
Weapon	See Zero Tolerance Policy Below			

Zero Tolerance

At Minnewaska Area Schools we believe every student and staff has a right to:

1. Be treated with respect and courtesy
2. Learn without disruption
3. Attend school every day
4. Feel safe

In addition, we endorse the right of teachers to feel safe in their classrooms and teach without disruption. Therefore, we have zero tolerance for the following actions. If a student commits any of the following actions they will be suspended and the principal will make a recommendation to the Superintendent for expulsion. The Superintendent will decide if a hearing should be held in front of the Board of Education to expel the student.

1. A loaded or unloaded firearm, a weapon, device, laser or electronic stun weapon equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
2. Assaulting a school staff member.

**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 in possession of a weapon.

ATTIRE / CLOTHING POLICY

Parents are urged to assist the school in ensuring that their children wear appropriate clothing to school **and school functions**. Students are given the opportunity to determine their own dress and appearance provided that it:

1. Meets standards of personal hygiene.
2. Doesn't impair one's safety or cause a hazard to others.
3. Doesn't interfere with or disrupt the learning process, as interpreted by office staff and

faculty: possible examples below.

- a. Shorts that are too short and distracting to the learning environment and/or that may reveal undergarments are not allowed
 - b. Straps of outer garments are no less than one inch in width...no spaghetti straps;
 - c. Fabric of tops/shirt must overlap waistline of pants/shorts/skirts (no midriffs);
 - d. Tops must meet the "Palm Rule" at their lowest point.
5. Clothing with slogans and/or graphics that promote violence, use of tobacco, alcohol or other controlled substances or sexual activity are not to be worn to school **or school activities**.
6. Students are to keep hats, caps, coats and backpacks in their lockers during the school day.

NOTE: State laws require that shoes are worn in public places.

With changes in weather, layering of clothing is recommended. Snow pants and boots are recommended for winter. Whenever possible, students will be outside during recess. When extremely cold temperatures are recorded, or if rainy conditions occur, students will remain indoors.

Playground staff reserves the right to determine when appropriate layers can/cannot be worn to ensure safety for all students.

Emergency Drills

In an effort to keep all children safe and to meet state and federal guidelines, we will practice fire, lockdown and severe weather procedures during the school year. We make great efforts to practice these drills in such a way as to prevent frightening children.

Emergency Information

Please notify the office promptly if you have a change of address or home, work or cell phone numbers. It is critical that we have current phone numbers and the name of an emergency contact person.

Pledge of Allegiance

The Pledge of Allegiance takes place each morning at the beginning of the day in all classrooms. We respect each student's right not to participate due to religious reasons.

Field Trips

Minnewaska Area Elementary and Intermediate Schools offer a variety of extended learning experiences beyond the classroom to enhance the educational experience. Field trips are a privilege for students to attend. MAES and MAIS reserve the right to have students remain in the classroom setting should behaviors demonstrated have the potential to negatively impact the experience. MAES and MAIS faculty will be in contact with parents prior to the field trip to share challenging behaviors and alternate student plans.

Forgotten items

Please drop off any forgotten items such as lunch(s), assignment notebook or homework in the office. To avoid classroom interruptions these items will be delivered at an appropriate time. Students will not be allowed to call home for forgotten items.

Fundraising Programs

Minnewaska Area Elementary School asks that you help save the following and also are looking for volunteers to take charge of each of program; if interested please contact the office:

1. BOX TOPS for Education

Box Tops have gone digital. Download the free app -available via iTunes App Store and Google Play - then simply select the school you would like to support. Then, users scan your store receipt, which automatically identifies all participating Box Tops products and bonus offers, and instantly adds cash to your school's earnings online. Receipts must be scanned within 14 days of purchase.

2. Tom's Grocery Slips

We collect Tom's grocery slips. When we save \$100,000 worth of slips, we will receive \$1,000 to use for student activities and resources.

Thanks for helping us save, as we use the monies for student activities, etc.

Gum, Candy, and Pop

Students are not permitted to chew gum at school. Candy and food may not be sold by one student to another. Pop and candy are not to be eaten or drank in the cafeteria and should not be sent as part of a student's noon lunch.

Health Services

The nurse's office is located next to the Principal's Office. The nurse is on duty during the scheduled school day. If a student is ill or has been injured, the parent or guardian will be notified and a decision will be made to have the student return to the classroom, go home, or be referred to the clinic or dentist.

Cumulative health records are maintained for each student, including immunization records, test results, screening data, and personal observation. Referrals are made by the nurse to the family physician or family dentist whenever necessary, to help the student enjoy the best physical and emotional health. The nurse will help parents obtain the advice and assistance they need to solve family health problems. The nurse and other school personnel are acquainted with school, community, and state resources available.

Medication

As required by M.S. 126.202 the Minnewaska Area Schools will utilize the following medication procedures:

1. Prescription medication that may be taken orally, inhaled, or applied externally may be administered to your child by the nurse or her trained designee during the school day, if

required. For long-term medications, authorization forms must be renewed at the beginning of each new school year.

2. Parents must contact the nurse to identify the student who requires medication and provide:

- a. Written parental permission for school personnel to administer it. One dose will be given with **VERBAL** permission until written can be obtained. (See nurse for the required form.)
- b. It is also **REQUIRED** that written orders from a licensed health care provider be obtained and should include the diagnosis, the name of the drug, dosage, route of administration and time interval the medication is to be taken.
- c. Medication **MUST** be brought to school in the **ORIGINAL** container, appropriately labeled by the pharmacist or **healthcare** provider. Unlabeled medications will **NOT** be administered by school personnel at **ANY TIME**.
- d. Medication will be stored in a locked drawer to prevent poisoning or drug abuse.

3. NO INITIAL DOSE OF A PRESCRIPTION MEDICATION WILL BE ADMINISTERED BY SCHOOL PERSONNEL. THIS IS TO INSURE THAT THE STUDENT IS TOLERATING THE MEDICATION BEFORE SCHOOL ATTENDANCE.

4. When the student is responsible for taking his/her own medication, he/she may do so in school without supervision by school personnel provided the physician and parent have provided the required authorizations. In such instances, it is understood that the school bears no responsibility for safeguarding the medication or assuring that it is taken, and the parent should provide a written statement relieving the school of such responsibility. Over-the-counter preparations are discouraged. However, some cough preparations may be necessary for your child to be able to stay in school if that is their only symptom. We encourage you to send cough drops with your student rather than medication in bottles.

5. Written authorizations from **BOTH** parent and doctor are needed for the administration of **ALL** prescription medications. Parents or guardians may provide a non-prescriptive pain relief medication (analgesic) to have available in the nurse's office, if needed. A written authorization from the parent/guardian for the student must accompany the medication to be kept in the nurse's office.

6. Medication administered after school is dismissed will be discouraged.

7. Health personnel may refuse to administer prescribed medication to any student when the parent(s) or legal guardian(s) have not fully completed the approved "Authorization for Dispensing Medication" form.

8. If a student refuses to take the prescribed medication, the nurse or health personnel will notify the principal. The parent(s) or guardian(s) will be contacted immediately and if they are not available, the prescribing doctor will be contacted.

9. Medication administration will be documented on a log sheet that includes the student's name, medication name, dosage, time and date administered and signature of the person administering the medication.

Dental Services

Students are encouraged to make dental appointments for times outside the school day. It is good dental health practice to visit the dentist on a regular basis.

Emergency Information

The care of an accident or illness at school is first aid only. In case it is necessary to contact you, please make sure we have current home, work, and emergency phone numbers on file. Please notify the school immediately of any changes.

Head Lice

Parents are urged to periodically check children for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, the student will be sent home. Treatment must be completed before students will be **readmitted** to school.

Minnewaska Area Schools reserves the right to require students to treat all forms of lice before returning to school.

Illness

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

1. **If a student has had a fever of 100° or more, the student needs to stay home 24 hours after the temperature has returned to normal.**
2. **If a student has vomited or had diarrhea, the student needs to stay home until 24 hours after the last episode.**
3. If a student has any rash, check with the family physician before sending him/her to school with a diagnosis. (See back of this section of the handbook for chart.)

REMEMBER to inform the school when you intend to keep a student who is ill at home.

Medical Exceptions

All children are expected to participate in physical education classes and be outdoors at noontime unless we receive a written note from the doctor excluding them from these activities, whether it is on a permanent, temporary or restrictive basis.

Vision and Hearing Screening

Health services personnel and trained volunteers will screen all 1st – 3rd grade students for any signs of vision and/or hearing problems. Any students not passing the initial screening are rechecked by the nurse. Referrals are made to the parent if the child appears to have a problem which should be diagnosed and or corrected by a trained specialist or doctor. Screening results are sent ONLY to parents of students needing further testing and possible treatment by their doctors.

Homework

Homework is considered a part of the student's total program. Students are expected to complete all homework assignments on time. Students in grades 1 - 3 have student planners to keep track of assignments. Homework varies from grade to grade and classroom to classroom, but generally includes practice activities, research, supplemental reading, writing, project work and unfinished work.

In the event a student is absent, he/she is allowed 2 days per day absent to complete his/her missed work.

Invitations, Party and Birthday Treats

To avoid hurt feelings, unless all the boys and/or girls in your child's class are invited to a party, please do not send invitations to school for distribution.

It is the policy of the district that homemade treats are not to be served in the classrooms due to liability reasons. If a child brings a treat to school, please keep in mind that it should be purchased. The district also encourages treats other than food or beverages in celebrations. (Ideas: games, something for the class in lieu of cupcakes, etc.) .

Late Starts/Early Closings

When school is late or called off due to inclement weather or dismissed early due to approaching bad weather, school personnel will send a message to ALL families via School Messenger. Announcements will also be posted on the website and broadcast over a variety of local TV stations.

PLEASE make arrangements with your child PRIOR to a storm so he/she knows what procedure to follow in the event of a storm day.

Lockers

Lockers are assigned to all students. These lockers are mainly for clothing storage. Students are to respect the privacy of their peers by following the "hands-off" rules where someone else's locker is concerned. **Students are not to put locks on their lockers unless they are already attached.** Do not leave valuables or money in lockers since the school cannot be held responsible for stolen property.

Lost and Found

Please check the Lost and Found area in the school cafeteria often to retrieve lost items. Should items continue to be left in the lost and found, they will be donated to area centers.

Media Publications

During the year we publish newsletters and web pages. Students' pictures and art work are featured in our newsletter and/or used for promoting our school, or enhancing our web page.

Minnewaska Area Elementary School will NOT use the following on district web pages:

- the last name of any K - 3 student
- personal student email addresses

- pictures of K - 3 students who are identified by name

Minnewaska Area School District #2149 reserves the right to photograph, videotape or interview your child for school publications or articles. This policy only applies to photographs, videotape and interviews. If you DO NOT wish to have your child photographed, videotaped or interviewed, please inform your child's building principal. If parents choose to opt out, this would exclude your child's picture from yearbook, music programs, and other types of school media.

Messages to Teachers

Teachers may not answer phone calls while they are teaching class. They will return calls to parents before or after school or during preparation time.

Money and Valuables

The school assumes no responsibility for lost or stolen articles. Children should not bring money or other valuables to school. Valuable items may be checked into the office.

Payment of Fees & Expenses

Parents will have the option of paying fees and expenses online through the SchoolPay online payment processing program. Check the district website (www.minnewaska.k12.mn.us) for details.

Pets

Although we love pets, students must check with teachers prior to bringing one to visit. No pet or live animal of any sort may be taken on the bus. If a student brings an animal to share with the class, the animal cannot stay the entire day and must be accompanied by an adult.

Pictures

Student pictures will be taken during Open House in August, with a make-up date in early October. Lifetouch will be responsible for taking pictures and sharing them with families.

Students are not required to purchase any pictures, but all must have their picture taken as part of the class for the Elementary School Memory Book. All families purchasing picture packages will receive a class composite picture free.

Food Services

The School Breakfast and Lunch Programs are federally funded programs in which all students may participate.

WE PROVIDE BREAKFAST FREE OF CHARGE FOR OUR STUDENTS. The National School Breakfast Program is a part of the federally funded National School Lunch Program and all children can participate. A FREE breakfast is offered daily to ALL Minnewaska K-6 children. You may qualify for free and/or reduced lunch/milk programs. Please fill out an application form and either mail it or bring it to the elementary or district office. You must reapply to the Free and Reduced program each September, regardless if you were on the program the previous year. The application form is available in the Minnewaska Messenger, in a packet sent out before school starts, in the school office, or from the Food Service office.

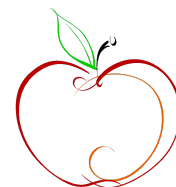
This information is confidential and you are urged to apply and use these programs. Our district is reimbursed for the programs.

- All meals served must meet patterns established by the U.S. Department of Agriculture. If a child has been determined by a physician to have a disability and the disability prevents the child from eating the regular meal, the school will make modifications or substitutions prescribed by the physician at no additional cost.

Students may bring a sack lunch and purchase a carton of milk for 50¢. Your student should bring a nutritious lunch. A copy of the monthly menu is posted in the cafeteria and on the web site. If your child has certain foods that he/she cannot eat or dislikes, please check the menu beforehand and send a sack lunch on those days when these foods are served.

The lunch and milk program is computerized, which means your student is assigned a lunch account number. Please keep money in your student's account.

You will be notified when your child needs to replenish his / her account by a School Messenger. All checks should be made payable to Minnewaska Area Schools #2149 and can be sent to MAHS Food Service, 25122 State Highway 28, Glenwood, MN 56334, or given to the food service personnel during the school day. When sending lunch money please put your child's lunch account number on the check or on the envelope if sending cash.



You're encouraged to keep track of lunch account balances for your student(s). You can access the lunch account balance by following these directions:

- Link to Student lunch account balance www.minnewaska.k12.mn.us
- Under "Quick Links" on the left side of the homepage, select "ParentVue Account Access".
- Enter your User Name and Password.
- Select "Lunch Activity" at the bottom of the list on the left side of the page.

If you have difficulty accessing the information online or have other questions, please call Deb at 320-239-1478. Username and Password to access ParentVUE was mailed out in August with the beginning of the year packet. Another way for your student to check their account balance is to ask when they are passing the computer in the lunch line. Their balance before that day's meal is subtracted is visible on the screen.

It is the responsibility of the parents and students to maintain a positive balance in their food service account. Parents and students may inquire at any time about the status of their account by calling the food service office at 239-4800, extension 1718 or 1478.

The milk break program is free to all students in K-3. Students may take one milk carton at lunch break without additional charge.

Lunch with Your Child

Parents/Guardians or approved visitors may join your student during lunch any time during the school year. **Please let your child's teacher or kitchen know when you will be eating lunch at the school,** so we can plan for you.

We suggest that you avoid the months of September and May. Times vary from grade to grade, depending on their schedule.

Searches

Voluntary Searches: Students may be asked for permission to search their backpacks or other personal items. When a search is voluntary, the student is free to withhold consent and a student's refusal to consent to a voluntary search will not result in additional discipline or other adverse consequences.

Electronic Communication/Records: Electronic communications and electronic records, accounts and passwords created by students while they are off-campus may be searched when school officials have reasonable suspicion that the search will uncover a violation of school rules. The search will be reasonable in its scope and intrusiveness.

Voluntary Consent: Voluntary consent for a search will only be sought when school officials have reasonable suspicion that the search will uncover a violation of law or school rules.
Procedures: A search of electronic communications and/or electronic records created by students while off campus must be justified by reasonable suspicion to believe that the search will uncover a violation of school rules.

Special Education Services

Public schools must provide a free, appropriate education for every student, no matter how severe his/her handicap, from the ages of 4 - 21, or completion of secondary school. Minnesota law provides that school age children with the following handicaps are eligible for special education: deaf or hard of hearing, blind or partially sighted, having a speech delay, physically impaired, educable or trainable mentally handicapped, having a learning disability and having a special behavior problem and/or other health impairment (MS, MD, etc.).

Early Childhood Special Education (ECSE)

The school provides programs for children beginning at birth. Ms. Stephanie Swalla is our Lead Early Childhood Special Education program teacher. Parents will be informed in writing of the school district's intent to conduct an educational assessment before a child is placed in a program, removed from a program, or denied a special program or service.

Parents are provided an opportunity to meet with school personnel at any time in a conciliation conference when there is a disagreement about the provisions of special education instruction and/or services. Parents are provided a copy of the law pertaining to parental rights prior to any school involvement.

Title I

Schools are allocated funds from the Federal government based on a formula that includes tax return information from specific years and numbers of students participating in the free and reduced lunch program. The funds are used to provide supplemental help to students in the reading and math areas. These funds provide salaries of Title I teachers and tutors, who provide parent programs and in-servicing.

A selection procedure called a “needs assessment” which includes state and local testing scores identifies those students with the greatest needs for supplementary instruction. A child will not receive supplemental help (Title I program) without parental written permission.

Volunteers

We invite parents to become involved in school activities. When parents get involved with their child’s education, everyone benefits.

Each fall, help is sought in a number of areas. New volunteers are welcome! Please contact our classroom teachers to see when it would be most beneficial. Classroom visits and/or volunteering must be approved by the classroom teacher or principal prior to arrival.

Areas in which to volunteer include: classroom, vision and hearing screenings, and field trips, just to name a few.

Psychologist

Our School Psychologist is in charge of ability testing to help determine whether a child is eligible for special education services. No testing can begin without parents’ written permission, in advance.

Replacement, Textbooks, Calculators and Library Books

Students who damage or lose a textbook, calculator and/or a library book will be required to make restitution. The dollar amount will be determined by consideration of the following factors: The extent of damage and the value of the item when purchased. Lost items would be the full value of the item.

Report Cards

Parents of students will receive reports from their student(s)’ teacher(s) on a semester basis.

School Hours

MAES:

Parents of children who do not ride a bus are requested NOT to send/bring them to school before 7:55 a.m. There is no supervision, inside or outside, until that time. If children arrive at school before that time, they will be asked to wait in the entryway. If a student wishes to remain after school, he/she must be under the direct supervision of a faculty member, in the After School Enrichment Program or qualify for the late bus. ALL SCHEDULES are subject to change.

Classes begin at 8:05. Dismissal occurs at 2:45 pm.

Students who choose to may receive breakfast between 7:55 and 8:15 a.m.

Security

The following steps are taken to increase security:

1. Doors will be unlocked during student arrival and departure times only.
2. All doors will be locked during the school day so visitors will need to be buzzed in.
3. In the main entry on the south wall there is an intercom panel, push button to contact the office to be buzzed in.
4. Once buzzed in, please come into the office to sign in.
5. All visitors are required to wear a badge while in the building.

ALL VISITORS MUST SIGN IN. There is a sign-in sheet in the office indicating name; time entered the building and whom you are visiting. ALL visitors will receive a visitor's badge from the office personnel. Visits to classrooms or other areas will not be allowed without prior permission from the classroom Teacher or Principal

If a member of the staff sees a person in the building WITHOUT a pass, they will direct them to the office.

Supplies

Children attending elementary school are furnished with all necessary textbooks and workbooks. Personal items such as folders, pencils, colors, rulers, pens, etc. are purchased by the individual family. Tennis shoes are required for participation in physical education classes. School supplies list can be found on the elementary school home page @ www.minnewaska.k12.mn.us

Tests

Minnewaska Area Elementary and Intermediate Schools complete a variety of assessments in order to determine student proficiency, student growth and proficiency of set standards and materials across the district. Our goal in using assessments is to determine what students know and understand in order to instruct them to the next level of learning. Formal assessments are listed below.

AVMR—K-3

Minnesota Comprehensive Assessments (MCA's) — Grade 3

FAST (Formative Assessment System for Teachers) – Grades K-3

STAR Reading Grade 1

NWEA Grades 2-3

Informal reading tests and reading placement tests will be administered to all new students and others, as needed.

Ticket, Minnewaska Area Family, Student Activity

Activity punch cards may be purchased in the Community Education office.

Visitors

Parents are welcome to visit their student's classrooms. State law requires all visitors to check in the office. The only reason for this mandate is for the protection of all children and staff.

We suggest not visiting before October 1st or after May 1st. Student visitors in the first and last months of school are discouraged and require permission from the building principal.

Preschool children are not to accompany parents when visiting a classroom. Also, visiting school-age children MAY NOT attend classes with friends for a whole day. Two hours is the maximum.

We ask that you contact the classroom teacher at least one day before you plan to visit so that if he/she has a test scheduled, another, more appropriate, day can be arranged.

Visitors must sign in at the office and wear a Visitor Pass any time they are on school grounds during the school day.

Visitors are not permitted to enter classrooms without a Visitor Pass. Staff members are instructed to stop anyone without a badge or pass and notify the office. Your cooperation with following this policy and in helping keep our children safe is appreciated.



***Minnewaska Area
Middle School***

25122 State Hwy 28
Glenwood, MN 56334

2021-2022

Student Handbook

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Welcome to Minnewaska Area Middle School, we're so glad you're here. Minnewaska Area Middle School strives to provide a rich, engaging experience for all 4th-8th grade students. We recognize students in grades 4-8 are learning and growing at exponential rates both physically and cognitively. For this reason, we have intentionally built a middle school experience to bridge traditional elementary learning experiences with the high school environment. We are strongly committed to ensuring students participate in a middle school focused on providing quality core instruction, building relationships, developing social and emotional experiences and engaging students in a variety of exploratory classes to further enhance their educational foundation.

Minnewaska Area Middle School knows magic happens in the middle where student needs ebb and flow based on their maturity and growth. Knowing the wide span of student readiness and maturity, we provide different experiences at each grade levels to further support their educational success.

Fourth Grade

Fourth grade students are often not new to the school experience, but are new to our Middle School. Students can expect a traditional classroom experience similar to what they had in K-3, but in a new setting.

All students will have the opportunity to have a free breakfast each day. Fourth graders will choose from a variety of lunch choices in the cafeteria and have the option to sit by friends from their grade level. Our cafeteria A La Carte is an option for students to purchase additional snacks if they have a balance in their lunch account. Parents may also turn A La Carte off at any point. Everyday students will also participate in recess on the Middle School playground that is on the west side of the building.

Each day students will attend music and physical education courses. They will regularly check books out from an assigned selection in the Media Center and participate in weekly art classes. The pool area and auditorium are used for special occasions.

Fifth and Sixth Grade

Fifth and sixth grade students have already experienced Minnewaska Middle for a year and quickly learned the culture. Although they are still with an adult as they walk about the building, they have similar experiences with lunch and recess as students in fourth grade.

Students can expect a traditional classroom teacher who they spend the majority of the day with. In addition, they have another classroom teacher they will trade with for Math, Science and/or Social Studies.

Exploratory classes begin in fifth and sixth grade. These experiences provide additional exposure in a variety of areas where students gain knowledge in a variety of topics. Students are regrouped with a peer group that has some from their traditional classroom and others from the other sections. Each student will participate in their exploratory class for a quarter and then rotate through all four courses through the school year.

Fifth Grade exploratory classes include: Health, Art, STEM and Technology

Sixth Grade exploratory classes include: Health, Art, FACS [nutrition, food production, sewing and more] and Technology

Physical education does continue on a daily basis. In fifth and sixth grade students can elect to participate in band as well which occurs on opposite days of general music. Students not participating in band can have a study hall, intervention or enhancement courses as we work to meet the needs of all learners.

Seventh and Eighth Grade

Students in seventh and eighth grade will have what most know as a more traditional junior high experience that Minnewaska has a rich tradition of providing. We recognize they are almost self sufficient and may need minimal support to be successful students and citizens.

At the 7th and 8th grade, students will participate in a 7 period day that has a traditional bell schedule. They will have classes with a variety of peers and teachers. Students are required to take core classes of English, Math, Science, Social Studies, Physical Education and Health and/or Middle School Success. In addition, they will have the opportunity to participate in band, choir or a variety of additional electives. Each student in 7th and 8th grade will continue to gain exposure into the elective courses each quarter similar to the experience in 5th and 6th grade.

Seventh Grade exploratory classes include: Industrial Technology, Creative Writing, Project Lead the Way [STEM], and Computers

Eighth Grade exploratory classes include: Agriculture, Spanish, Art and Project Lead the Way [Computer Science for Innovators and Makers]

Students in 7th and 8th grade have a traditional lunch period with enough time to gather their meal and eat with friends.

One of the most anticipated changes in seventh and eighth grade for students is the ability to participate in activities. Minnewaska Area is proud to have a variety of student activities for all to be involved in. We highly encourage students to be involved to meet others and enhance their Laker experience.

MAIS POLICIES and PROCEDURES

APPROPRIATE ATTIRE/HYGIENE

While we have no formalized dress code at Minnewaska Area Schools, we ask that students wear clothing that is appropriate to wear in the school setting, for weather conditions and in good taste.

There are some guidelines that students need to follow:

- Caps, bandanas, hoods, or any other head covering will not be worn in the school from 8:15-3:15.
- Clothing with alcoholic, nicotine, gang related or other inappropriate slogans will not be allowed
- Skirts and shorts should be at an appropriate length, the bottom of which should extend to or beyond two inches above the knee
- Tank tops with spaghetti straps or strapless are prohibited.
- Shirts and tops must cover the torso, with no midriff or cleavage visible.
- Undergarments can not be seen
- Clothing with tears or cuts in inappropriate areas is not to be worn.
- Shoes must be worn at all times.

Parents will be notified of a violation. The student will call home to make arrangements to change clothing. If parents cannot be reached, an alternate clothing option, provided by the school, will be offered to the student. When in doubt about what to wear, use common sense and/or ask a staff member for an opinion. These standards for proper attire also apply for school sponsored activities.

CODE OF CONDUCT

Student-Minnesota Statutes 1971, Section 120.06 states the following: "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall abide by the rules and regulations promulgated by the local Board of Education.

The basic responsibility of the schools is to educate the children of the community and any child defined as eligible by compulsory school attendance laws. It is not necessary to keep in school those children whose conduct is totally inconsistent with the learning atmosphere. The right of a person to attend school must not place in serious jeopardy the rights of others to profit from school. In the event that a student in Minnewaska Area Intermediate School does not abide by these disciplinary guidelines, he or she may be subject to disciplinary action that is fitting, proper, and legal within the framework of the amended Pupil Fair Dismissal Act of 1974.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandate regarding the pledge of allegiance:

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Staff and students must respect another person's right to make that choice."

CLASS DUES

Every student at MAIS is expected to pay class dues. The class dues are used to support and offset class expenses. It is important that each student pay his/her annual class dues so that they can attend class activities and support the class's future plans. Please make checks payable to the MAIS Class of ___ (his/her graduation year). Class dues must be paid by November 15th to avoid a \$5 late fee. Dues for Minnewaska Area Intermediate Students are \$10/grade.

Dues may cover

- Cost of school equipment or material destroyed or broken unduly damaged through carelessness, failure to follow instructions or vandalism in the amount necessary to restore the item to service
- Cost of field trips
- Admission fees to concerts, plays or other additional learning experiences

Students are required to furnish their own school supplies, phys. ed. clothing and shoes and any other personal items.

ATTENDANCE

Minnesota Compulsory Attendance Law M.S. 120.10 states every child between 7 and 16 years of age shall attend a public or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws. When a student has 7 absences (excused or unexcused), he/she is considered educationally at-risk, which is not in violation of the law, but warrants the school to begin an intervention process

If your child is absent, please call the school by 9:30 a.m. at 320-239-4800

You may leave a message at this number 24 hours a day.

Call ext. 1208 at MAIS or email maisoffice@isd2149.org

If we have not heard from a parent or guardian by 9:30 a.m. we will attempt to contact him/her for verification. We try the home phone number first; should we not reach you at home, we call the work number(s) listed on the student's emergency form. If we are unable to talk with you, we will leave messages on answering machines or voicemail. We will continue trying to contact you personally throughout the day. Please help us by calling to report your child's absence.

Please give the following information when you call:

- Your name
- Child's name
- Grade/Teacher's name
- Reason for absence

Absences, Excused

Excused absences may be given for the following reasons: Illness, necessary medical attention or appointments, serious illness or death of someone in the immediate family, emergencies calling for service of the student at home, trips or travel when arrangements have been made in advance with the principal.

Should a student be ill more than 5 days a semester, a doctor's note may be required.

A student will be counted absent for vacation, but it will be excused vs. unexcused.

If a student arrives at school after 10:00 a.m., he/she will be counted as absent for the morning. If a student leaves school prior to 1:30 p.m., he/she will be counted as absent for the afternoon.

Absences, Unexcused

Unexcused absences may be given for missing the bus, staying home without a reason or failure to communicate where a child is. Minnesota Compulsory Attendance Law M.S. 120.10 also shares students who have numerous unexcused absences can be reported to social services and the Pope County Attorney's office.

Students will be notified when their child has 3, 5 and 7 unexcused absences. Through the process, Minnewaska Area Schools will make efforts to provide interventions and support for students finding difficulty in finding their way to school.

All students who are absent 10- days or more will receive a letter sharing the importance of regular attendance and a total of days their student has been reported absent.

Early Departure

If it is necessary for a child to leave school early, please send a note with him/her to notify the teacher and office personnel. This includes medical appointments, music lessons, etc.

- Every student must check out at the office before leaving school. If you plan to pick him/her up at school, stop in at the office and we will call the student from the classroom.
- We will not release your child to anyone other than a parent without a written communication.

Tardiness

A student is considered tardy if he/she is not in his/her seat when class begins and within 5 minutes after lunchtime. When a student arrives late, he/she should report to the office to obtain a tardy slip. Please help us by making sure your child arrives on time each day.

If a student arrives at school after 10:00 a.m., he/she will be counted as absent for the morning. If a student leaves school before 1:30 pm, he/she will be counted absent for the afternoon.

Should a student demonstrate habitual tardiness that is unexcused, the district reserves the right to monitor and report to social services and the Pope County Attorney's office.

BUILDING PASSES (Yellow Pass)

Students in grades 4-8 must **sign out and have a signed pass detailing date, time and destination** as they move about the building during classes on their own.

PRE-EXCUSED ABSENCES

All planned absences (family trips, funerals etc.) should be cleared through the Intermediate School Office before the absence occurs. Students wishing to be excused from school may obtain an excuse by presenting a written permission request from a parent or guardian to the School Office in advance of the absence. A pre-excused permission slip will be issued which the student will take to each of his or her teachers. The teachers will sign the permission slip and discuss with the student the work to be made up.

MAKE-UP WORK AND INCOMPLETE GRADES

It is the responsibility of each student to make up for missed work. Teachers have been instructed to hold the students accountable for all make-up work. When a student has been absent for a legitimate reason (excused absence) the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the same assignments or equal the number of days absent. If the number of days included a weekend or vacation period, the absent student will be granted the same number of days. The responsibility to obtain all make-up materials and assignments will be that of the student and not that of the office personnel. The office staff may assist but cannot insure all make-up materials will be delivered. Students in grades 4-8 must complete all requirements established by individual instructors of that course. Due to an extended illness or extenuating circumstances, a student may be granted an incomplete. Any incomplete grade will become a failure two weeks after the conclusion of the class unless special arrangements have been made to complete the required work. This includes second semester grades.

EXCUSE FROM PHYSICAL EDUCATION

Students will not be excused from physical education class unless they present either of the following:

1. **Doctor's excuse.** This excuse must include the length of time for non-participation from regular physical education or an adaptive physical education.
2. **Parental excuse.** This is valid for **one** class meeting.

ADDRESS CHANGE

Students/Families that change their address and or contact information during the school year are asked to share these changes with the Principal's Office. You may also login to ParentVue to update your address, phone number, & email address.

MESSAGES

Emergency messages will be given to the student involved when appropriate and necessary. However, the office will assume no responsibility to deliver personal messages or unnecessary communications, e.g. hair appointments, tanning appointments, grocery lists, student-to-student messages, etc. during the scheduled school day. Please make arrangements with your children before they leave for school in the morning e.g. appointments, rides home, staying after school, etc.

SUPPLIES

The students are responsible for their own pencils, pens, paper, etc.

EMERGENCY DRILLS: FIRE, TORNADO and LOCKDOWN DRILLS

Fire drills, tornado drills and lockdown drills are held during the year. It is the student's responsibility to know the specific procedures for all rooms in which he or she has classes. If it is necessary to evacuate a wing or section of the building, an exit plan is posted in each room.

MEDICATION POLICY - Administering Medication to Students

General Statement of Policy

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, school health paraprofessional (SHP) or nurse designee, will administer prescribed medications in accordance with the law and school district procedures.

Refer to Minnewaska Area Schools Policy 516 for further information. Parents can also connect with Minnewaska's School Nurse with questions at 320-239-4800.

- A. **Students in grades 4-8 are NOT permitted to self administer or carry over-the-counter medications.** The student's parent or guardian may provide a non-prescriptive pain relief medication (analgesic) to have available in the nurse's office if needed. A written authorization from the parent/guardian for the student must accompany the medication to be kept in the nurse's office.

ILLNESS

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

1. If a student has had a fever of 100 degrees or more, the student should stay home 24 hours after the temperature has returned to normal.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours after the last episode.
3. If a student has any rash, check with the family physician before sending him/her to school.

****REMEMBER to inform the school by calling 239-4800 (attendance secretary) by 9:30 a.m. when you intend to keep an ill student home.**

In cases of an accident in school, emergency first aid will be administered and every attempt will be made to notify parents or guardians before seeking additional medical attention if required.

MEDIA CENTER

1. The Media Center will be open every day from 7:30 AM until 4:00 PM Monday thru Thursday and 7:30 -3:30 PM on Fridays.
2. Students wanting to use the media center before or after school will need a pass from their teacher in order to use the facility.
3. Books may be checked out for a two week loan period and are renewable for the same period
4. Reference books may be checked out for a one week period and renewable for the same period
5. Overdue materials must be returned before the student may have continued MC privileges
6. Students may not enter or leave the MC during class time without a pass signed by an instructor or the librarian. Abuse of MC privileges will result in loss of MC privileges.

COMPUTER RESOURCE POLICY

(Please refer to BOTH the 1:1 Mobile Device Program Notification Guide & Internet Access Guide)

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. Minnewaska Area Schools offer student access to the Internet and electronic mail.

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. The Internet is provided for students to conduct research and communicate with others in relation to schoolwork. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Families should be warned that some material, accessible via the Internet, might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, the school staff, parents, and guardians of students are responsible for setting and conveying the standards that the students should follow when using media and information sources.

Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the District Internet and E-Mail rules outlined in this document, the administration, faculty, and staff of Minnewaska Area Schools may deny, revoke, or suspend specific user rights.

DISTRICT INTERNET AND E-MAIL RULES

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or other school area. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is presumed that users will comply with district standards.

The network is provided for students to conduct research and communicate with others. Parent/guardian permission is required.

Independent School District #2149 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Independent School District #2149 will not be responsible for any damages a student/parent or guardian suffers. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at student/parent or guardians own risk. Independent School #2149 denies any responsibility for the accuracy or quality of information obtained through its services.

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly.

Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and radio.

System Access may be terminated for any of the following:

- Damaging computers or computer systems;
- Installing any software on the system;
- Gaining unauthorized access to resources;
- Trespassing in another's folder, work or files;
- Vandalizing the data of another user;
- Using the network for any illegal activity, including: violation of copyrights, other contracts, etc.;
- Sending or displaying offensive messages or pictures;
- Using obscene language;
- Harassing, insulting or attacking others;
- Using the network for financial or commercial gain;
- Intentionally wasting limited resources (printing without permission, etc.);
- Chatting;
- Gaming, etc.

Violations may also result in other disciplinary or legal action depending on the severity of the offense(s).

MEDIA: PHOTOGRAPH, VIDEOTAPE OR INTERVIEWS

Minnewaska Area School District #2149 reserves the right to photograph, videotape or interview your child for school publications or articles. This policy only applies to photographs, videotape and interviews. If you DO NOT wish to have your child photographed, videotape or interviewed, please inform your child's building principal. If parents choose to opt out, this would exclude your child's picture from yearbook, music programs, and other types of school media.

SCHOOL CLOSINGS

In the event of a school closing, families will be notified by phone, text or email by School Messenger. School Messenger is a broadcast service used by Minnewaska Area Schools to communicate with families. You may also listen to the following stations for school closings:

TV: KARE, KSTP, KCCO, WCCO

Radio: WCCO, KMGK, KXRA, KSCR, KIKV, KMRS, KS95, KDJS, KVRV, KWLM

This will be an official announcement. **Do not call the school.** If you feel the weather has made the roads unsafe, please call MAIS at 320-239-4800 to report that your student will be staying home.

VISITORS

Visitors are welcome during the lunch hours only. Host students should secure a form from the Principal's Office **at least one day before the visit is to be made.** Visitors will follow all MAIS rules. Any violations will result in consequences for the host.

POSTERS

Posters must be approved by an administrator-before being placed anywhere within the building. Posters may be hung in designated areas only, and the content of the poster must be in good taste. The group that hangs up the posters is also responsible for seeing that they are taken down. Any unauthorized posters will be removed and discarded.

DISTRIBUTION OF LITERATURE/MATERIALS IN SCHOOL

Any person desiring to distribute literature to students in school or on school property must observe the following procedures:

1. A copy of the material is to be submitted to the principal for approval.
2. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or violate any federal, state, or municipal law. See the complete district policy on-line in our district's web page.

FOOD AND DRINK POLICY (District Policy available in Offices)

Juice, water and healthy snacks are made available during school days. All beverages must be purchased at the school. WATER IS ALLOWED BUT ONLY IN CLEAR WATER BOTTLES.

LUNCH/RECESS

All students must remain on the school premises at all times during the school day, including lunch hour. Students may use the picnic area outside the cafeteria as approved by the lunch supervisors. The parking lots are off limits during lunch period. Students are not allowed in classroom hallways during noon hour. Students who choose this action without teacher approval will receive restrictions or detention. Students are asked to maintain good social conduct at all times, especially during the noon hour.

Students may be required to participate in a working lunch during their lunch time that will take place in a designated area in order for students to maintain academic expectations.

NOON TRAFFIC TO OTHER AREAS

Because classes are in session students are not to be in the halls during lunch period unless authorization to do so has been granted by a hall duty supervisor or classroom teacher. The Cafeteria, Commons, and/or North Picnic Areas are available for you during that time.

CELLULAR PHONES/PERSONAL DEVICES

Minnewaska Area Middle School ***prohibits*** the use of cellular phones during the instructional day unless an adult allows the use. Cell phones should be stowed away in a locker and essentially “invisible” during the school day. Cell phone misuse will be handled with the cell phone collected, given to a principal and the owner visiting with the principal at the end of the day. Repeated violations will involve parental conferences. MAMS is not responsible for cell phones and other personal electronic devices. In addition, cell phones are prohibited in all locker rooms. Cell phones are not allowed at activities that are an extension of the classroom such as concerts and plays.

DISCRIMINATION

It is the policy of the School Board of Independent School District #2149 to comply with applicable federal and state law prohibiting discrimination. To that end, no person protected by such laws shall on the grounds race, color or national origin, creed, religion, sex, or marital status be denied the benefits of, or be otherwise subjected to discrimination under any educational programs, or in employment, recruitment, consideration, or selection.

The School District policy provides a grievance procedure to be used for alleged violations of the district policy regarding discrimination. This form is available in the Principal's Office.

DIRECTORY – STUDENT INFORMATION

Directory information may be released to the public without prior parent or student consent unless the parent or student has objected in writing to the release of any or all such information.

- Student's name;
- Names of the student's parents;
- Participation in officially recognized activities;
- Weight and height of members of athletic teams;
- Degrees, awards received;
- The most previous educational institution attended;

- Photo of student if available.

If you or your parents do not want any or all of this information to be available as directory information, you must contact the Principal's Office IN WRITING to have your name removed from the directory list.

SCHOOL ACTIVITIES

MAMS provides a variety of activities in which students in grades 4-8 may participate. Each person who participates in an extra-curricular activity must be knowledgeable of the activity's eligibility rules and complete the necessary requirements before participating in the activity.

RULES FOR ACTIVITIES

Students attending an activity outside of school hours will be governed by the following regulations:

1. If a student is absent from school the day of an activity he or she is not eligible to attend the activity unless pre-excused. **A student must be in attendance from 11:00 a.m. to 3:10 pm in order to be eligible to attend or participate in an activity (unless specific permission given by principal/AD);**
2. Rules and regulations of the Minnewaska Area School student handbooks are to be in effect at all activities;
3. Students will correctly identify themselves when asked to do so;
4. Students found smoking, or abusing drugs and/or alcohol will be removed immediately and dealt with according to school policy;
5. Inappropriate behavior during an activity will result in immediate removal and may result in suspension from further extra-curricular activities until the problem is resolved;
6. Adults connected with a school function have the responsibility to direct the activity and the authority to enforce established regulations;
7. Students and staff should strive to be a positive reflection on our school at all times.

ACADEMIC

E-LEARNING

Emergency closing make-up days can come in the form of Flexible Learning Days through the school year or make-up days that occur during the school year or after.

ACADEMIC ELIGIBILITY

The following rules govern academic eligibility:

- A. Students who receive a failing grade on the quarter report card in any course will lose eligibility for a minimum of two weeks or two contests, whichever is greater. This penalty will begin on the Monday following the mailing of report cards. This applies to interscholastic competition, events, contests, or public appearances. Pre-school competition will be counted. This period of eligibility applies to the current season, and/or

the season starting prior to the end of the next grading period. It also applies to fall activities if the student failed a course the previous fourth quarter.

- B. Any student wishing to regain eligibility must provide the office with the correct form, including instructor signatures, verifying that the student is passing all four classes.
- C. A student may apply for eligibility at any time following the two week penalty.

STUDENT COUNCIL

The student council is the student self-governing body through which you can exercise your right to help make your school a better place to be. The purposes of the Student Council are to:

- 1. Provide for the functioning of school activities;
- 2. Promote harmony between staff and students;
- 3. Assist the administration in the management of the school.

Elections are held each year to elect representatives from each class. Student council will look for a minimum of 4 representatives from each grade, representing a classroom or larger group of students.

PARTICIPATION FEES

Each student who participates in any extra-curricular activity must pay a participation fee. The fee system is established by the School Board. Sports and Speech fees are \$50 for grades 7 – 8. All fees MUST BE PAID prior to the 1st week of practice, unless prior arrangements are made with the C/E Activities Office.

If you qualify for free or reduced lunches, the participation fees will be reduced. *If you qualify for reduced lunch, you pay 50% of the fee. **If you qualify for free lunch, you pay 25% of the fee. In order to receive this benefit, you must fill out the application for educational benefits (Free and Reduced Lunch) and the waiver of activities participation fee form to receive the reduction.***

Student Participation Fees for 2019-20

Sports/Speech – Grades 7 th – 8 th	\$50/Activity
Jr. High. Jazz Band and Swing Choir	\$45
Drama	\$25
Mock Trial, Math Counts, Knowledge Bowl:	\$30 /activity (\$60 max)

ACTIVITY PUNCH CARDS

Good for regular season games. No expiration date!

Adults:	\$75 for 16 punches
Senior Citizens (62 & over):	\$30 for 16 punches
Students:	\$30 for 16 punches

REGULAR SEASON ADMISSION

Adults: \$6.00

Students: \$4.00 (grades 4 – 12)

*Children: FREE (3rd grade and under) * Free when accompanied by an adult!

EXTRA-CURRICULAR ACTIVITIES

Activity Eligibility Information:

1. Shall be those rules established by the Minnesota State High School League and approved by the District 2149 Board of Education as stated in the Activity Eligibility Information Bulletin issued to all participants.
2. A copy of such rules shall be issued to each participant, signed by the student and parent, and returned to the participant's coach.
3. Shall apply to all students in grades 7-8.

ACTIVITY TRANSPORTATION

The school will furnish transportation for activities. All participants (musicians, athletes, cheerleaders, etc.) will be required to ride both ways via school transportation unless special permission is granted in advance of departure. The parent or guardian may personally make arrangements in writing with the Principal/A.D./Coach for other return transportation. Students riding spectator buses must also abide by these regulations.

Minnewaska Area High School: Investigation of Alleged Violations

MAS will investigate alleged MAS/MSHSL violations based on the following:

- Written reports from law enforcement officials;
- Parents who turn their children in for a violation;
- Any other incident with substantiated evidence.

* Note - other than law enforcement, people witnessing a violation may also be asked to stand before a due- process hearing board.

MAS schools will not investigate unsubstantiated rumors, but does reserve the right to discuss with a student-alleged questionable behavior.

School Trips

Minnewaska Area Elementary and Intermediate Schools offer a variety of extended learning experiences beyond the classroom to enhance the educational experience. Field trips are a privilege for students to attend. MAES and MAIS reserve the right to have students remain in the classroom setting should behaviors demonstrated have the potential to negatively impact the experience. MAES and MAIS faculty will be in contact with parents prior to the field trip to share challenging behaviors and alternate student plans.

MCAIII Testing

All students in grades 4-8 will take the Minnesota Comprehensive Assessments in reading, mathematics and science. These tests are traditionally administered from mid April to early May.

Student grades are standards based on a five point (0-4) proficiency scale. The grade on the 7th and 8th grade report card will be the standard based proficiency level average achieved.

Fourth, fifth and sixth grade report cards will be by standard and no averaging or grade point average will be tabulated. In general, a grade must reflect an accurate measure of each student's level of achievement pertaining to established local, state, or national standards and the essential learning outcomes related to those standards.

The standards based proficiency scale is as follows:

Description:

Exceeds standards/ Exemplary 3.5-4.0 Letter Grade (A-,A)	Student performance demonstrates thorough mastery and exceeds learning expectations by completing all requirements in a manner exceeding standard.
Meets Standards 2.75-3.49 Letter Grade (B+, B, B-)	Student performance demonstrates mastery of course standards that meet established proficiency criteria.
Partially Meets Standards 1.5-2.74 Letter Grade (C+, C, C-)	Student performance demonstrates incomplete mastery of course standards but meets some criteria relating to essential learning.
Does Not Meet 1.0-1.49 Letter Grade (D+, D, D-)	Student performance demonstrates incomplete and inadequate mastery of essential standards.
No Evidence 0.0-0.9 Letter Grade (F)	Student performance indicates no achievement after all remediation efforts.

If 7th or 8th grade students fail one core class, summer school will be recommended. Any 7th or 8th grade student failing two or more core classes may be required to repeat those courses during the summer or repeat the grade. A conference will be held with the student, parent, counselor, and principal to decide if the student should repeat the grade. Correspondence courses will be paid for by the family and the school will reimburse them for the cost of the course following **successful completion.**

BOOKS

School texts are furnished free to all students. Students are asked to exercise care in using books and will be held financially responsible for lost or damaged books. Names should be written on book stamps when requested by instructors. All books will be checked in and out at each semester. Book covers are available in the office and students are encouraged to use them. No papers should be carried inside the cover of the book. Improper care of books will result in a fee or detention. Lost books will be paid for by the student.

HONOR ROLL 7-8

The Honor Roll will be published at the conclusion of each semester for 7th and 8th grade students. Parents who do not wish to have their child's name listed should notify the Principal's Office in writing. Honor Roll classifications are as follows: High Honor Roll 3.666 – 4.0; Honor Roll 3.333-3.665. Only full time students are eligible for the honor roll. A student must take six classes per semester to be considered full time. Exceptions to this rule will be considered on a case by case basis by the building principal.

PROGRESS REPORTS

Students in 7th and 8th grade will receive notification **at mid-term for receiving a D+ or lower**, but notification may be given any time the student is not working up to his or her ability. Faculty members will notify the families of students identified as "at risk of failing" if progress does NOT improve. Remember YOUR on-line access to progress reports through the district's website: www.minnewaska.k12.mn.us

PARENT CONFERENCES

Parent-Teacher Conferences are a vital time for our families and staff to partner and work together. We work hard to schedule and invite families to meet with teachers in a more formal setting twice a year. Should parents have questions or concerns at any point through the year, we ask them to reach out and connect with teachers or our administration at any point.

HOMEBOUND INSTRUCTION

Traditional homebound instruction can be the result of a medical need and a recommendation of a doctor. This service is usually for students who are likely to be absent for an extended time due to a serious injury or illness. A family who needs to use this service should connect with their child's principal to set up a time to review and plan for their child's education.

STUDENT SERVICES

SCHOOL SOCIAL WORKER AND SCHOOL COUNSELOR

Students have access to meet with our School Social Workers and/or Counselors on an as-needed basis. Students or families can make an appointment or stop in their offices. Once an appointment is made, students must obtain a pass from the counselor/social worker. Students will be released from classes at the discretion of the classroom teacher in the case of an emergency.

LOST AND FOUND

Please, report items that have been lost and found to the Principal's Office immediately. All found items will be kept for one month, at which time unclaimed items will be disposed of or donated to charity organizations.

HEALTH SERVICE

The school nurse is on duty during the scheduled school day. If a student is ill or has been injured, he or she should report to the office area. The school nurse or secretary will notify the parent or guardian that the student has reported and a decision will be made to have the student return to the classroom, go home, or be referred to the clinic or dentist. Abuse of nurse's office services may result in a parental meeting and/or loss of this privilege. This area is not for loitering or resting.

Cumulative health records are maintained for each student, including immunization records, test results, screening data, and personal observation. Referrals are made by the nurse to the family physician or family dentist whenever necessary, to help the student enjoy the best physical and emotional health. The nurse will help parents obtain the advice and assistance they need to solve family health problems. The nurse and other school personnel are acquainted with school, community, and state resources available.

Head Lice

Parents are urged to periodically check children for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, the student will be sent home. Treatment must be completed before students will be **readmitted** to school.

Minnewaska Area Schools reserves the right to require students to treat all forms of lice before returning to school.

SCHOOL LUNCH

*Prices subject to change as new information for 20-21 school year is available.

<u>Cost of meals:</u>		<u>Reduced Prices</u>	(based on approval of Free/Reduced Application):
Breakfast	Free	Breakfast	Free
Lunch	\$3.10	Lunch	Free

Students can pay for their meals online at www.schoolpay.com or on Minnewaska's website at www.minnewaska.k12.mn.us.

Breakfast will be served from 7:45-8:10 a.m for 7th and 8th grade. Students interested in taking part in the breakfast program must allow enough time to avoid earning an unexcused tardy to their first hour class.

Breakfast will be served as a class for students in grades 4th-6th. They will report to their classroom and walk together to the cafeteria for breakfast. All breakfast will be completed by 8:30 each morning.

CAFETERIA

A well-balanced meal is served each school day to students who wish to participate. Please note:

1. Families are set up with accounts each year that regular meals are charged to
2. Ala Carte is available and can be charged to the family's lunch account. **If you do not want your child to charge Ala Carte items, please contact Food Service at 239-4800 ext 1716**
3. We encourage parents of low-income families to apply for reduced or free meals.
4. Students may bring their own lunches and purchase milk in the cafeteria;
5. Eating shall be confined to the cafeteria only;
6. The return of trays, plates, and silverware to the proper area is expected;
7. Violations of these rules will result in a penalty including the cleaning of the facility and/or suspension from the use of the cafeteria.

CLASSROOM TREATS AND FOOD

All foods/treats must be commercially produced -- no homemade treats are allowed in the classroom. An exception could be a food prepared for a classroom (cultural or curricular) project. It must be prepared at the school under the supervision of the classroom teacher and not prepared at home.

BUS TRANSPORTATION

RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT.

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver's full attention. For the safety of everyone, do nothing to distract the bus driver.

The school bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

The "Danger Zone" surrounding a school bus. The "Danger Zone" is the area within 10 feet of the bus. The two areas which are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

Appropriate conduct on the bus:

Be on time, Stay out of the "Danger Zone.", Follow driver's instructions, stay seated, be courteous, and no eating or drinking on the bus.

Procedures for safely boarding and leaving a school bus:

Be on time, always line-up in a single file to board the bus, use the handrail, take one step at a time, remain seated until the bus stops, walk to the door, etc.

Procedures for the safe crossing of vehicle lanes:

Move away from the side of the bus (if you can touch the bus, you are too close)
As you move away from the bus, move to a point at least 10 feet in front of the bus.
Turn toward the driver and make eye contact (see that the driver sees you)
Wait for the driver to signal to you that it is safe to cross (either by the public address or by hand signal). Walk 10 feet in front of the bus, stopping to check for vehicles that might violate the stop arm. When it is safe, complete the crossing.

School bus evacuations and other emergency procedures:

There are three different evacuation plans:

1. using only the front service door;
2. using only the rear (or side) emergency door;
3. using both the service door and the emergency door

BUS TRANSPORTATION

- The driver will at no time transport any student other than those on his or her route unless permission has been granted to said student by the building Principal or Superintendent. Such permission will only be granted if parents give written permission.
- Drivers shall use their discretion as to what materials can and cannot be transported to and from school. Animals, domestic or wild, are not to be transported by bus.
- The driver is expected to complete his or her route unless road conditions are such that it is physically impossible. It is understood that the driver must use his or her judgment in driving his or her route for the safety of the students on the route.

BUS DISCIPLINE PLAN

- 1st Offense: Bus driver conferences with the student to address unsafe behavior (Courtesy Notice)
- 2nd Offense: Bus driver conferences with the student and/or the bus manager. Either the bus driver or bus manager will file a Student Bus Behavior Report (SBBR) and fax/e-mail it to a school administrator. School administrator contacts the parent to explain the unsafe behavior and consequences. Student will be placed on probation and may be given an assigned seat on the bus for a designated period of time
- 3rd Offense: SBBR submitted to the school with a recommendation for bus suspension. School administrator contacts the parent to explain the unsafe behavior and consequences. Upon return, the student will be on probation and may be given an assigned seat on the bus for a designated period of time.
- 4th Offense: SBBR submitted to the school with a recommendation for bus suspension. A conference will be set up with with the Parent, Student, School Administration and Transportation staff to discuss possible bus suspension for the remainder of the year.
- SEVERE BEHAVIORAL CLAUSE: A severe clause is a disruption such as fighting, swearing, refusing to do a task that is required, or destroying property. This may result in immediate bus suspension.

STUDENT RIDERSHIP TRAINING

The first month of school must be designated as school bus safety month. School districts must begin providing school bus safety training for all students during that week. Training must take place in the classroom and on the school bus. By the end of the third week of school, all students must demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege - not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing; and
7. School bus evacuation and other emergency procedures.

Students who fail to demonstrate that they understand these concepts may lose their bus riding privileges unless the students are unable to achieve the competencies due to a disability.

LOCKERS

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 student 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 possible after the search of a student's personal possessions, the school authorities will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. See the complete district policy at: www.minnewaska.k12.mn.us

Students are responsible to remove all belongings by the last day of school. Any remaining items will be discarded.

DO NOT LEAVE VALUABLES OR MONEY IN YOUR LOCKER. THE SCHOOL is not RESPONSIBLE FOR STOLEN PROPERTY.

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

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

In order to fulfill its obligation under Section 504, the Minnewaska Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

See Minnewaska Schools Policy 615 for more information or contact the building principal.

Minnewaska Area Schools Discipline

At Minnewaska we are working together to provide a positive and safe learning environment by respecting ourselves, our work, property and others.

The key components of the Minnewaska Public Schools discipline plan include:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion by providing a safe environment
- creating conditions for a need-satisfying environment
- school discipline needs to be a part of our schools educational process and not a strictly punitive process
- consequences are natural and logical

Although detention, suspension and expulsion will still be a part of the discipline plan, students may have an opportunity to correct their behavior with other consequences for most inappropriate behaviors.

The rules or guidelines for MAS could be as simple as the following:

1. Respect yourself and others.
2. Help yourself and others maintain high standards regarding academic performance and social conduct.
3. Respect the investment your parents/guardians have made in this school by helping maintain good appearance of the facilities.

For students who choose not to follow those few guidelines, the State of Minnesota and the school board have established more rules to follow. Negative consequences come only as a result of choosing not to follow the rules.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota statutes 121A.582 and other laws.

BEHAVIORAL GUIDELINES: Note this table is intended to be used as a reference guide only and is not all-inclusive. School officials have discretion regarding matters of student discipline.

BEHAVIORAL GUIDELINES Note: This table is intended to be used as a reference guide and is not all-inclusive. School officials have discretion regarding matters of student discipline.

Misbehaviors	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Absences (excessive), Skipping/Truancy	Parent notification; (3 unx or 10 ex,) Physician's note required after 5 sick days/semester.	Parent notification, Detention , Social Services Notification (5 unx or excessive excused)	Parent notification; Detention or Saturday School (7 unx or excessive excused) County Attorney Referral	
Alcohol or Drug Use or Possession (separate tobacco or e-cig policy at bottom)	1-3 days suspension, police referral, and parent meeting	3-5 days suspension, police referral, and parent meeting	5-10 days suspension, police referral, and administrative conference	Recommended expulsion or alternative learning setting
Alcohol or Drug Distribution	Recommended expulsion			
Bus Conduct **Consequences can be skipped/repeated at the discretion of the principal in consultation with bus company.	Verbal warning, parent contact - assigned seating	parent contact. 1-3 day removal from bus	1-3 day bus suspension, 3-5 day removal from bus and parent meeting with Transportation Director	5-10 day bus suspension. 5th Offense: 10 day or longer bus suspension.
Cell Phone or electronic device misuse	Phone confiscated for the day, parent contact	Phone confiscated for up to 2 days & picked up by parent	Cell phone ban from school for one week (phone turned over to parent)	Cell phoned banned from school for one month (phone turned over to parent).
Cheating	Zero on assignment, parent contact	Parent contact, detention, zero on assignment - 1-3 days suspension	ISS, zero on assignment, parent conference Recommended removal from course with no credit	
Disruptive behavior	Laker Pride Letter or Blue Slip and Detention	Laker Pride Letter Blue Slip, detention, and Parent Meeting	1-3 Day suspension, Laker Pride Letter and possible removal from course or no course credia	
False Fire Alarm	1-3 Day Suspension Police referral	3-5 Day Suspension Police referral	5 days Suspension legal charges	
Fighting (Physical Assault)	Detention and/or ISS, parent contact, police referral	ISS and/or OSS, police referral, parent conference	OSS and police referral	Recommended expulsion
Forgery	Detention, parent contact	ISS	ISS	
Harassment or Hazing	1-3 day suspension; possible expulsion from school activities, possible police referral	3-5 day suspension and parent meeting, possible police referral	5-10 day suspension and recommendation for expulsion, possible police referral	
Inappropriate Dress	Conference & alter attire	Conference, alter attire and parent contact	Conference, alter attire, detention, parent conference	
Insubordination (including academic insubordination)	Laker Pride Letter, Detention, parent contact	Laker Pride Letter, 1-3 day suspension, parent conference	3-5 day suspension , parent/student conference,	
Internet misuse	1-3 week suspension from using computer, parent contact	30 day suspension from computer, parent conference.	Loss of school devices.	
Lunchroom Misconduct	Lunchroom cleaning	Lunch detention, clean lunchroom, parent contact	1-3 day suspension clean lunch room, parent conference	
Obscene Materials	Detention	1 day suspension	3 days suspension	
Parking Violation	Warning and pay for permit	Parent phone call, pay for permit, and loss of parking privilege for 2 weeks	Tow at owner's expense	
Physical Assault on staff	Recommended expulsion and police referral			
Profanity (written, spoken & gesture)	Laker Pride Letter and/or Detention	1 day suspension, parent contact	3 day suspension parent conference	OSS
Stealing	Under \$20	Under \$20		

	Laker Pride Letter, Detention and parent contact for under \$20. Over \$20 Parent Contact 1-5 day suspension, police ref	Parent meeting and 1-5 day suspension and police referral Over \$20 3-5 day suspension, police referral, and parent meeting		
Tardies	Per classroom teacher policy 3 tardies = detention and 1 unexcused absence	6 tardies = detention and 2 unexcused absences, parent contact	7 tardies or more results in parent conference, social services conference and possible referral	
Terroristic Threat	3-5 Day Suspension, Parent Conference, Police Referral	5-7 Day Suspension, Parent Conference, Police Referral	Recommendation for expulsion or alternative setting	
Teasing	Warning, parent contact and possible Laker Pride Letter or detention	Considered bullying with parent conference and incident report, possible detention and/or suspension	Considered bullying followed by a parent conference, possible police referral and 3-5 day suspension	Recommended expulsion or alternative setting
Threats/Intimidation	Laker Pride Letter or Detention, parent contact	Parent conference, police referral, possible 1-3 day suspension	Police referral, 3-5 day suspension or possible exclusion	Recommended expulsion or alternative setting
Tobacco and Electronic (e- cig) Devices	1 day suspension, parent contact, police referral	1-3 day suspension, Police referral, parent conference	3-5 day suspension, Police referral, cessation classes	
Vandalism	Restitution, parent conference, 1-3 day suspension and police referral	Restitution, parent conference, 3-5 day suspension and police referral	Recommended expulsion	
Verbal Assault to Staff	1-3 day suspension	3-5 day suspension	5-10 day suspension, parent meeting, and police referral	Recommendation for expulsion
Weapon	See Zero Tolerance Policy Below			

Zero Tolerance

At Minnewaska Area Schools we believe every student and staff has a right to:

1. Be treated with respect and courtesy
2. Learn without disruption
3. Attend school every day
4. Feel safe

In addition, we endorse the right of teachers to feel safe in their classrooms and teach without disruption. Therefore, we have zero tolerance for the following actions. If a student commits any of the following actions they will be suspended and the principal will make a recommendation to the Superintendent for expulsion. The Superintendent will decide if a hearing should be held in front of the Board of Education to expel the student.

1. A loaded or unloaded firearm, a weapon, device, laser or electronic stun weapon equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
2. Assaulting a school staff member.

**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 in possession of a weapon.

ALCOHOL AND DRUGS, POSSESSION OR USE OF

Possession or use of any alcohol, drugs, or drug paraphernalia in or on school premises, or in an area where school activity is taking place is absolutely forbidden. Students found in

violation will be suspended from school and may be required to have a drug evaluation. Law enforcement agencies may be contacted. A parent conference will be held prior to the student being readmitted to school. Offenses will be cumulative in grades 4-12.

- 1st Offense: 1-3 days of suspension;
- 2nd Offense: 3-5 days of suspension;
- 3rd Offense: The offender will appear before the Board of Education with his/her parent/guardian to participate in a hearing to determine the facts and obtain testimony pursuant to expulsion from school.

Note: Many students, parents and teachers are concerned about the increasing use of drugs among our youth. To ensure a safe and drug free environment the school board has approved the use of drug detecting dogs to randomly search the school property. When this procedure is used, the dogs will systematically search the parking lot, lockers and classrooms for illicit drugs. Although we would not have the dogs systematically search students, it is possible that the dogs would detect drugs stored in books, backpacks and clothing. We would follow-up all leads with a legally conducted search. The search and follow-up action will be handled by school designated law enforcement officials. Parents will be notified any time a student's locker or personal belongings are searched. We are asking all students and parents to support this move because of the spirit in which it is intended; that is to keep Minnewaska a great place to receive a great education. Minnewaska Area Schools is a place where students do not fear for their physical or mental well-being because of the use of drugs within their school.

Note: All students should keep their lockers locked to reduce the possibility of being set up by another student for drug possession.

*** Sale of illegal substances may result in expulsion and law enforcement will be notified.**

BUS DISCIPLINE

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly in order to keep bus-riding privileges. Driving demands the bus driver's full attention. For the safety of everyone, do nothing to distract the bus driver.

CHEATING/LYING

Cheating may involve the sharing and copying of answers on a daily assignment or test. Students caught cheating, both the person supplying the answers and the person receiving them, may receive a zero for the work.

Cheating may also be copying content, data, etc., from another source and turning it in as their own work or better known as **plagiarism**. In both of these cases, the work will receive a zero and the student(s) will be referred to the office to determine if further disciplinary action should be taken such as detentions, Citizenship Violations, etc.

* Lying to staff or forging notes will be treated the same as cheating.

* Families may request a conference/hearing to review the facts leading up to the disciplinary Action.

* Students involved in extra-curricular and co-curricular activities will also be governed by the Citizenship rules/guidelines.

CLASS DISRUPTIONS

When a student's behavior is causing others in the class to lose focus on their work, it is considered a classroom disruption. This can include inappropriate comments, loud or obnoxious behavior, talking to others during lectures, etc. These will be handled in a three step process: first-a warning, second-a formal warning and finally-an Office Referral. The teacher has the authority to make an immediate Office Referral for "excessive behaviors".

CLASSROOM RULE VIOLATIONS

Classroom rules may be more restrictive in some cases. e.g. gum chewing may not be permitted in some classes. Teachers must have the classroom rules and consequences posted in their rooms or provide each student with a written copy. The teacher will administer rule violations and inform the principal's office.

FIGHTING

Fights are any physical confrontation that involves the use of fists or the use of any physical force in anger. Students involved in fights on school property may receive up to three days suspension from school. (This could be either in-school or out-of-school.) Parents will be notified and a conference will be held before re-admittance to school. Law enforcement may also be notified and assault charges could be filed.

*Harassment info. is listed above.

BULLYING

Mission Statement: We believe everyone at District 2149 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent bullying and violence of any kind.

Bullying can be defined as:

- **Physical Bullying** – This includes hitting, kicking, pushing, choking, punching...
- **Verbal and Non-Verbal Bullying** – This includes threatening, taunting, teasing, hate speeches, insults, pictures, drawings, cartoons, ...
- **Exclusion or Relational Bullying** – to purposefully try to convince peers to exclude or reject a certain person or people and cut the victims off from their social connections, manipulation of friendship relationships, spreading rumors, ...
- **Extortion** – This includes stealing of money and possessions, ...
- **Cyber Bullying** – via websites, emails, chat rooms, text messages, etc.

Procedures: All bullying allegations must be investigated within 3 days of initial referral.

1. If any of the above actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, a principal, psychologist, our mental health professional, or the superintendent;
2. All referrals will be processed using an investigation form;
3. Your right to privacy will be respected as much as possible;
4. We take seriously all reports and will take appropriate actions based on your report;

5. The Minnewaska Area School district will take action if anyone tries to intimidate you or take action to harm you because you have reported (retaliation).
6. All incidents of bullying must be reported to parents as well as reported to the MN Department of Education.

Consequences may include one or more of the following:

- Suspension;
- Parent involvement;
- Education through reading, videos, etc.;
- Immediate intervention;
- Formal, structured counseling;
- Detention;
- Social skills curriculum;
- Community/school service;
- Removal from class or school;
- Transferred to another program;
- Involvement in friendship groups;
- Empathy development;
- Restitution;
- A mentoring program;
- Journaling;
- Police report;
- Court system involvement;
- A written apology;
- Other actions deemed appropriate based upon the severity and frequency of incidents

For more information, refer to Minnewaska Schools Policy 514.

DISTRICT 2149 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at District 2149 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind as referenced in statute 121A.03.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes or rumors
 - b. pulling on clothing
 - c. graffiti, notes or cartoons
 - d. unwelcome touching of a person or clothing
 - e. offensive or graphic posters or book covers; or
 - f. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a Teacher, counselor, the principal or the Human Rights Officer (Superintendent).

4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer (Superintendent).
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Completed policies are available in the district or high school offices upon request.

For more information, refer to Minnewaska Schools Policies 522. 525. 526 and 528.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW
-- DISCRIMINATION IS AGAINST THE LAW**

CONTACT: The Superintendent and/or Human Rights Officer or school principal at
 Minnewaska Area Schools
 25122 State Highway 28
 Glenwood, MN 56334
 PH: (320 -239-4800)

Note: There is a reporting form at the end of this handbook.

HAZING POLICY

“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 as referenced in Minnesota Statute 121A.69.

Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing shall 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.

School District Actions

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials.
- B. Upon completion of the investigation, the school district will take appropriate action. Such actions may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

For more information, a complete copy of the hazing policy is on-line or in the Superintendent’s Office.

INSUBORDINATION

Refusing to obey the reasonable requests of the school staff is insubordination. This includes comments made in the classroom, halls, cafeteria, school events, etc. Insubordination will not be tolerated.

NUISANCE DEVICES

Nuisance devices are such objects as water guns, pea shooters, paper projectiles, noisemakers, laser lights, etc. These devices in the possession of students present a clear and present danger to others and are prohibited in any school building or on school grounds. The article shall be confiscated and appropriate disciplinary action taken.

ROLLERBLADES, SKATEBOARDS, ETC.

Rollerblades, skateboards, etc., are not to be used on the school grounds.

PORNOGRAPHIC MATERIAL; POSSESSION, USE, OR DISTRIBUTION OF:

The possession, use or distribution of pornographic material will result in immediate notification of parents, detention, and possible suspension from school. The length of suspension may be from 1 to 5 days, depending on the circumstances. **This includes Internet usage.**

PROFANITY/INAPPROPRIATE COMMENTS

Profanity is verbal or written material that shows disrespect or abuse toward others. It is the cursing, swearing or use of words that are inappropriate in a public facility.

Note: Profanity, insults or verbally abusive language directed toward any school staff or teachers may result in an automatic suspension (ISS or OSS).

SNOWBALLS

Snowballs are prohibited on school grounds.

STEALING

Stealing is a behavior not tolerated by Minnewaska Area Schools. Students may have traditional consequences as outlined in the behavior matrix. If a pattern of theft or item of large value has been stolen, law enforcement may be notified as well.

TOBACCO, POSSESSION OR USE OF

Possession or use of any tobacco or tobacco related devices such as "electronic cigarettes" in any form in any school building, on the school grounds, on a school bus, or at any other premise in which students from Minnewaska Area Schools are participating is prohibited. Any student found violating the rules on the use of tobacco shall be disciplined in the following manner:

1st Offense: 1 day in school suspension. (Referred to Law Enforcement)
2nd Offense: 1-3 days suspension. (Referred to Law Enforcement)
3rd Offense: 3-5 days suspension. (Student will be referred to LE & tobacco diversion program)—————

UNSAFE ACTS /HORSEPLAY/ PUSHING

These are not intended to cause harm but they have the potential to cause harm to the people involved. They can also harm bystanders. Budging in line, running in the halls, throwing soap in the locker room are only a few examples of this behavior. These nuisance behaviors, if requiring adult intervention, will be subject to disciplinary action such as detentions, ISS, etc., as judged appropriate by the principal.

VANDALISM

Vandalism is purposeful damage to or destruction of school property or property of others. Any vandalism or destruction to school property will be dealt with by law enforcement and be subject to school disciplinary measures including but not limited to restitution, suspension, etc.

DETENTION

In the event that a student is assigned detention, reasonable efforts will be made to give students a copy of the detention notice and notify the parent or guardian by phone or mail before the detention is served.

Detentions can be made up before school from 7:15-8:00 AM or after school from 3:15-4:00 PM. Students have two days to complete the detention following the initial referral. In the event a student is late to detention, or misses it altogether, they will be assigned I.S.S. (In School Suspension) for the day. If the student is not compliant with rules governing I.S.S., they will receive a timeout in the office and/or be placed on O.S.S. (Out of School Suspension). This would be for at least the remainder of the day, one additional day and require a reinstatement conference with parents.

EXPULSION

Expulsion is removing the student from the school setting for up to a year; usually until the end of the school year. This action requires a school board hearing. Students who are expelled may not attend school sponsored activities including sports activities, dances, etc.

PUPIL FAIR DISMISSAL ACT

The Pupil Fair Dismissal Act establishes grounds and procedures for the dismissal of public school students. Dismissal includes suspension, expulsion, and exclusion. The policy of this act emphasizes prevention of dismissal through early detection of problems. Further, the school is responsible for the education of the student during the dismissal period. The grounds for dismissal are:

1. Willful violation of any reasonable school board regulation.
2. Willful disruption of the education of others.
3. Willful conduct that endangers other students or school property.

REMOVAL FROM CLASS (Time Out)

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. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Missed class time may be required to be made up either before or after school.

RESTITUTION

In most cases when a student violates a school rule someone else is negatively affected by the behavior. Restitution is an attempt to right a wrong. It can involve writing apologies, community service work, cleaning projects, spending time helping others, etc. The form of restitution is closely related to the offense and will be assigned at the discretion of the principal.

SUSPENSION

Suspension is the short-term exclusion (1 to 10 days) of the student from school during which the school is relieved of custody of the student. Suspension may be either in school or out of school.

- If suspension is in school (ISS), the school will retain custody of the student. Students receive credit for daily work, tests and projects while in ISS.
- If suspension is out of school (OSS), the responsibility of the student becomes that of the parent.
- Students are required to make up classroom work during OSS. At the teacher's discretion additional time may or may not be given. However, students will receive zeros for daily work, which covers the period the student is assigned OSS.
- Students will be allowed to make up and receive credit for tests, finals and projects.
- A principal/parent/student conference must be held before the student on OSS is readmitted to school.

TRESPASS NOTICE

A Trespass Notice may be served on a student that is suspended out of school or has violated school policy warranting such action. A Trespass Notice prohibits a person from entering school buildings and property and will be specific as to the times and duration.

TENNESSEN WARNING

Students have the right to refuse questioning. However, students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, the MSHSL if necessary. Suspected criminal activity will be submitted to law enforcement.

MEMORANDUM OF UNDERSTANDING

Chapter #295, Minnesota Sessions Laws 1987, requires the adoption of a Memorandum of Understanding between school districts and law enforcement personnel providing for an exchange of information to further school policies for the detection, prevention, and treatment of chemical abuse. This Memorandum of Understanding is adopted by

Minnewaska Area Schools and the local Police Departments pursuant to Minnesota Statute S126.035 (Chapter 295, Minnesota Sessions Laws 1987). This memorandum will be in Compliance to Law #295, as of future amendments.

The following exchange of information between school and police was agreed upon and authorized:

**The local law enforcement agency shall give written notice to the student's school pre-assessment team whenever an incident occurs off school premises in which a student is involved in a violation:*

A. The provisions of Minnesota Statute 340A.503, Subd. 2 (purchase of an alcoholic beverage by a minor) or Subd. 3 (possession of an alcoholic beverage by a minor), or

B. The provisions of Minnesota Statute 152.09, Subd. 1 (possession, sale, barter, delivery, exchange, distribution of a controlled substance or a simulated controlled substance).

This written notice shall be made within 5 days of the incident.

This written notice shall be given to the appropriate pre-assessment team, whether or not the incident is referred to Juvenile Court by law enforcement personnel.

SCHOOL STAFF BACKGROUND CHECKS

Minnewaska Area Schools are in compliance with Minnesota State Law which mandates that all school districts conduct criminal background checks on all school employees and individuals who provide services to the school.

***Families may view all complete versions of school policies by visiting the districts' web page: www.minnewaska.k12.mn.us , click on "District", then click on "District Overview", and then click on "District Policies".**

2021-22 CALENDAR

August 16.....New Employee Inservice
August 23.....Inservice Flex Day
August 24, 25, & 26..... Inservice/Workshops
August 25K-8 Open House 3:30-7:30 PM
August 26.....9-12 Open House 3:30-7:30 PM
August 30 First Day of School
September 3.....No School
September 6..... Labor Day (No School)
October 11..... Conferences 11:30-7:30 (No School)
October 14.....Conferences 3:30-7:30
October 21 & 22 EM Break (Education Minnesota)
October 25..... Inservice - No School
November 4..... End of Quarter 1
November 5.....Workshop-No School
November 24..... Inservice Day-No School
November 26 & 27 Thanksgiving (No School)
December 23 - Jan 3.....Winter Break
January 4School Resumes
January 14.....End of Quarter 2
January 18..... Workshop-No School
February 18.....No School
February 21.....No School - Presidents Day
March 1..... K-12 Conferences from 3:30-7:30
March 3..... K-12 Conferences from 3:30-7:30
March 17.....End of Quarter 3
March 18.....Inservice-No School
March 21-22.....Spring Break-No School
April 15.....No School
April 18..... No School
May 27..... Last Student Day & Graduation
May 31.....Workshop Day - Teacher Last Day



***Minnewaska Area
High School***

2021-2022

Student Handbook

Minnewaska Area High School

“Home of the Lakers”



Mr. Chip Rankin
MAS Superintendent

Mr. Nate Meissner
High School Principal

Mr. Bill Mills
Activities/Community Ed Director

Minnewaska Area School Mission

“Engage every student every day”

Minnewaska Area Schools Vision

Minnewaska Public Schools is recognized as a world class learning organization that:

- Creates an atmosphere that provides a rigorous, relevant, and personalized learning experience for each student.
- Promotes and provides apple learning experiences within the school and communities.
- Develops well-rounded students in the areas of character, service, community, and academics.
- Ignites and inspires students to explore their passions and share their talents.
- Enhances the personal and professional potential of all staff.
- Maintains responsible use in resource management.
- Focuses on student’s connections to our school and communities.
- Provides an accepting place where students and staff are safe to take risks and have room to grow.

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This handbook may be changed or amended during the school year. Changes will be posted in the daily bulletin. If you have any questions about a provision, contact Minnewaska Area School Administration.

DAILY SCHEDULE:

9th thru 12th Grade

<i>Zero Hour</i>	<i>7:15-8:05</i>
Warning Bell	8:10
Period 1	8:15-9:02
Period 2	9:07-9:54
Period 3	9:59-10:46
Lunch (9th Grade)	10:46-11:21
Period 4 (9th grade)	11:21-12:08
Period 4 (10-12)	10:51-11:38
Lunch	11:38-12:08
Period 5	12:13-1:00
LAKER TIME	1:05-1:25
Period 6	1:30-2:17
Period 7	2:22-3:10

2 hour Late Start

Warning Bell	8:10
Period 1	10:15-10:46
Lunch (9th grade)	10:46-11:16
Period 2 (10-12)	10:51-11:21
Lunch (10-12)	11:21-11:51
Period 2 (9th grade)	11:21-11:51
Period 3	11:56-12:31
Period 4	12:36-1:11
Period 5	1:16-1:51
Period 6	1:56-2:31
Period 7	2:36-3:10

MAHS POLICIES and PROCEDURES

CODE OF CONDUCT

Student-Minnesota Statutes 1971, Section 120.06 states the following: “Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall abide by the rules and regulations promulgated by the local Board of Education.

The basic responsibility of the schools is to educate the children of the community and any child defined as eligible by compulsory school attendance laws. It is not necessary to keep in school those children whose conduct is totally inconsistent with the learning atmosphere. The right of a person to attend school must not place in serious jeopardy the rights of others to profit from school. In the event that a student in Minnewaska Area High School does not abide by these disciplinary guidelines, he or she may be subject to disciplinary action that is fitting, proper, and legal within the framework of the amended Pupil Fair Dismissal Act of 1974.

PLEDGE OF ALLEGIANCE

Minnesota Statutes 121A.11 mandate regarding the pledge of allegiance:

"Anyone who does not wish to participate in reciting the pledge of allegiance for any personal reason may elect not to do so. Staff and students must respect another person's right to make that choice."

CLASS DUES

Every student at MAHS is expected to pay class dues. The class dues are used to support and offset future costs related to, but not limited to: Homecoming, Prom, Graduation Costs, Field Trips, etc., for every class. It is important that each student pay his/her annual class dues so that they can attend class activities and support the class's future plans. Dues by grade:

9 th -11 th	\$15
12 th	\$20

ATTENDANCE

MINNESOTA ATTENDANCE LAW

Minnesota Compulsory Attendance Law M.S. 120.10 states every child between 7 and 17 years of age shall attend a public or a private school, in each year during the entire time the public schools of the district are in session unless excused from attendance by the board upon application of his/her parent or guardian on the grounds specified in the laws. When a student has 7 absences (excused or unexcused), he/she is considered educationally at-risk, which is not in violation of the law, but warrants the school to begin an intervention process

If your child is absent, please call the school by 9:30 a.m. at 320-239-1314

You may leave a message at this number 24 hours a day or email trichards@isd2149.org

If we have not heard from a parent or guardian by 9:30 a.m. we will attempt to contact parents/guardians for verification. If we are unable to talk with you, we will leave messages on answering machines or voicemail.

Absences, Excused

Excused absences may be given for the following reasons: **NEW for 2021-2022: ALL APPOINTMENTS: DOCTOR, DENTIST, CHIROPRACTOR, , ETC, MUST BE ACCOMPANIED BY A DOCTOR'S NOTE TO BE EXCUSED.**

Illness (a doctor's note may need to be presented if absences become excessive), serious illness or death of someone in the immediate family, emergencies calling for service of the student at home, trips or travel when arrangements have been made in advance. Other reasons deemed appropriate by administration.

Absences, Unexcused

Any time a student is absent from school without a valid excuse or a note from a provider, it is unexcused. Unexcused absences may be given for missing the bus, staying home without a reason or failure to communicate where a child is. Minnesota Compulsory Attendance Law M.S. 120.10 also shares students who have numerous unexcused absences can be reported to social services and the Pope County Attorney's office.

Parents/Guardians will be notified when their child has 3, 5 and 7 unexcused absences. Through the process, Minnewaska Area Schools will make efforts to provide interventions and support for students finding difficulty in finding their way to school.

Students who have absences for extenuating circumstances may appeal to administration for an exemption.

Tardiness

Tardiness is the late arrival to school or class without an authorized excuse. This includes sleeping in, car problems, missed the bus, etc. Students are expected to be in their assigned classroom at the start of class unless they have a pass signed by the office staff or teacher.

- A tardy is given whenever a student is late for class up to 5 minutes. A student who is more than five minutes late to class is absent-unexcused (Unx);
- 3 Tardies will be equivalent to 1 unexcused absence.**
- Accumulation of 3 tardies per quarter will result in detention;
- Accumulation of 6 tardies per quarter will result in a day of ISS;
- 9 tardies per quarter may result in a parent conference, social services conference and referral.

Excessive Absence of 10 days:

Any student who accumulates 10 or more absences in a semester may lose credit for that course. The school will notify the student and parents with a letter of concern as a student approaches the maximum of 10 allowed absences. Upon the occurrence of the 10th day of absence, the pupil's attendance file and progress will be reviewed by the High School Principal. At the Principal's request the Pupil Personnel Team may be activated to evaluate the student's attendance and progress, (which will consist of all classroom teachers involved, and school counselor and social worker). The Pupil Personnel Team shall determine whether or not, there are extenuating circumstances that would allow the student to continue in the course (s). The Pupil Personnel Team shall have the authority to make a written recommendation to the Superintendent regarding the status of the student's credit for each course.

Truancy

Truancy is defined as "a student absenting oneself from school without lawful excuse."

All absences are classified as excused or unexcused. **Parents do not necessarily decide whether or not a student is excused.** They can submit a request, but final determination rests with school authorities. Example: A student is reported as excused due to illness by the family but attends an extra-curricular event that night, the absence will be changed to unexcused and the time will need to be made up.

Every effort will be made to contact parents of all unexcused absences by phone. Students will be required to furnish the High School Office with work phone numbers if no one is home during the day.

Permit to Leave

If it is necessary for a student to leave school early for any reason, please call, email or send a note with him/her to notify office personnel.

Every student must have a "Permit to Leave Pass" before leaving school. To leave the school building during the school day, a student needs a parent/guardian approved Permit to Leave pass in his/her possession. Permission to be absent from school for any reason must ONLY be obtained through a parent/guardian. Students 18 years or older will not be given permission independently. All requests to leave school must be presented to the high school office prior to 10:00 a.m. each day. Permit to Leave pass must be picked up by the student in the office prior to leaving school property. Students leaving the building without a pass will be considered truant.

***Students returning to school after using a "permit to leave pass" must check in to the high school office with the pass. Failure to complete this portion may result in unexcused absence or loss of permit to leave pass privileges.**

BUILDING PASSES (Yellow Pass)

Students in grades 9-12 must **sign out and have a signed pass detailing date, time and destination.**

PRE-EXCUSED ABSENCES

All planned absences (family trips, college visits, funerals etc.) should be cleared through the High School Office before the absence occurs. Students wishing to be excused from school may obtain an excuse by presenting a written permission request from a parent or guardian to the High School Office in advance of the absence. A pre-excused permission slip will be issued which the student will take to each of his or her teachers. The teachers will sign the permission slip and discuss with the student the work to be made up.

MAKE-UP WORK AND INCOMPLETE GRADES

It is the responsibility of each student to make up work missed. Teachers have been instructed to hold the students accountable for all make-up work. When a student has been absent for a legitimate reason (excused absence) the number of days given to complete and receive credit for the work will be equivalent to the number of days classmates had to complete the same assignments or equal the number of days absent. If the number of days included a weekend or vacation period, the absent student will be granted the same number of days. The responsibility to obtain all make-up materials and assignments will be that of the student and not that of the office personnel. The office staff may assist but cannot insure all make-up materials will be delivered. Students in grades 9-12 must complete all requirements established by individual instructors of that course. Due to an extended illness or extenuating circumstances, a student may be granted an incomplete. Any incomplete grade will become a failure two weeks after the conclusion of the class unless special arrangements have been made to complete the required work. This includes second semester grades.

EXCUSE FROM PHYSICAL EDUCATION

Students will not be excused from physical education class unless they present either of the following:

1. **Doctor's excuse.** This excuse must include the length of time for non-participation from regular physical education or an adaptive physical education.
2. **Parental excuse.** This is valid for one class meeting.

SCHEDULE CHANGES

Schedule changes will be made for the following reasons:

1. Academic misplacement: Student is placed in the wrong level of class (Honors or AP vs. regular pace) or is placed in a class without meeting the prerequisite.
2. Missing an academic class: Student is missing a core class such as English, social studies, math, or science.
3. Missing a graduation requirement: Student is missing a course necessary to graduate in the upcoming school year.

Schedules will NOT be changed to have a different lunch, to change teachers, or to have classes with friends.

Personality conflicts will not be justification for changing a class. All conflicts need to be resolved in a mature, professional manner. We ask that the student and parent first take the responsibility to meet with the teacher and work through the problem. If a resolution cannot be reached, then the parent should contact an administrator to meet about the issue. If a class change is granted by the administration, it will be based on space availability and with the least impact to the student's schedule.

Additionally, core classes take priority and a great deal of work goes into keeping them as balanced as possible. Requests to rearrange several core classes in order to accommodate an elective request will not be granted.

A student will have 3 days once the semester begins to make schedule changes. No changes will be made after that unless approved by the counselor and administration.

WITHDRAWAL AND TRANSFERS

The procedure for withdrawal or transfer is as follows:

1. Secure authorization or a transfer note from your parent or guardian;
2. Obtain appropriate forms from the High School Office;
3. Approval by the Principal;
4. Have the forms filled out by teachers;
5. Return all schoolbooks and mobile learning devices;
6. Make sure all fees are paid;
7. Take completed forms to the High School Office for final school clearance.

NOTE: All student records will be forwarded to another school when a student enrolls in that school and we have received a records request.

ADDRESS CHANGE

Students/Families that change their address and or contact information during the school year are asked to share these changes with the High School Office.

MESSAGES

Emergency messages will be given to the student involved when appropriate and necessary. However, the office will assume no responsibility to deliver personal messages or unnecessary communications, e.g. hair appointments, tanning appointments, grocery lists, student-to-student messages, etc. during the scheduled school day. Please make arrangements with your children before they leave for school in the morning e.g. appointments, rides home, staying after school, etc.

MEDICATION POLICY - Administering Medication to Students

General Statement of Policy

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, school health paraprofessional (SHP) or nurse designee, will administer prescribed medications in accordance with the law and school district procedures.

Requirements

- A.** The administration of prescription medication or drugs at school requires a completed signed request from the student's parent/guardian as well as the licensed prescriber.
- B.** A "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C.** Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D.** The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E.** Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions may be viewed online by accessing the Wellness Policy through the MAHS webpage or requesting a hard copy in the MAHS office or business office.

- F.** The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student’s prescription medication administration.
- G.** For drugs or medicine used by children with a disability, permission for administration may be as provided in the IEP, Section 504 plan or IHP.
- H.** The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file.

Nonprescription Medication (Over the counter medication)

Students may possess and use over the counter (OTC) **pain relief medication** in a manner consistent with the labeling, if the school district has received written authorization from the student’s parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student’s privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. The provision does **NOT** apply to the possession or use of any drug or products containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients.

ILLNESS

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

1. If a student has had a fever of 100 degrees or more, the student should stay home 24 hours **fever free without fever reducing medication until** after the temperature has returned to normal.
2. If a student has vomited or had diarrhea, the student should stay home until 24 hours **fever free without fever reducing medication until** after the last episode.
3. If a student has any rash, check with the family physician before sending him/her to school.

****REMEMBER to inform the school by calling 239-1314 by 9:30 a.m.**

In cases of an accident in school, emergency first aid will be administered and every attempt will be made to notify parents or guardians before seeking additional medical attention if required.

MEDIA CENTER

1. The Media Center will be open every day from 7:30 AM until 4:00 PM Monday thru Thursday and 7:30 -3:30 PM on Fridays.
2. Books may be checked out for a two week loan period and are renewable for the same period;
3. Reference books may be checked out for a one week period and renewable for the same period;
4. Overdue materials must be returned before the student may have continued MC privileges;
5. Students may not enter or leave the MC during class time without a pass signed by an instructor or the librarian. Abuse of MC privileges will result in loss of MC privileges.

COMPUTER RESOURCE POLICY

(Please refer to BOTH the 1:1 Mobile Device Program Notification Guide & Internet Access Guide)

New technologies are shifting the ways that information may be accessed, communicated, and transferred. These changes may also alter instruction and student learning. Minnewaska Area Schools offer student access to the Internet and electronic mail.

Access to the Internet and e-mail will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Internet is provided for students to conduct research and communicate with others in relation to schoolwork. Along with access to computers and people all over the world comes the availability of materials that may not be considered appropriate in the classroom. However, on a global network it is impossible to control all the materials. Families should be warned that some material, accessible via the Internet, might contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Ultimately, the school staff, parents, and guardians of student are responsible for setting and conveying the standards that the students should follow when using media and information sources.

Access to the Internet is given to students who agree to act in a considerate and responsible manner. Access is a privilege, not a right. Therefore, based upon the District Internet and E-Mail rules outlined in this document, the administration, faculty, and staff of Minnewaska Area Schools may deny, revoke, or suspend specific user rights.

DISTRICT INTERNET AND E-MAIL RULES

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or other school area. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is presumed that users will comply with district standards.

The network is provided for students to conduct research and communicate with others. Parent/guardian permission is required.

Independent School District #2149 makes no warranties of any kind, whether expressed or implied, for the service it is providing. Independent School District #2149 will not be responsible for any damages a student/parent or guardian suffers. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at student/parent or guardians own risk. Independent School #2149 denies any responsibility for the accuracy or quality of information obtained through its services.

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly.

Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, and radio.

System Access may be terminated for any of the following:

- Damaging computers or computer systems;
- Installing any software on the system;
- Gaining unauthorized access to resources;
- Trespassing in another's folder, work or files;
- Vandalizing the data of another user;
- Using the network for any illegal activity, including: violation of copyrights, other contracts, etc.;
- Sending or displaying offensive messages or pictures;

- Using obscene language;
- Harassing, insulting or attacking others;
- Using the network for financial or commercial gain;
- Intentionally wasting limited resources (printing without permission, etc.);
- Chatting;
- Gaming, etc.

Violations may also result in other disciplinary or legal action depending on the severity of the offense(s).

PHOTOGRAPH, VIDEOTAPE OR INTERVIEWS

Minnewaska Area School District #2149 reserves the right to photograph, videotape or interview your child for school publications or articles. This policy only applies to photographs, videotape and interviews. If you DO NOT wish to have your child photographed, videotape or interviewed, please inform your child's building principal. If parents choose to opt out, this would exclude your child's picture from yearbook, music programs, and other types of school media.

DRIVING TO SCHOOL

Students who drive to school **must purchase a parking permit** and are asked to observe the following regulations: See the complete district policy on-line: www.minnewaska.k12.mn.us

1. Use of a vehicle during the school day is prohibited unless you have permission from the office/permit to leave pass
2. If a student must go to their vehicle, permission **MUST** be granted by the principal or office staff.
3. Reduce speed in all school areas. (10 mph in the lot);
4. Park only in designated student parking lot. (South side of parking lot). No parking in the Bus Loading Zone, Visitor Parking, etc.;
5. Lock your car during the day

Key Notes:

- The school is NOT responsible for vandalism, theft, or accidents that occur in the parking lot. Students should report vandalism, theft, accidents, or other problems to the High School office where Pope County Sheriff's Department may be contacted in an attempt to resolve the problem.
- Vehicles in the parking lot are subject to searches for safety reasons upon reasonable suspicion;
- Please observe the parking lot lines and park within the designated spaces;
- Parking in the Bus Zone during the school day, the Handicapped Parking, Visitors' Parking spaces or Traffic Lanes at anytime could result in tickets being issued and/or car being towed.
- Parking in the school parking lot is a privilege as the school district provides busing:
 - Parking permits **MUST** be hung on the rearview mirror while parked in our parking lot.
 - Parking lot discipline can range from a formal warning, revocation of parking permit, to suspension from the parking lot based on severity of violation and the number of disciplinary occurrences.

PARKING PERMITS REQUIRED

Students who drive to school must display a parking permit on their vehicle. The cost for the permit will be \$30.00 for the school year, \$20 at the semester break and \$10 at the start of 4th quarter. Consequences for not displaying or

having a permit will range from a warning to towing of vehicle at owner's expense. Students will be given a copy of additional parking regulations when purchasing a parking permit. See complete district policy on their web site:

www.minnewaska.k12.mn.us

Policy 527: Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches

Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. A student parking permit is required for students who utilize the school parking lot. Violations will result in a \$30 fine for the first violation. A second violation, vehicles are subject to be towed at vehicle owner's expense.

School officials may conduct routine patrols of school district locations and routine inspections of exteriors of motor vehicles of students. These patrols and inspections may be conducted without notice, student consent, and without a search warrant. In addition, the interiors of motor vehicles of students including glove or trunk compartments, in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. These searches may be conducted without notice, consent, or a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

The Minnewaska School District contracts through Interquest Detection Canines and periodically will do canine walk-throughs of the parking lot. If detection is found, a vehicle search will be conducted.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches, and/or seizures as provided by this policy.

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

SCHOOL CLOSINGS

In the event of a school closing, families will be notified by phone, text or email by School Messenger. School Messenger is a broadcast service used by Minnewaska Area Schools to communicate with families. You may also listen to the following stations for school closings:

TV: KARE, KSTP, KCCO, WCCO

Radio: WCCO, KMGK, KXRA, KSCR, KIKV, KMRS, KS95, KDJS, KVRV, KWLM

This will be an official announcement. **Do not call the school.** If you feel the weather has made the roads unsafe, please call the High School Office at 320-239-1314 to report that your student will be staying home.

VISITORS

All school district visitors are required to adhere to the Minnesota Statute, 609.605 Subd. 4, governing visitors at any school building. Student visitors are not allowed to attend unless for educational purposes. Parents/guardians are always welcome, however we ask that an appointment be made prior to the visit. Visitation may be denied at

any time by school administration in order to maintain a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

~~Visitors are welcome during the lunch hours only. Host students should secure a form from the High School Office at least one day before the visit is to be made. Visitors will follow all MAHS rules. Any violations will result in consequences for the host. We ask that no “visitor requests” are made the first and last month of each school year.~~

POSTERS

Posters must be approved by an administrator with a “stamp” before being placed anywhere within the building. Posters may be hung in designated areas only, and the content of the poster must be in good taste. The group that hangs up the posters is also responsible for seeing that they are taken down. Any unauthorized posters will be removed and discarded.

DISTRIBUTION OF LITERATURE/MATERIALS IN SCHOOL

Any person desiring to distribute literature to students in school or on school property must observe the following procedures:

1. A copy of the material is to be submitted to the principal for approval.
2. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or violate any federal, state, or municipal law. See the complete district policy on-line in our district’s web page.

CLOSED CAMPUS/LUNCH PERIOD

~~Students, once they arrive on school grounds, are not allowed to leave without permission or verbal permission from a parent or guardian and the office.~~

~~Students who have met the criteria for off-campus privileges must sign in and out of the office. A sign in/out sheet is provident at the front office.~~

All students (gr. 9-12) must remain on the school premises at all times during the school day, including lunch hour. The parking lots are off limits during lunch period. Students in classroom hallways during noon hour will receive restrictions or detention without authorization to do so that has been granted by a hall duty supervisor or classroom teacher. Students are asked to maintain good social conduct at all times, especially during the noon hour.

OFF CAMPUS PRIVILEGES

TBD

CELL PHONES

Cell phones and other electronic devices are monitored based on individual classroom policies. These devices are encouraged to remain in backpacks, lockers, or in the students pockets. If a staff member feels a student is abusing the classroom policy, he/she may confiscate the device and/or deliver it to the main office. If a device is confiscated, MAHS is not responsible if it is damaged, lost or stolen. Devices may be held in the office until parents are able to physically retrieve them.

If a student refuses to give up their phone to a staff member after a violation of classroom policies has taken place, a student will be disciplined for insubordination.

Cell phones are prohibited in all locker rooms. Cell phones are not allowed at activities that are an extension of the classroom such as concerts and plays.

All photos and videos taken/recorded during the instructional day must have the approval of the teacher or administration.

~~Students are encouraged to keep cell phones in locked lockers during the school day. Cell phones may be used before school, between classes, during lunch, and after school. Cell phones are not to be used in class unless permission is granted by the teacher or supervisor. Teachers may have additional expectations for cell phone use in their classroom. Students using cell phones during class time *without permission* will have their phone confiscated by the classroom teacher. This may result in the phone being sent to the office. In addition, **cell phones are prohibited in all locker rooms.** Cell phones are not allowed at activities that are an extension of the classroom such as concerts and plays. Consequences may include detention, confiscation of the cell phone or I-pod and contact with parents. After the first violation, any confiscated item will be returned to the parent or guardian, not to the student.~~

DISCRIMINATION

It is the policy of the School Board of Independent School District #2149 to comply with applicable federal and state law prohibiting discrimination. To that end, no person protected by such laws shall on the grounds race, color or national origin, creed, religion, sex, or marital status be denied the benefits of, or be otherwise subjected to discrimination under any educational programs, or in employment, recruitment, consideration, or selection.

The School District policy provides a grievance procedure to be used for alleged violations of the district policy regarding discrimination. This form is available in the High School Office.

DIRECTORY – STUDENT INFORMATION

Directory information may be released to the public without prior parent or student consent unless the parent or student has objected in writing to the release of any or all such information.

- Student's name;
- Student's address;
- Student's telephone number;
- Birth date;
- Names of the student's parents;
- Participation in officially recognized activities;
- Grade levels completed;
- Weight and height of members of athletic teams;
- Dates of attendance;
- Degrees, awards received;
- The most previous educational institution attended;
- Photo of student if available.

If you or your parents do not want any or all of this information to be available as directory information, you must contact the High School Office IN WRITING to have your name removed from the directory list.

SCHOOL ACTIVITIES

MAHS provides a variety of activities in which students in grades 9-12 may participate.

Each person who participates in an extra-curricular activity must be knowledgeable of the activity's eligibility rules and complete the necessary requirements before participating in the activity.

RULES FOR ACTIVITIES

Students attending an activity outside school hours will be governed by the following regulations:

1. If a student is absent from school the day of an activity he or she is not eligible to attend the activity unless pre-excused. **A student must be in attendance from 11:00 a.m. to 3:10 pm in order to be eligible to attend or participate in an activity (unless specific permission given by principal/AD);**
2. Rules and regulations of the Minnewaska Area High School student handbook are to be in effect at all activities;
3. Students will correctly identify themselves when asked to do so;
4. Students found smoking, or abusing drugs and/or alcohol will be removed immediately and dealt with according to school policy;
5. Inappropriate behavior during an activity will result in immediate removal and may result in suspension from further extra-curricular activities until the problem is resolved;
6. Adults connected with a school function have the responsibility to direct the activity and the authority to enforce established regulations;
7. Students and staff should strive to be a positive reflection on our school at all times.

ACADEMICS

E-LEARNING

Emergency closing days due to inclement weather can come in the form of Flexible E- Learning Day at MAHS.

Full E Learning details can be found on our website.

~~Emergency closing make-up days can come in the form of Flexible Learning Days through the school year or make-up days that occur during the school year or after.~~

ACADEMIC ELIGIBILITY

The following rules govern academic eligibility:

- A. Students who receive a failing grade on the quarter report card in any course will lose eligibility for a minimum of two weeks or two contests, whichever is greater. This penalty will begin on the Monday following the mailing of report cards. This applies to interscholastic competition, events, contests, or public appearances. Pre-school competition will be counted. This period of eligibility applies to the current season, and/or the season starting prior to the end of the next grading period. It also applies to fall activities if the student failed a course the previous fourth quarter.
- B. Any student wishing to regain eligibility must provide the office with the correct form, including instructor signatures, verifying that the student is passing.
- C. A student may apply for eligibility at any time following the two week penalty.

STUDENT COUNCIL

The student council is the student self-governing body through which you can exercise your right to help make your school a better place to be. The purposes of the Student Council are to:

1. Provide for the functioning of school activities;
2. Promote harmony between staff and students;
3. Assist the administration in the management of the school.

Student council members will serve a two-year term. New members will be elected in 9th and 11th grade, elections will take place in the spring of the year for current 10th graders. Five members will be elected per grade, the student council advisor may appoint more as seen needed.

PARTICIPATION FEES ~~for 2020-21:~~

Each student who participates in any extra-curricular activity must pay a participation fee. The fee system is established by the School Board. Sports and Speech fees are \$100 per activity in grades 9 – 12. All fees MUST BE PAID prior to the 1st week of practice, unless prior arrangements are made with the MAHS C/E Activities Office.

If you qualify for free or reduced lunches, the participation fees will be reduced. *If you qualify for reduced lunch, you pay 50% of the fee. If you qualify for free lunch, you pay 25% of the fee. In order to receive this benefit, you must fill out the application for educational benefits (Free and Reduced Lunch) and the waiver of activities participation fee form to receive the reduction.*

Student Participation Fees ~~for 2020-21~~

Sports/Speech - Grades 9th-12 th	\$100/Activity
Jazz Band and Swing/Jazz Choir	\$80
Drama	\$25
Mock Trial, Math Counts, Knowledge Bowl:	\$30 /activity (\$60 max)

ACTIVITY PUNCH CARDS

Good for regular season games. No expiration date!

Adults:	\$75 for 16 punches
Senior Citizens (62 & over):	\$30 for 16 punches
Students:	\$30 for 16 punches

REGULAR SEASON ADMISSION

Adults:	\$6.00
Students:	\$4.00 (grades 4 – 12)
*Children:	FREE (3 rd grade and under) * Free when accompanied by an adult!

EXTRA-CURRICULAR ACTIVITIES

Activity Eligibility Information:

1. Shall be those rules established by the Minnesota State High School League and approved by the District 2149 Board of Education as stated in the Activity Eligibility Information Bulletin issued to all participants.
2. A copy of such rules shall be issued to each participant, signed by the student and parent, and returned to the participant's coach.
3. Shall apply to all students in grades 9-12.

ACTIVITY TRANSPORTATION

The school will furnish transportation for activities. All participants (musicians, athletes, etc.) will be required to ride both ways via school transportation unless special permission is granted in advance of departure. The parent or guardian may personally make arrangements in writing with the Principal/A.D./Coach for other return transportation. Students riding spectator buses must also abide by these regulations.

~~2020-21~~ Minnewaska Area Schools Revision for Standards of Leadership and School Representative Positions:**Sports, Music, Speech, Captain of a Team, Homecoming Royalty, and FFA:**

A student holding a leadership position in any activity under the umbrella of the MAHS activities department or a leadership position in the academic organization of FFA, who are found in violation of MSHSL rules and guidelines or District 2149 policies (which result in at least a two week suspension) will be removed from their position of leadership for 18 weeks. Violations occurring during the summer vacation period will result in the loss of leadership positions for the first 18 weeks of the upcoming school year. A student who incurs a violation during the summer vacation period, or the first 18 weeks of the school year will not be able to hold a position of leadership during the fall or winter sports season.

MAHS Student Council:

Students who are current members of the MAHS Student Council, who are found in violation of MSHSL rules and guidelines or District 2149 policies (which result in at least a two week suspension) will lose their membership for the duration of the school year. A current member who incurs a violation during the summer vacation period will lose their membership for the upcoming school year. A member who is an underclassmen, who incurs a violation resulting in a loss of membership for a school year, will be reinstated at the beginning of the next school year provided no further violations have been incurred.

Senior Class Officers:

Officers of the senior class are voted on at the end of their junior year. A class officer who is found in violation of MSHSL rules and guidelines or District 2149 policies (which result in at least a two week suspension) will lose their position as a class officer for the duration of the school year. A violation on the part of a class officer does not carry a reinstatement clause as these positions are one year terms.

Second Violation:

A second MSHSL violation will result in a loss of leadership positions for a period of one calendar year.

Third and Subsequent Violations:

A third and subsequent violations will result in the loss of leadership positions for the duration of a student's 9-12 grade school years unless an appropriate and approved counseling program has been completed by the student.

National Honor Society

Students involved in MAHS National Honor Society who violate a MSHSL or District 2149 rule are governed by their local chapter as well as the NHS National Constitution policy guidelines. The national constitution can be viewed online at www.nhs.us/s_nhs/sec.asp?CID=135&DID=5290 A copy of the National Constitution and accompanying MAHS NHS local chapter guidelines can be found with the MAHS National Honor Society Advisor. Questions regarding NHS regulations and violations thereof should be directed to the NHS advisor.

2020-21 Minnewaska Area High School: Investigation of Alleged Violations

MAHS will investigate alleged MAHS/MSHSL violations based on the following:

- Written reports from law enforcement officials;
- Parents who turn their children in for a violation;
- Any other incident with substantiated evidence.

* Note - other than law enforcement, people witnessing a violation may also be asked to stand before a due-process hearing board.

MAS schools will not investigate unsubstantiated rumors, but does reserve the right to discuss with a student purported questionable behavior.

School Trips Eligibility Policy:

Students partaking in school-sponsored trips such as Washington D.C., Florida, or a world language trip are subject to the following rules regarding eligibility. Students who consume or possess alcohol and/or drugs, or have had a theft offense within the semester the trip is scheduled, will become ineligible. Any student with a second violation will not be eligible for any school-sponsored trip regardless of when the violations occur while they are in grades 9-12. Other serious offenses aside from theft, or possession of drugs and alcohol, may result in ineligibility and will be decided on a case-by-case basis at the discretion of the administration. Any money paid toward the cost of the trip, or fundraising dollars earned, will be forfeited. (Example: If you have paid or fund raised \$700 – you lose that \$700).

COLLEGE AND VOCATIONAL SCHOOL REQUIREMENTS

Requirements for admission to college and vocational schools vary according to the particular institution and are ever changing. Colleges today generally require a high school background in mathematics, science, English, and social studies. A foreign language is also highly recommended. Requirements for vocational schools also vary according to the specific vocation. Therefore, plans to attend a college or vocational school should begin when selecting your ninth grade program.

Note: Due to the increased enrollment that most vocational schools are experiencing, it is important to apply for acceptance early in the fall of the preceding year. See the counselors for college and vocational school requirements. For students making up required credit with on-line options, families are responsible for the up-front tuition costs and the district will reimburse for the SUCCESSFUL completion of the courses.

COMMENCEMENT

Commencement exercises for the class of 2022 will be May 27, 2022. These exercises are an official function of the school and they reflect the oldest traditions of public education. They are a solemn right of the school and are formal in nature. For those reasons:

- **Only students who have earned the credits and fulfilled the seat time requirements necessary for graduation may participate in commencement;**
- **All discipline referrals, dues, and fees such as class dues, parking permits, etc. must be completed and paid to participate in commencement;**
- **Only students who will receive a diploma dated the year the exercises are held may participate in Commencement;**
- **Participation in Commencement is voluntary, and if you do not wish to participate, you may pick your packet up the week following commencement in the High School Office.**
- **Seniors who engage in disorderly conduct or are insubordinate at the end of the school year may not be part of the Commencement exercises.**

CREDITS

To receive credit for a course, 9-12th grade students must complete all required work with passing grades & all seat time requirements. Teachers will inform students, in writing and through updated websites for each class, which projects/assignments must be completed to receive credit.

CREDITS TO QUALIFY FOR GRADE LEVEL

To be classified at a certain grade level, all students must have completed the minimum credits to be considered at that level **and all required credits**. The following are the minimum requirements at each grade level:

Freshmen:	Completed 8th Grade
Sophomore:	5.5 Credits and 1 year of senior high classes
Junior:	11 Credits and 2 years of senior high classes
Senior:	16.5 Credits and 3 years of senior high classes

GRADUATION REQUIREMENTS

To be eligible for a diploma at commencement exercises, MAHS students must meet the required credits (see list below). These credits must be earned in grades 9 through 12. Minnewaska Area High School does have an early graduation option. If you plan on graduating early you must have all credits completed at the end of a semester. Students must be full-time at Minnewaska Area High School. The following credits are required at each grade level and must be successfully completed for graduation. In addition, all MAHS Graduates will be expected to have volunteered at least 10 hours of their time to local groups and/or causes. Besides being able to be a part of a great cause, volunteering is a requirement to graduate from Minnewaska Area High School.”

Grade 9	Grade 10	Grade 11	Grade 12
<i>Class of 2024</i>	<i>Class of 2023</i>	<i>Class of 2022</i>	<i>Class of 2021</i>
English 9 – 1 cr	English 10/Adv Eng – 1 cr	English 11 /AP Lit – 1 cr	Eng 12/AP Language - .5 cr
US History – 1 cr	World Hist/AP – 1 cr	Comp. .5cr (gr 11/12)	Eng Comm - .5 cr (gr 11 /12)
Phy Science - 1 cr	Biology – 1 cr	Sociology - .5 cr	Amer Gov – .5 cr
Math – 1 cr	Math – 1 cr	Economics - .5 cr	Math – 1 cr (gr 11 or 12)

Health - .5 cr
Phy Ed - .5 cr

Math – 1 cr (**gr 11 or 12**)
Science – 1 cr (**gr 11 or 12**)

Science – 1 cr (**gr 11 or 12**)

Grades 9-12: 1.0 cr. Music/Arts – Visual or Performing (Band /Choir)

Credit Requirements to Graduate

Class of 2021 - 24 credits (Required courses – 15.5 credits; Electives – 8.5 credits)

Class of 2022 & Beyond - 25.0 credits (Required courses – 15.5 credits; Electives – 9.5 credits)

MCAIII Testing

Students will take the MCA III test as follows:

Grade 7:	Math and Reading
Grade 8:	Math and Reading
Grade 10:	Reading and Science
Grade 11:	Math

GRADES

Letter grades are issued at the end of each quarter. These grades are translated to numerical values and averaged at the end of each semester. The following letter system is used: 94-100% A (4.00); 90-93% A- (3.67); 87-89 B+ (3.33); 83-86% B (3.00); 80-82% B- (2.67); 77-79% C+ (2.33); 73-76% C (2.00); 70-72% C- (1.67); 67-69% D+ (1.33); 63-66% D (1.00); 60-62% D- (0.67); below 59% F (0).

WEIGHTED GRADES

AP Courses and Concurrent College Enrollment Courses taught by MAHS faculty are to be weighted. ~~Classes to be weighted will be Challenge Courses and AP courses, which are taught by MAHS faculty; or advanced on-line courses at the discretion of the High School Principal.~~ The grade will be the same, but the GPA will have an extra .333 added. MAHS students are only allowed to take four college-level courses (full college load) in any given semester.

BOOKS

School textbooks are furnished free to all students. Students are asked to exercise care in using books and will be held financially responsible for lost or damaged books. Names should be written on book stamps when requested by instructors. All books will be checked in and out at each semester. Book covers are available in the office and students are encouraged to use them. No papers should be carried inside the cover of the book. Improper care of books will result in a fee. Lost books will be paid for by the student.

HONOR ROLL

The Honor Roll will be published at the conclusion of each semester. Parents who do not wish to have their child's name listed should notify the High School Office in writing. Honor Roll classifications are as follows: High Honor Roll 3.666 – 4.0; Honor Roll 3.333-3.665. Only full time students are eligible for the honor roll. A student must take six classes per semester to be considered full time. Exceptions to this rule will be considered on a case by case basis by the building principal.

HONOR STUDENT REQUIREMENTS

Participants will include seniors with a cumulative GPA of 3.5 and above (Cum Laude) and 3.95 (Summa Cum Laude) in grades 9 through first semester of their 12th grade year.

POST-SECONDARY OPTIONS

Students who are interested in Post-Secondary Options can get information from the High School Counselor. It is recommended that students and their parents meet with the High School Counselor to discuss their options for Post-Secondary School. All PSEO students are allowed full access to school and equipment during the school day but will be assigned to the Media Center. Students are required to meet with the building principal to assign supervision. Juniors and seniors choosing to take a post-secondary option are responsible for contacting the school periodically for updates on school events and activities. **If a student withdraws from a course after the 14th day, they receive an F on their transcript. Per MDE, students must notify the Minnewaska School district of their intent to enroll in PSEO courses by May 30 or will be responsible for tuition costs.**

PROGRESS REPORTS

Notification **will be given at mid-term for students at a D+ or lower**, but notification may be given any time the student is not working up to his or her ability. Faculty members will notify the families of students identified as “at risk of failing” if progress does NOT improve. Remember YOUR on-line access to progress reports through the district’s website: www.minnewaska.k12.mn.us

PARENT CONFERENCES

Parent-Teacher Conferences are a vital time for our families and staff to partner and work together. We work hard to schedule and invite families to meet with teachers in a more formal setting twice a year. Should parents have questions or concerns at any point through the year, we ask them to reach out and connect with teachers or our administration at any point.

HOMEBOUND INSTRUCTION

Upon the recommendation of the family doctor and with the approval of the school Principal, home and hospital instruction is provided for students who are ill or have been seriously injured. This service is usually for students who are likely to be absent for an extended time.

STUDY HALL POLICY

1. Students in grades 11-12 (only) may have one study hall per semester.
2. Students with a 504 or IEP (special education) may have one study hall for the year and it must be in the special education rooms.

STUDENT SERVICES

The High School Counselor is available to assist all students with any educational, personal, or vocational concerns and questions that they may have. This would include areas such as:

1. Requirements for graduation;

2. Educational planning;
3. Vocational and job scholarships or loans;
4. Help with personal problems;
5. Testing information;
6. Military service.

One counselor and one social worker are available. They encourage all students to make use of our counseling services. Students must secure a pass to see the counselor/social worker. Students will be released from classes at the discretion of the classroom teacher in the case of an emergency. Britt-Rose is the High School Counselor for students in grades 9-12 and can be reached at 239-1319.

LOST AND FOUND

Please, report items that have been lost or found to the High School Office immediately. All found items will be kept for one quarter, at which time unclaimed items will be disposed of or donated to charity organizations.

HEALTH SERVICES

The school health office is located in the High School Office Area. The school nurse is on duty during the scheduled school day. If a student is ill or has been injured, he or she should report to the health office. The school nurse or office staff will notify the parent or guardian that the student has reported and a decision will be made to have the student return to the classroom, go home, or be referred to the clinic or dentist. Abuse of the health office may result in a parental meeting and/or loss of this privilege. This area is not for loitering or resting.

Cumulative health records are maintained for each student, including immunization records, test results, screening data, and personal observation. Referrals are made by the nurse to the family physician or family dentist whenever necessary, to help the student enjoy the best physical and emotional health. The nurse will help parents obtain the advice and assistance they need to solve family health problems. The nurse and other school personnel are acquainted with school, community, and state resources available.

HEAD LICE

Parents are urged to periodically check children for head lice. This will help isolate cases before a serious problem develops. If head lice are discovered, the student will be sent home. Treatment must be completed before students will be readmitted to school.

Head lice are not choosy about whom they infect--it can happen to anyone. They do not cause disease or illness---only some inconvenience or discomfort. The important thing is to treat it promptly, and to do a good job. Report known cases to the school health office and if you think others have been exposed to the infestation, please contact them. Your cooperation is essential. If you have any questions, please feel free to call the school health office.

Minnewaska Area Schools reserves the right to require students to treat all forms of lice before returning to school.

SCHOOL LUNCH

*Prices are subject to change ~~as new information for 2020-21 school year is available.~~

<u>Cost of meals:</u>		<u>Reduced Prices</u> (based on approval of Free/Reduced Application):	
Breakfast	Free	Breakfast	Free
Lunch	\$3.20	Lunch	Free

Students can pay for their meals in the lunchroom. This can be done any morning from 7:45-8:10 a.m. Please pay by check OR parents may now pay online. Go to www.minnewaska.k12.mn.us and click on School Pay tab.

Breakfast will be served from 7:45-8:10 a.m. Students interested in taking part in the breakfast program must allow enough time to avoid earning an unexcused tardy to their first hour class.

CAFETERIA

A well-balanced meal is served each school day to students who wish to participate. Please note:

1. Families are set up with accounts each year that regular meals are charged to;
2. Ala Carte is available and can be charged to the family's lunch account. **If you do not want your child to charge Ala Carte items, please contact Food Service at 239-4800 ext 1716;**
3. We encourage parents of low-income families to apply for reduced or free meals. Complete the application for educational benefits form at www.minnewaska.k12.mn.us;
4. Students may bring their own lunches and purchase milk in the cafeteria;
5. Eating shall be confined to the cafeteria only;
6. The return of trays, plates, and silverware to the proper area is expected;
7. Violations of these rules will result in a penalty including the cleaning of the facility and/or suspension from the use of the cafeteria.

CLASSROOM TREATS AND FOOD

All foods/treats must be commercially produced -- no homemade treats are allowed in the classroom. An exception could be a food prepared for a classroom (cultural or curricular) project. It must be prepared at the school under the supervision of the classroom teacher and not prepared at home.

BUS TRANSPORTATION

RIDING THE BUS IS A PRIVILEGE - NOT A RIGHT.

The school district provides bus transportation for all who qualify for it. It is the responsibility of each student riding the bus to behave properly. Driving demands the bus driver's full attention. For the safety of everyone, do nothing to distract the bus driver.

The school bus is an extension of the classroom. District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

The "Danger Zone" surrounding a school bus. The "Danger Zone" is the area within 10 feet of the bus. The two areas which are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

Appropriate conduct on the bus:

Be on time, Stay out of the "Danger Zone.", Follow driver's instructions, stay seated, be courteous, and no eating or drinking on the bus.

Procedures for safely boarding and leaving a school bus:

Be on time, always line up single file to board the bus, use the handrail, take one step at a time, remain seated until the bus stops, walk to the door, etc.

Procedures for the safe crossing of vehicle lanes:

Move away from the side of the bus (if you can touch the bus, you are too close)

As you move away from the bus, move to a point at least 10 feet in front of the bus.

Turn toward the driver and make eye contact (see that the driver sees you)

Wait for the driver to signal to you that it is safe to cross (either by the public address or by hand signal).

Walk 10 feet in front of the bus, stopping to check for vehicles that might violate the stop arm.

When it is safe, complete the crossing.

School bus evacuations and other emergency procedures:

There are three different evacuation plans:

1. using only the front service door;
2. using only the rear (or side) emergency door;
3. using both the service door and the emergency door

BUS TRANSPORTATION - RULES AND REGULATIONS

1. The driver shall have authority on his or her bus in regard to the discipline of the students. It is understood, however, that he or she is responsible to the Principal, and that the Superintendent has final authority.
2. The driver shall at no time use corporal punishment or remove from the school bus any student in order to maintain discipline. ~~The driver may refuse to pick up the student the following morning after so informing the student, parent and building principal. A parent meeting may be requested at that time.~~
3. ~~If a student causes trouble on a bus, which is endangering the safety of others, it is recommended that the bus driver stop his or her vehicle so that a responsible student may telephone the Superintendent or Principal in order that they come and rectify the situation.~~
4. The driver shall notify the Principal of any discipline cases that he or she is unable to handle.
5. The driver will at no time transport any student other than those on his or her route unless permission has been granted to said student by the building Principal or Superintendent. Such permission will only be granted if parents give written permission.
6. Drivers shall use their discretion as to what materials can and cannot be transported to and from school. Animals, domestic or wild, are not to be transported by bus.
7. The driver is expected to complete his or her route unless road conditions are such that it is physically impossible. It is understood that the driver must use his or her judgment in driving his or her route for the safety of the students on the route.

STUDENT RIDERSHIP TRAINING

The first month of school must be designated as school bus safety month. School districts must begin providing school bus safety training for all students during that week. Training must take place in the classroom and on the school bus. By the end of the third week of school, all students must demonstrate knowledge and understanding of at least the following concepts:

1. Transportation by school bus is a privilege - not a right;
2. District policies for student conduct and school bus safety;
3. Appropriate conduct while on the bus;
4. The danger zones surrounding a school bus;
5. Procedures for safely boarding and leaving a school bus;
6. Procedures for safe vehicle lane crossing; and
7. School bus evacuation and other emergency procedures.

Students who fail to demonstrate that they understand these concepts may lose their bus riding privileges unless the students are unable to achieve the competencies due to a disability.

LOCKERS

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 student 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 possible after the search of a student's personal possessions, the school authorities will provide notice of the search to the students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. See the complete district policy at: www.minnewaska.k12.mn.us

Students are responsible to remove all belongings by the last day of school. Any remaining items will be discarded. **DO NOT LEAVE VALUABLES OR MONEY IN YOUR LOCKER. THE SCHOOL IS NOT RESPONSIBLE FOR STOLEN PROPERTY.**

INFORMATION REGARDING SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act that prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

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

In order to fulfill its obligation under Section 504, the Minnewaska Area School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify, evaluate, and if the child is determined to be eligible under Section 504, to afford access to appropriate educational services.

If the parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

The Family Educational Rights and Privacy Act (FERPA) also specify rights related to educational records. This ACT gives the parent or guardian the right to: 1) Inspect and review his/her child's educational records; 2) make copies of these records; 3) receive a list of all individuals having access to those records; 4) ask for an explanation of any item in the records; 5) ask for an amendment to any report on the grounds that it is inaccurate, misleading, or violates the child's rights; and 6) a hearing on the issue if the school refuses to make the amendment.

If there are questions, please feel free to contact the building principal, 504 Coordinator for the high school, at 239-1309.

M.A.H.S. DISCIPLINE PLAN

At Minnewaska we are working together to provide a positive and safe learning environment by respecting ourselves, our work, property and others.

The key components of the Minnewaska Public Schools discipline plan include:

- building self-esteem
- promoting self-discipline
- focusing on internal motivation
- eliminating fear and coercion by providing a safe environment
- creating conditions for a need-satisfying environment
- school discipline needs to be a part of our schools educational process and not a strictly punitive process
- consequences are natural and logical

Although detention, suspension and expulsion will still be a part of the discipline plan, students may have an opportunity to correct their behavior with other consequences for most inappropriate behaviors.

The rules or guidelines for MAHS could be as simple as the following:

1. Respect yourself and others.
2. Help yourself and others maintain high standards regarding academic performance and social conduct.
3. Respect the investment your parents/guardians have made in this school by helping maintain good appearance of the facilities.

For students who choose not to follow those few guidelines, the State of Minnesota and the school board have established more rules to follow. Negative consequences come only as a result of choosing not to follow the rules.

A teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota statutes 121A.582 and other laws.

BEHAVIORAL GUIDELINES: This table is intended to be used as a reference guide and is not all-inclusive. School officials have discretion regarding matters of student discipline.

Misbehaviors	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
Absences (excessive), Skipping/Ttruancy	Parent notification; (3 unx or 10 ex.) Physician's note required after 5 sick days/semester; detention .	Parent notification, Detention , Social Services Notification (5 unx or excessive excused)	Parent notification; Detention or Saturday School (7 unx or excessive excused) County Attorney Referral	
Alcohol or Drug Use or Possession (separate tobacco or e-cig policy at bottom)	1-3 days suspension, police referral, and parent meeting	3-5 days suspension, police referral, and parent meeting	5-10 days suspension, police referral, and administrative conference	Recommended expulsion or alternative learning setting

Alcohol or Drug Distribution	Recommended expulsion			
Bus Conduct **Consequences can be skipped/repeated at the discretion of the principal in consultation with bus company.	Verbal warning, parent contact - assigned seating	parent contact. 1-3 day removal from bus	1-3 day bus suspension; 3-5 day removal from bus and parent meeting with Transportation Director	5-10 day bus suspension. 5th Offense: 10 day or longer bus suspension.
Cell Phone or electronic device misuse	Phone confiscated for the day, parent contact	Phone confiscated for up to 2 days & picked up by parent	Cell phone ban from school for one week (phone turned over to parent, or confiscated to the office)	Cell phoned banned from school for one month (phone turned over to parent, or confiscated to the office).
Cheating	Zero on assignment, parent contact	Parent contact, detention, zero on assignment - 1-3 days suspension	ISS, zero on assignment, parent conference Recommended removal from course with no credit	
Disruptive behavior	Blue Slip and Detention, parent contact	Detention, ISS, and Parent Meeting, followed by Blue Slip	1-3 Day suspension, possible removal from course or no course credit	
False Fire Alarm	1-3 Day Suspension Police referral	3-5 Day Suspension Police referral	5 days Suspension legal charges	
Fighting (Physical Assault)	Detention and/or ISS, OSS , parent contact, police referral	ISS and/or OSS, police referral, parent conference	OSS and police referral	Recommended expulsion
Forgery	Detention, parent contact	ISS	ISS	
Harassment or Hazing	1-3 day suspension; possible expulsion from school activities, possible police referral	3-5 day suspension and parent meeting, possible police referral	5-10 day suspension and recommendation for expulsion, possible police referral	
Inappropriate Dress	Conference & alter attire	Conference, alter attire and parent contact	Conference, alter attire, detention, parent conference	
Insubordination (including academic insubordination)	Laker Pride Letter , Detention, parent contact	Laker Pride Letter , 1-3 day suspension, parent conference	3-5 day suspension, parent/student conference,	
Internet misuse	1-3 week suspension from using computer, parent contact	30 day suspension from computer, parent conference.	Loss of school devices.	
Lunchroom Misconduct	Lunchroom cleaning, Lunch Detention	Lunch detention, clean lunchroom, parent contact	1-3 day suspension clean lunch room, parent conference	
Obscene Materials	Detention	1 day suspension	3 days suspension	
Parking Violation	Warning and pay for permit	Parent phone call, pay for permit, and loss of parking privilege for 2 weeks	Tow at owner's expense	
Physical Assault on staff	Recommended expulsion and police referral			
Profanity (written, spoken & gesture)	Warning-Laker Pride Letter and/or Detention	1 day suspension, parent contact	3 day suspension parent conference	OSS
Stealing	Under \$20 Laker Pride Letter , Detention and parent contact for under \$20. Over \$20 Parent Contact 1-5 day suspension, police ref	Under \$20 Parent meeting and 1-5 day suspension and police referral Over \$20 3-5 day suspension, police referral, and parent meeting		
Tardies	A total of 5 cumulative tardies per quarter results in detention.	A total of 10 cumulative tardies per quarter results in In School Suspension.	15 tardies or more results in parent conference, social services conference and possible referral	
Terroristic Threat	3-5 Day Suspension, Parent Conference, Police Referral	5-7 Day Suspension, Parent Conference, Police Referral	Recommendation for expulsion or alternative setting	
Teasing	Warning, parent contact and possible Laker Pride Letter or detention	Considered bullying with parent conference and incident report, possible detention and/or suspension	Considered bullying followed by a parent conference, possible police referral and 3-5 day suspension	Recommended expulsion or alternative setting
Threats/Intimidation	Laker Pride Letter or Detention, parent contact	Parent conference, police referral, possible 1-3 day suspension	Police referral, 3-5 day suspension or possible exclusion	Recommended expulsion or alternative setting
Tobacco and Electronic (e- cig) Devices	1 day suspension, parent contact, police referral	1-3 day suspension, Police referral, parent conference	3-5 day suspension, Police referral, cessation classes	
Vandalism	Restitution, parent conference, 1-3 day suspension and police referral	Restitution, parent conference, 3-5 day suspension and police referral	Recommended expulsion	
Verbal Assault to Staff	1-3 day suspension	3-5 day suspension	5-10 day suspension, parent meeting, and police referral	Recommendation for expulsion
Weapon	See Zero Tolerance Policy Below			

Zero Tolerance

At Minnewaska Area Schools we believe every student and staff has a right to:

1. Be treated with respect and courtesy
2. Learn without disruption
3. Attend school every day
4. Feel safe

In addition, we endorse the right of teachers to feel safe in their classrooms and teach without disruption. Therefore, we have zero tolerance for the following actions. If a student commits any of the following actions they will be suspended and the principal will make a recommendation to the Superintendent for expulsion. The Superintendent will decide if a hearing should be held in front of the Board of Education to expel the student.

1. A loaded or unloaded firearm, a weapon, device, laser or electronic stun weapon equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
2. Assaulting a school staff member.

**A student who finds a weapon on the way to school or in the school building and takes the weapon immediately to the High School Office shall not be considered in possession of a weapon.

ALCOHOL AND DRUGS, POSSESSION OR USE OF

Possession or use of any alcohol, drugs, or drug paraphernalia in or on school premises, or in an area where school activity is taking place is absolutely forbidden. Students found in violation will be suspended from school and may be required to have a drug evaluation. Law enforcement agencies may be contacted. A parent conference will be held prior to the student being readmitted to school. Offenses are cumulative in grades 4-12.

- 1st Offense: 1-3 days of suspension;
- 2nd Offense: 3-5 days of suspension;
- 3rd Offense: The offender will appear before the Board of Education with his/her parent/guardian to participate in a hearing to determine the facts and obtain testimony pursuant to expulsion from school.

Note: Many students, parents and teachers are concerned about the increasing use of drugs among our youth. To ensure a safe and drug free environment the school board has approved the use of drug detecting dogs to randomly search the school property. When this procedure is used, the dogs will systematically search the parking lot, lockers and classrooms for illicit drugs. Although we would not have the dogs systematically search students, it is possible that the dogs would detect drugs stored in books, backpacks and clothing. We would follow-up all leads with a legally conducted search. The search and follow-up action will be handled by school designated law enforcement officials. Parents will be notified any time a student's locker or personal belongings are searched. We are asking all students and parents to support this move because of the spirit in which it is intended; that is to keep Minnewaska a great place to receive a great education. Minnewaska Area Schools is a place where students do not fear for their physical or mental well-being because of the use of drugs within their school.

Note: All students should keep their lockers locked to reduce the possibility of being set up by another student for drug possession.

*** Sale of illegal substances may result in expulsion and law enforcement will be notified.**

CHEATING/LYING

Cheating may involve the sharing and copying of answers on a daily assignment or test. Students caught cheating, both the person supplying the answers and the person receiving them, may receive a zero for the work.

Cheating may also be copying content, data, etc., from another source and turning it in as their own work or better known as **plagiarism**. In both of these cases, the work ~~may~~ **will** receive a zero and the student(s) will be referred to the office to determine if further disciplinary action should be taken such as detentions, Citizenship Violations, etc.

* Lying to staff or forging notes will be treated the same as cheating.

* Families may request a conference to review the facts leading up to the disciplinary action.

* Students involved in extra-curricular and co-curricular activities will also be governed by the Citizenship rules/guidelines.

CLASS DISRUPTIONS

When a student's behavior is causing others in the class to lose focus on their work, it is considered a classroom disruption. This can include inappropriate comments, loud or obnoxious behavior, talking to others during lectures, etc. These will be handled in a three step process: first-a warning, second-a formal warning and finally-an Office Referral. The teacher has the authority to make an immediate Office Referral for "excessive behaviors".

CLASSROOM RULE VIOLATIONS

Classroom rules may be more restrictive in some cases. e.g. gum chewing may not be permitted in some classes. Teachers must have the classroom rules and consequences posted in their rooms or provide each student with a written copy. The teacher will administer rule violations and inform the High School Office.

FIGHTING

Fights are any physical confrontation that involves the use of fists or the use of any physical force in anger.

Students involved in fights on school property may receive up to three days suspension from school. (This could be either in-school or out-of-school.) Parents will be notified and a conference will be held before re-admittance to school. Law enforcement may also be notified and assault charges could be filed.

***Harassment info is listed above.**

BULLYING

Mission Statement: We believe everyone at District 2149 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent bullying and violence of any kind.

Bullying can be defined as:

- **Physical Bullying** – This includes hitting, kicking, pushing, choking, punching...
- **Verbal and Non-Verbal Bullying** – This includes threatening, taunting, teasing, hate speeches, insults, pictures, drawings, cartoons, ...
- **Exclusion or Relational Bullying** – to purposefully try to convince peers to exclude or reject a certain person or people and cut the victims off from their social connections, manipulation of friendship relationships, spreading rumors, ...

- **Extortion** – This includes stealing of money and possessions, ...
- **Cyber Bullying** – via websites, emails, chat rooms, text messages, etc.

Procedures: All bullying allegations must be investigated within 3 days of initial referral.

1. If any of the above actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, social worker, a principal, psychologist, our mental health professional, or the superintendent;
2. All referrals will be processed using an investigation form;
3. Your right to privacy will be respected as much as possible;
4. We take seriously all reports and will take appropriate actions based on your report;
5. The Minnewaska Area School district will take action if anyone tries to intimidate you or take action to harm you because you have reported (retaliation).
6. All incidents of bullying must be reported to parents as well as reported to the MN Department of Education.

Consequences may include one or more of the following:

- Suspension;
- Parent involvement;
- Education through reading, videos, etc.;
- Immediate intervention;
- Formal, structured counseling;
- Detention;
- Social skills curriculum;
- Community/school service;
- Removal from class or school;
- Transferred to another program;
- Involvement in friendship groups;
- Empathy development;
- Restitution;
- A mentoring program;
- Journaling;
- Police report;
- Court system involvement;
- A written apology;
- Other actions deemed appropriate based upon the severity and frequency of incidents

DISTRICT 2149 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

1. Everyone at District 2149 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind as referenced in statute 121A.03.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes or rumors

- b. pulling on clothing
 - c. graffiti, notes or cartoons
 - d. unwelcome touching of a person or clothing
 - e. offensive or graphic posters or book covers; or
 - f. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
3. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer (Superintendent).
 4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer (Superintendent).
 5. Your right to privacy will be respected as much as possible.
 6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
 7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
 8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Completed policies are available in the district or high school offices upon request.

RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW -- DISCRIMINATION IS AGAINST THE LAW

CONTACT: The Superintendent and/or Human Rights Officer;

Minnewaska Area High School
 25122 State Highway 28
 Glenwood, MN 56334
 PH: (320 -239-4800)

HAZING POLICY

“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 as referenced in Minnesota Statute 121A.69.

Reporting Procedures

- A. Any person who believes he or she has been the victim of hazing shall 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.

School District Actions

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials.
- B. 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.

For more information, a complete copy of the hazing policy is on-line or in the District Office.

INSUBORDINATION

Refusing to obey the reasonable requests of the school staff is insubordination. This includes comments made in the classroom, halls, cafeteria, school events, etc. Insubordination will not be tolerated.

NUISANCE DEVICES

Nuisance devices ~~that are such objects as water guns, pea shooters, paper projectiles, noisemakers, laser lights, etc. These devices in the possession of students~~ present a clear and present danger to others and are prohibited in any school building or on school grounds. The article shall be confiscated and appropriate disciplinary action taken.

~~ROLLERBLADES, SKATEBOARDS, ETC.~~

~~Rollerblades, skateboards, etc., are not to be used on the school grounds.~~

PORNOGRAPHIC MATERIAL; POSSESSION, USE, OR DISTRIBUTION OF:

The possession, use or distribution of pornographic material will result in immediate notification of parents, detention, and possible suspension from school. The length of suspension may be from 1 to 5 days, depending on the circumstances. **This includes Internet usage.**

PROFANITY/INAPPROPRIATE COMMENTS

Profanity is verbal or written material that shows disrespect or abuse toward others. It is the cursing, swearing or use of words that are inappropriate in a public facility.

Note: Profanity, insults or verbally abusive language directed toward any school staff or teachers will result in an automatic suspension (ISS or OSS).

SNOWBALLS

Snowballs are prohibited on school grounds.

STEALING

Stealing is a behavior that is not tolerated by Minnewaska Area Schools. Students may have traditional consequences as outlined in the behavior matrix. If a pattern of theft or item of large value has been stolen, law enforcement may be notified as well.

TOBACCO, POSSESSION OR USE OF

Possession or use of any tobacco or tobacco related devices such as “electronic cigarettes” in any form in any school building, on the school grounds, on a school bus, or at any other premise in which students from Minnewaska Area Schools are participating is prohibited. Any student found violating the rules on the use of tobacco shall be disciplined in the following manner:

1st Offense: 1 day ~~in school~~ suspension (In/Out). (Referred to Law Enforcement)

2nd Offense: 1-3 days suspension. (Referred to Law Enforcement)

3rd Offense: 3-5 days suspension. (Student will be referred to Law Enforcement & tobacco diversion program)

UNACCEPTABLE ATTIRE / CLOTHING POLICY

It is our feeling that there is a strong correlation between student dress and student attitudes. Good taste in dress and grooming is an important part of a wholesome school atmosphere. Parents are urged to assist the school in ensuring that their children wear appropriate clothing to school **and school functions**. If it is felt by any staff member or administrator that the student is improperly dressed and/or the dress interferes with or disrupts the educational process or school activities they will be asked to put on appropriate clothing. Students are given the opportunity to determine their own dress and appearance provided that it:

1. Meets standards of personal hygiene.
2. Doesn't impair one's safety or cause a hazard to others.
3. Doesn't interfere with or disrupt the learning process.
4. Meets standards of decency, as interpreted by office staff and faculty:
 - a. Tank tops need to be appropriate length and height. No spaghetti strap tank tops. Tops cut too low are not allowed. Short sleeves/half-sleeves, or long sleeves are acceptable school attire.
 - b. There should be NO SKIN (or undergarments) visible between the bottom of your shirt and the top of your pants, in front and in back.
 - c. Shorts and Skirts should be long enough. ~~(A quick test: Your shorts/skirt should reach your fingertips when your arms are at your sides). If pants are worn with holes, holes should not be above that general guideline as well.~~
 - d. No undergarments showing at any time whether sitting, standing, or walking during the day or at school-related events.
5. Clothing with slogans and/or graphics that promote violence, use of tobacco, alcohol or other controlled substances or sexual activity are not to be worn to school **or school activities**.
6. **New for 2021-2022: Hats and other headgear will be monitored based on individual classroom policies and if worn need to follow the dress code guidelines.**
7. **Backpacks are allowed at the High School level.**

NOTE: State laws require that shoes are worn in public places.

UNSAFE ACTS /HORSEPLAY/ PUSHING

These are not intended to cause harm but they have the potential to cause harm to the people involved. They can also harm bystanders. Budging in line, running in the halls, throwing soap in the locker room are only a few examples of this behavior. These nuisance behaviors, if requiring adult intervention, will be subject to disciplinary action such as detentions, ISS, etc., as judged appropriate by the principal.

VANDALISM

Vandalism is purposeful damage to or destruction of school property or property of others. Any vandalism or destruction to school property will be dealt with by law enforcement and be subject to school disciplinary measures including but not limited to restitution, suspension, etc.

WEAPONS POLICY

Bringing a dangerous weapon on school property is a violation of Minnesota law. It is a serious violation called a felony. You may not possess a dangerous weapon at any time on school property. You should also know that possession on school property includes on a school bus, in a school property, or any property leased by a school.

See the district's web page for the full version of the policy: www.minewaska.k12.mn.us

“Weapons” are identified by 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, numchucks, throwing stars, explosives, stun-guns, ammunition, chains, pellet guns, look-alike guns and other non-functioning guns that could be used to threaten others.
2. Articles designed for other purposes but which are actually used to inflict bodily harm and/or intimidate. Examples include but are not limited to: belts, combs, pencils, files, scissors, compasses, broken glass, and letter openers.
·Minimum corrective actions shall include initial suspension for five days, confiscation of weapon, notification of police, and parental notification.

*An assessment team composed of building principal, counselor, teacher representative, and a law enforcement representative will meet to make further recommendations for resolving the incident. This may be a recommendation to the School Board for exclusion or expulsion. Violation of the terms of Minnesota law will result in statutory penalties, which may include significant fines and prison.

**A student who finds a weapon on the way to school or in the school building and immediately notifies the High School Office shall not be considered in possession of a weapon.

CONSEQUENCES (In alphabetical order)

BLUE SLIP

Students interfering with other student's ability to learn may be removed from class **for a short period of time (1-3 days) to a permanent removal with no credit. ~~for up to a three day period or permanently.~~** This process will be initiated with a Blue Slip. Students who are removed with a “Blue Slip” will be asked to complete the following steps to re-enter class.

Blue Slip Procedure:

1. Student will report directly to the High School Office upon receiving the Blue Slip.
2. The teacher will call the parent and **set up a meeting with the teacher, student, parents/guardians and administration** to discuss the problem.
3. Students will complete the following statements on Blue Slip form.
 - a. **Statement A:** Reason(s) for being released from class and classroom guidelines violated.
 - b. **Statement B:** State how you will correct your behavior.
 - c. **Statement C:** Apologize for your actions and ask to be readmitted.
 - d. *All statements must be readable, in sentence form, and grammatically correct.*
4. Have the instructor, your parents, yourself, and the principal sign the completed form.

. . . If a **student** receives a second blue slip during that course, he/she will be removed from the course for the remainder of the term and will receive a failure for the course.

. . . A student who does not complete the Blue Slip procedure (items #1, 2, 3) will receive a failure and may be reassigned to a restricted study hall or I.S.S.

DETENTION

In the event that a student is assigned detention, reasonable efforts will be made to give students a copy of the detention notice and notify the parent or guardian by phone **or mail** before the detention is served.

Detentions will be held **on Wednesdays during Lunch period. Students will be offered lunch and assigned to a teacher's classroom or office.** ~~can be made up before school from 7:15-8:00 AM or after school from 3:15-4:00 PM on Tuesday's and Thursday's. A student has two days to complete the detention following the initial referral.~~

In the event a student is late to detention, or misses it altogether, they will be assigned I.S.S. (In School Suspension) for the day. If the student is not compliant with rules governing I.S.S., they will receive a timeout in the office and/or be placed on O.S.S. (Out of School Suspension). This would be for at least the remainder of the day, one additional day and require a reinstatement conference with parents.

EXPULSION

Expulsion is removing the student from the school setting for up to a year; usually until the end of the school year. This action requires a school board hearing. Students who are expelled may not attend school sponsored activities including sports activities, dances, etc.

LOSS OF PRIVILEGES

When students mismanage certain privileges, a logical consequence is loss of the privilege. Example: A student misbehaves on the bus for a second time, bus riding privileges **will be suspended for one week**. Students running to lunch may end up eating last or have a restricted lunch period in the office.

PUPIL FAIR DISMISSAL ACT

The Pupil Fair Dismissal Act establishes grounds and procedures for the dismissal of public school students. Dismissal includes suspension, expulsion, and exclusion. The policy of this act emphasizes prevention of dismissal through early detection of problems. Further, the school is responsible for the education of the student during the dismissal period. The grounds for dismissal are:

1. Willful violation of any reasonable school board regulation.
2. Willful disruption of the education of others.
3. Willful conduct that endangers other students or school property.

REMOVAL FROM CLASS ~~(Time Out)~~

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. The length of time of the removal from class shall be at the discretion of the principal after consultation with the teacher. Missed class time may be required to be made up either before or after school.

RESTITUTION

In most cases when a student violates a school rule someone else is negatively affected by the behavior. Restitution is an attempt to right a wrong. It can involve writing apologies, community service work, cleaning projects, spending time helping others, etc. The form of restitution is closely related to the offense and will be assigned at the discretion of the principal.

SUSPENSION

Suspension is the short-term exclusion (1 to 10 days) of the student from school during which the school is relieved of custody of the student. Suspension may be either in school or out of school.

- If suspension is in school (ISS), the school will retain custody of the student. Students receive credit for daily work, tests and projects while in ISS.
- If suspension is out of school (OSS), the responsibility of the student becomes that of the parent.
- Students are required to make up classroom work during OSS. At the teacher's discretion additional time may or may not be given. However, students will receive zeros for daily work, which covers the period the student is assigned OSS.
- Students will be allowed to make up and receive credit for tests, finals and projects.
- A principal/parent/student conference must be held before the student on OSS is readmitted to school.

TENNESSEN WARNING

Students have the right to refuse questioning. However, students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information received will be released to school officials, parents, guardians, the MSHSL if necessary. Suspected criminal activity will be submitted to law enforcement.

TRESPASS NOTICE

A Trespass Notice may be served on a student that is suspended out of school or has violated school policy warranting such action. A Trespass Notice prohibits a person from entering school buildings and property and will be specific as to the times and duration.

MEMORANDUM OF UNDERSTANDING

Chapter #295, Minnesota Sessions Laws 1987, requires the adoption of a Memorandum of Understanding between school districts and law enforcement personnel providing for an exchange of information to further school policies for the detection, prevention, and treatment of chemical abuse. This Memorandum of Understanding is adopted by Minnewaska Area High School and the local Police Departments pursuant to Minnesota Statute S126.035 (Chapter 295, Minnesota Sessions Laws 1987). This memorandum will be in Compliance to Law #295, as of future amendments.

The following exchange of information between school and police was agreed upon and authorized:

**The local law enforcement agency shall give written notice to the student's school pre-assessment team whenever an incident occurs off school premises in which a student is involved in a violation:*

- A. The provisions of Minnesota Statute 340A.503, Subd. 2 (purchase of an alcoholic beverage by a minor) or Subd. 3 (possession of an alcoholic beverage by a minor), or
- B. The provisions of Minnesota Statute 152.09, Subd. 1 (possession, sale, barter, delivery, exchange, distribution of a controlled substance or a simulated controlled substance).

This written notice shall be made within 5 days of the incident.

This written notice shall be given to the appropriate pre-assessment team, whether or not the incident is referred to Juvenile Court by law enforcement personnel.

SCHOOL STAFF BACKGROUND CHECKS

Minnewaska Area Schools are in compliance with Minnesota State Law which mandates that all school districts conduct criminal background checks on all school employees and individuals who provide services to the school.

***Families may view all complete versions of school policies by visiting the districts' web page: www.minnewaska.k12.mn.us, click on "District" for their drop down menu and scroll to school board. Scroll over to their secondary drop down menu and choose "School Board Policy Menu".**

2021-22 CALENDAR

August 24, 25, and 26.....	Inservice/Workshops
August 24	9-12 Open House 3:30-7:30 PM
August 25.....	K-8 Open House 3:30-7:30
August 30	First Day of School
September 6.....	Labor Day (No School)
October 10.....	Picture Retake Day
October 21-22	EM Break (Education Minnesota)
October 25.....	Inservice - No School
October 14.....	K-12 Conferences 3:30-7:30 PM
October 18.....	K-12 Conferences 3:30-7:30 PM
November 5.....	Inservice-No School
November 8.....	No School
November 25 & 26	Thanksgiving (No School)
December 24-Jan 1	Christmas Break (No School)
January 4	School Resumes
January 17.....	Inservice-No School
January 18.....	Inservice-No School
February 18.....	Inservice - No School
February 21.....	Presidents' Day (No School)
March 1.....	K-12 Evening Conferences from 3:30-7:30
March 3.....	K-12 Evening Conferences from 3:30-7:30
March 18.....	Inservice - No School
March 21-23.....	No School - Spring Break
April 15.....	No School
April 18.....	No School
May 24.....	Memorial Day (No School)
May 27.....	Last Student Day
May 30.....	No School – Inservice/Workshop - Commencement 7:30

MAHS (Quarters)

October 2.....	1st Mid-quarter
November 5	End of 1st Quarter
December 11	2nd Mid-quarter
January 15	End of 1st Semester
February 19	3rd Mid-quarter
March 18	End of 3rd Quarter
April 23.....	4th Mid-quarter

May 27..... End of 2nd Semester

15. **CONSENT CALENDAR: (ACTION)**

A. **New Hires:**

B. **Change of Status:**

C. **Retirements:**

D. **Resignations:**

E. **Terminations:**

16. **CONSIDER APPROVAL OF THE FOLLOWING POLICIES: (APPENDIX)
(ACTION) (ROLL CALL VOTE)**

410 FAMILY AND MEDICAL LEAVE POLICY

I. PURPOSE

The purpose of this policy is to provide for family and medical leave to school district employees in accordance with the Family and Medical Leave Act of 1993 (FMLA) and also with parenting leave under state law.

II. GENERAL STATEMENT OF POLICY

The following procedures and policies regarding family and medical leave are adopted by the school district, pursuant to the requirements of the FMLA and consistent with the requirements of the Minnesota parenting leave laws.

III. DEFINITIONS

A. “Covered active duty” means:

1. in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and
2. in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty under a provision of law referred to in 10 U.S.C. § 101(a)(13)(B).

B. “Covered servicemember” means:

1. a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. a covered veteran who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness and who was a member of the Armed Forces, including a member of the National Guard or Reserves, and was discharged or released under conditions other than dishonorable, at any time during the period of five years preceding the first date the eligible employee takes FMLA leave to care for the covered veteran.

C. “Eligible employee” means an employee who has been employed by the school district for a total of at least 12 months and who has been employed for at least

1,250 hours of service during the 12-month period immediately preceding the commencement of the leave. An employee returning from fulfilling his or her Uniformed Services Employment and Reemployment Rights Act (USERRA)-covered service obligation shall be credited with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. In determining whether the employee met the hours of service requirement, and to determine the hours that would have been worked during the period of absence from work due to or necessitated by USERRA-covered service, the employee's pre-service work schedule can generally be used for calculations. While the 12 months of employment need not be consecutive, employment periods prior to a break in service of seven years or more may not be counted unless the break is occasioned by the employee's fulfillment of his or her USERRA-covered service obligation or a written agreement, including a collective bargaining agreement, exists concerning the school district's intention to rehire the employee after the break in service.

- D. "Military caregiver leave" means leave taken to care for a covered servicemember with a serious injury or illness.
- E. "Next of kin of a covered servicemember" means the nearest blood relative other than the covered servicemember's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered servicemember by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered servicemember has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA. When no such designation is made and there are multiple family members with the same level of relationship to the covered servicemember, all such family members shall be considered the covered servicemember's next of kin, and the employee may take FMLA leave to provide care to the covered servicemember, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered servicemember's only next of kin.
- F. "Outpatient status" means, with respect to a covered servicemember who is a current member of the Armed Forces, the status of a member of the Armed Forces assigned to:
 - 1. a military medical treatment facility as an outpatient; or
 - 2. a unit established for the purpose of providing command and control of members of the Armed Forces receiving care as outpatients.
- G. "Qualifying exigency" means a situation where the eligible employee seeks leave for one or more of the following reasons:
 - 1. to address any issues that arise from a short-notice deployment (seven calendar days or less) of a covered military member;

2. to attend military events and related activities of a covered military member;
 3. to address issues related to childcare and school activities of a covered military member's child;
 4. to address financial and legal arrangements for a covered military member;
 5. to attend counseling provided by someone other than a health care provider for oneself, a covered military member, or his/her child;
 6. to spend up to 15 calendar days with a covered military member who is on short-term, temporary rest and recuperation leave during a period of deployment;
 7. to attend post-deployment activities related to a covered military member;
 8. to address parental care needs; and
 9. to address other events related to a covered military member that both the employee and school district agree is a qualifying exigency.
- H. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:
1. inpatient care in a hospital, hospice, or residential medical care facility; or
 2. continuing treatment by a health care provider.
- I. "Spouse" means a husband or wife. For purposes of this definition, husband or wife refers to the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one state. This definition includes an individual in a same-sex or common law marriage that either: (1) was entered into in a state that recognizes such marriages; or (2) if entered into outside of any state, is valid in the place where entered into and could have been entered into in at least one state.
- I J.** "Veteran" has the meaning given in 38 U.S.C. § 101.

IV. LEAVE ENTITLEMENT

- A. Twelve-week Leave under Federal Law

1. Eligible employees are entitled to a total of 12 work weeks of unpaid family or medical leave during the applicable 12-month period as defined below, plus any additional leave as required by law. Leave may be taken for one or more of the following reasons in accordance with applicable law:
 - a. birth of the employee's child and to care for such child;
 - b. placement of an adopted or foster child with the employee;
 - c. to care for the employee's spouse, son, daughter, or parent with a serious health condition;
 - d. the employee's serious health condition makes the employee unable to perform the functions of the employee's job; and/or
 - e. any qualifying exigency arising from the employee's spouse, son, daughter, or parent being on covered active duty, or notified of an impending call or order to covered active duty in the Armed Forces.
2. For the purposes of this policy, "year" is defined as a rolling 12-month period measured backward from the date an employee's leave is to commence.
3. An employee's entitlement to FMLA leave for the birth, adoption, or foster care of a child expires at the end of the 12-month period beginning on the date of the birth or placement.
4. A "serious health condition" typically requires either inpatient care or continuing treatment by or under the supervision of a health care provider, as defined by applicable law. Family and medical leave generally is not intended to cover short-term conditions for which treatment and recovery are very brief.
5. A "serious injury or illness," in the case of a member of the Armed Forces, including a member of the National Guard or Reserves, means:
 - a. injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty on active duty in the Armed Forces and that may render the member medically unfit to perform the duties of the member's office, grade, rank, or rating; and
 - b. in the case of a covered veteran who was a member of the Armed Forces, including a member of the National Guard or Reserves, at any time, during the period of five years preceding the date on

which the veteran undergoes the medical treatment, recuperation, or therapy, means a qualifying injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces or that existed before the beginning of the member's active duty and was aggravated by service in the line of duty in the Armed Forces and that manifested itself before or after the member became a veteran, and is:

- (1) a continuation of a serious injury or illness that was incurred or aggravated when the covered veteran was a member of the Armed Forces and rendered the servicemember unable to perform the duties of the servicemember's office, grade, rank, or rating; or
 - (2) a physical or mental condition for which the covered veteran has received a U.S. Department of Veterans Affairs Service-Related Disability (VASRD) rating of 50 percent or greater and such VASRD rating is based, in whole or in part, on the condition precipitating the need for military caregiver leave; or
 - (3) a physical or mental condition that substantially impairs the covered veteran's ability to secure or follow a substantially gainful occupation by reason of a disability or disabilities related to military service, or would do so absent treatment; or
 - (4) an injury, including a psychological injury, on the basis of which the covered veteran has been enrolled in the Department of Veterans Affairs Program of Comprehensive Assistance for Family Caregivers.
6. Eligible spouses employed by the school district are limited to an aggregate of 12 weeks of leave during any 12-month period for the birth and care of a newborn child or adoption of a child, the placement of a child for foster care, or to care for a parent. This limitation for spouses employed by the school district does not apply to leave taken: by one spouse to care for the other spouse who is seriously ill; to care for a child with a serious health condition; because of the employee's own serious health condition; or pursuant to Paragraph IV.A.1.e. above.
7. Depending on the type of leave, intermittent or reduced schedule leave may be granted in the discretion of the school district or when medically necessary. However, part-time employees are only eligible for a pro-rata portion of leave to be used on an intermittent or reduced schedule basis, based on their average hours worked per week. Where an intermittent or reduced schedule leave is foreseeable based on planned medical treatment, the school district may transfer the employee temporarily to an available

alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position, and which has equivalent pay and benefits.

8. If an employee requests a leave for the serious health condition of the employee or the employee's spouse, child, or parent, the employee will be required to submit sufficient medical certification. In such a case, the employee must submit the medical certification within 15 days from the date of the request or as soon as practicable under the circumstances.
9. If the school district has reason to doubt the validity of a health care provider's certification, it may require a second opinion at the school district's expense. If the opinions of the first and second health care providers differ, the school district may require certification from a third health care provider at the school district's expense. An employee may also be required to present a certification from a health care provider indicating that the employee is able to return to work.
10. Requests for leave shall be made to the school district. When leave relates to an employee's spouse, son, daughter, parent, or covered servicemember being on covered active duty, or notified of an impending call or order to covered active duty pursuant to Paragraph IV.A.1.e. above, and such leave is foreseeable, the employee shall provide reasonable and practical notice to the school district of the need for leave. For all other leaves, employees must give 30 days' written notice of a leave of absence where practicable. The failure to provide the required notice may result in a delay of the requested leave. Employees are expected to make a reasonable effort to schedule leaves resulting from planned medical treatment so as not to disrupt unduly the operations of the school district, subject to and in coordination with the health care provider.
11. The school district may require that a request for leave under Paragraph IV.A.1.e. above be supported by a copy of the covered military member's active duty orders or other documentation issued by the military indicating active duty or a call to active duty status and the dates of active duty service. In addition, the school district may require the employee to provide sufficient certification supporting the qualifying exigency for which leave is requested.
12. During the period of a leave permitted under this policy, the school district will provide health insurance under its group health plan under the same conditions coverage would have been provided had the employee not taken the leave. The employee will be responsible for payment of the employee contribution to continue group health insurance coverage during the leave. An employee's failure to make necessary and timely contributions may result in termination of coverage. An employee who does not return to work after the leave may be required, in some situations, to reimburse the school district for the cost of the health plan premiums

paid by it.

13. The school district may request or require the employee to substitute accrued paid leave for any part of the 12-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave. The superintendent shall be responsible to develop directives and guidelines as necessary to implement this policy. Such directives and guidelines shall be submitted to the school board for annual review.

The school district shall comply with written notice requirements as set forth in federal regulations.

14. Employees returning from a leave permitted under this policy are eligible for reinstatement in the same or an equivalent position as provided by law. However, the employee has no greater right to reinstatement or to other benefits and conditions of employment than if the employee had been continuously employed during the leave.

B. Twelve-week Leave under State Law

An employee who does not qualify for parenting leave under Paragraphs IV.A.1.a. or IV.A.1.b. above may qualify for a 12-week unpaid leave which is available to a biological or adoptive parent in conjunction with the birth or adoption of a child, or to a female employee for prenatal care or incapacity due to pregnancy, childbirth, or related health conditions. The length of the leave shall be determined by the employee but must not exceed 12 weeks unless agreed by the employer. The employee may qualify if he or she has worked for the school district for at least 12 months and has worked an average number of hours per week equal to one-half of the full time equivalent during the 12-month period immediately preceding the leave. This leave is separate and exclusive of the family and medical leave described in the preceding paragraphs but may be reduced by any period of paid parental, disability, personal, or medical, or sick leave, or accrued vacation provided by the employer so that the total leave does not exceed 12 weeks, unless agreed by the employer, or leave taken for the same purpose under the FMLA. The leave taken under this section shall begin at a time requested by the employee. An employee who plans to take leave under this section must give the employer reasonable notice of the date the leave shall commence and the estimated duration of the leave. For leave taken by a biological or adoptive parent in conjunction with the birth or adoption of a child, the leave must begin within 12 months of the birth or adoption; except that, in the case where the child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.

C. Twenty-six-week Servicemember Family Military Leave

1. An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember shall be entitled to a total of 26 work weeks of leave during a 12-month period to care for the servicemember. The leave described in this paragraph shall be available only during a single 12-month period. For purposes of this leave, the need to care for a servicemember includes both physical and psychological care.
2. During a single 12-month period, an employee shall be entitled to a combined total of 26 work weeks of leave under Paragraphs IV.A. and IV.C. above.
3. The 12-month period referred to in this section begins on the first day the eligible employee takes leave to care for a covered servicemember and ends 12 months after that date.
4. Eligible spouses employed by the school district are limited to an aggregate of 26 weeks of leave during any 12-month period if leave is taken for birth of the employee's child or to care for the child after birth; for placement of a child with the employee for adoption or foster care or to care for the child after placement; to care for the employee's parent with a serious health condition; or to care for a covered servicemember with a serious injury or illness.
5. The school district may request or require the employee to substitute accrued paid leave for any part of the 26-week period. Employees may be allowed to substitute paid leave for unpaid leave by meeting the requirements set out in the administrative directives and guidelines established for the implementation of this policy, if any. Employees eligible for leave must comply with the family and medical leave directives and guidelines prior to starting leave.
6. An employee will be required to submit sufficient medical certification issued by the health care provider of the covered servicemember and other information in support of requested leave and eligibility for such leave under this section within 15 days from the date of the request or as soon as practicable under the circumstances.
7. The provisions of Paragraphs IV.A.7., IV.A.10., IV.A.12., IV.A.13., and IV.A.14. above shall apply to leaves under this section.

V. SPECIAL RULES FOR INSTRUCTIONAL EMPLOYEES

- A. An instructional employee is one whose principal function is to teach and instruct students in a class, a small group, or an individual setting. This includes, but is not limited to, teachers, coaches, driver's education instructors, and special education assistants.

- B. Instructional employees who request foreseeable medically necessary intermittent or reduced work schedule leave greater than 20 percent of the work days in the leave period may be required to:
 - 1. take leave for the entire period or periods of the planned medical treatment; or
 - 2. move to an available alternative position for which the employee is qualified, and which provides equivalent pay and benefits, but not necessarily equivalent duties.
- C. Instructional employees who request continuous leave near the end of a semester may be required to extend the leave through the end of the semester. The number of weeks remaining before the end of a semester does not include scheduled school breaks, such as summer, winter, or spring break.
 - 1. If an instructional employee begins leave for any purpose more than five weeks before the end of a semester and it is likely the leave will last at least three weeks, the school district may require that the leave be continued until the end of the semester.
 - 2. If the employee begins leave for a purpose other than the employee's own serious health condition during the last five weeks of a semester, the school district may require that the leave be continued until the end of the semester if the leave will last more than two weeks or if the employee's return from leave would occur during the last two weeks of the semester.
 - 3. If the employee begins leave for a purpose other than the employee's own serious health condition during the last three weeks of the semester and the leave will last more than five working days, school district may require the employee to continue taking leave until the end of the semester.
- D. The entire period of leave taken under the special rules will be counted as leave. The school district will continue to fulfill the school district's leave responsibilities and obligations, including the obligation to continue the employee's health insurance and other benefits, if an instructional employee's leave entitlement ends before the involuntary leave period expires.

VI. OTHER

- A. The provisions of this policy are intended to comply with applicable law, including the FMLA and applicable regulations. Any terms used from the FMLA will have the same meaning as defined by the FMLA and/or applicable regulations. To the extent that this policy is ambiguous or contradicts applicable law, the language of the applicable law will prevail.
- B. The requirements stated in the collective bargaining agreement between employees in a certified collective bargaining unit and the school district

regarding family and medical leaves (if any) shall be followed.

VII. DISSEMINATION OF POLICY

- A. This policy shall be conspicuously posted in each school district building in areas accessible to employees.
- B. This policy will be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. §§ 181.940-181.944 (Parenting Leave)
10 U.S.C. § 101 *et seq.* (Armed Forces General Military Law)
29 U.S.C. § 2601 *et seq.* (Family and Medical Leave Act)
38 U.S.C. § 101 (Definitions)
29 C.F.R. Part 825 (Family and Medical Leave Act)

Cross References: MSBA Service Manual, Chapter 13, School Law Bulletin “M” (Statutory Provisions Which Grant Leaves to Licensed as well as Non-Licensed School District Employees – Family and Medical Leave Act Summary)

413 HARASSMENT AND VIOLENCE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, 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, including gender identity or expression, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel harasses a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard

to public assistance, sexual orientation, including gender identity or expression, or disability, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

- A. “Assault” is:
1. an act done with intent to cause fear in another of immediate bodily harm or death;
 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 3. the threat to do bodily harm to another with present ability to carry out the threat.
- B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability when the conduct:
1. has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
 2. has the purpose or effect of substantially or unreasonably interfering with an individual’s work or academic performance; or
 3. otherwise adversely affects an individual’s employment or academic opportunities.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications; Definitions
1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.

2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or
 - b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining employment

or an education; or

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

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

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated, or inappropriate patting, pinching, or physical contact, other than necessary restraint of student(s) by teachers, administrators, or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks, or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing, or attempting to coerce or force the touching of

anyone's intimate parts;

- c. coercing, forcing, or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

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

IV. **REPORTING PROCEDURES**

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, or disability by a student, teacher, administrator, or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall

inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates Cory Larson Grades 7-12 Principal as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data

and will not be disclosed except as permitted by law.

- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

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

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the

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

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators, or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in acts of harassment or violence.

VII. RETALIATION OR REPRISAL

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

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

- A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
- B. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence, or abuse.

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited

to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, resourcefulness, and/or sexual abuse prevention.

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973, § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

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

415 MANDATED REPORTING OF MALTREATMENT OF VULNERABLE ADULTS

I. PURPOSE

The purpose of this policy is to make clear the statutory requirements of school personnel to report suspected maltreatment of vulnerable adults.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to fully comply with Minn. Stat. § 626.557 requiring school personnel to report suspected maltreatment of vulnerable adults.
- B. A violation of this policy occurs when any school personnel fails to report suspected maltreatment of vulnerable adults when the school personnel has reason to believe that a vulnerable adult is being or has been maltreated, or has knowledge that a vulnerable adult has sustained a physical injury which is not reasonably explained.

III. DEFINITIONS

- A. “Mandated Reporters” means any school personnel who has reason to believe that a vulnerable adult is being or has been maltreated.
- B. “Maltreatment” means the neglect, abuse, or financial exploitation of a vulnerable adult.
- C. “Neglect” means the failure or omission by a caregiver to supply a vulnerable adult with care or services, including but not limited to, food, clothing, shelter, health care, or supervision which is: (1) reasonable and necessary to obtain or maintain the vulnerable adult’s physical or mental health or safety, considering the physical and mental capacity or dysfunction of the vulnerable adult; and (2) which is not the result of an accident or therapeutic conduct. Neglect also includes the absence or likelihood of absence of care or services, including but not limited to, food, clothing, shelter, health care, or supervision necessary to maintain the physical and mental health of the vulnerable adult which a reasonable person would deem essential to obtain or maintain the vulnerable adult’s health, safety, or comfort considering the physical or mental capacity or dysfunction of the vulnerable adult. Neglect does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 17.
- D. “Abuse” means: (a) An act against a vulnerable adult that constitutes a violation

of, an attempt to violate, or aiding and abetting a violation of: (1) assault in the first through fifth degrees as defined in sections 609.221 to 609.224; (2) the use of drugs to injure or facilitate crime as defined in section 609.235; (3) the solicitation, inducement, and promotion of prostitution as defined in section 609.322; and (4) criminal sexual conduct in the first through fifth degrees as defined in sections 609.342 to 609.3451. A violation includes any action that meets the elements of the crime, regardless of whether there is a criminal proceeding or conviction. (b) Conduct which is not an accident or therapeutic conduct as defined in this section, which produces or could reasonably be expected to produce physical pain or injury or emotional distress including, but not limited to, the following: (1) hitting, slapping, kicking, pinching, biting, or corporal punishment of a vulnerable adult; (2) use of repeated or malicious oral, written, or gestured language toward a vulnerable adult or the treatment of a vulnerable adult which would be considered by a reasonable person to be disparaging, derogatory, humiliating, harassing, or threatening; (3) use of any aversive or deprivation procedure, unreasonable confinement, or involuntary seclusion, including the forced separation of the vulnerable adult from other persons against the will of the vulnerable adult or the legal representative of the vulnerable adult; and (4) use of any aversive or deprivation procedures for persons with developmental disabilities or related conditions not authorized under section 245.825. (c) Any sexual contact or penetration as defined in section 609.341, between a facility staff person or a person providing services in the facility and a resident, patient, or client of that facility. (d) The act of forcing, compelling, coercing, or enticing a vulnerable adult against the vulnerable adult's will to perform services for the advantage of another. Abuse does not include actions specifically excluded by Minn. Stat. § 626.5572, Subd. 2.

- E. "Financial Exploitation" means a breach of a fiduciary duty by an actor's unauthorized expenditure of funds entrusted to the actor for the benefit of the vulnerable adult or by an actor's failure to provide food, clothing, shelter, health care, therapeutic conduct or supervision, the failure of which results or is likely to result in detriment to the vulnerable adult. Financial exploitation also includes: the willful use, withholding or disposal of funds or property of a vulnerable adult; the obtaining of services for wrongful profit or advantage which results in detriment to the vulnerable adult; the acquisition of a vulnerable adult's funds or property through undue influence, harassment, duress, deception or fraud; and the use of force, coercion, or enticement to cause a vulnerable adult to perform services against the vulnerable adult's will for the profit or advantage of another.

- F. "Vulnerable Adult" means any person 18 years of age or older who: (1) is a resident or inpatient of a facility; (2) receives services required to be licensed under Minn. Stat. Ch. 245A, except as excluded under Minn. Stat. § 626.5572, Subd. 21(a)(2); (3) receives services from a licensed home care provider or person or organization that offers, provides, or arranges for personal care assistance services under the medical assistance program; or (4) regardless of residence or type of service received possesses a physical or mental infirmity or other physical, mental, or emotional dysfunction that impairs the individual's ability to adequately provide the person's own care without assistance or supervision and,

because of the dysfunction or infirmity and need for care or services, has an impaired ability to protect the individual's self from maltreatment.

- G. "Caregiver" means an individual or facility who has responsibility for the care of a vulnerable adult as a result of a family relationship, or who has assumed responsibility for all or a portion of the care of a vulnerable adult voluntarily, by contract, or by agreement.
- H. "School Personnel" means professional employees or their delegates of the school district engaged in providing health, educational, social, psychological, law enforcement, or other caretaking services of vulnerable adults.
- I. "Immediately" means as soon as possible, but no longer than 24 hours from the time initial knowledge that the incident occurred has been received.

IV. REPORTING PROCEDURES

- A. A mandated reporter as defined herein shall immediately report the suspected maltreatment to the common entry point responsible for receiving reports.
- B. Whenever a mandated reporter, as defined herein, knows or has reason to believe that an individual made an error in the provision of therapeutic conduct to a vulnerable adult which results in injury or harm, which reasonably requires the care of a physician, such information shall be reported immediately to the designated county agency. The mandated reporter also may report a belief that the error did not constitute neglect and why the error does not constitute neglect.
- C. The reporter shall to the extent possible identify the vulnerable adult, the caregiver, the nature and extent of the suspected maltreatment, any evidence of previous maltreatment, the name and address of the reporter, the time, date, and location of the incident, and any other information that the reporter believes might be helpful in investigating the suspected abuse or neglect. A mandated reporter may disclose *not public data* as defined under Minn. Stat. § 13.02 to the extent necessary to comply with the above reporting requirements.
- D. A person mandated to report suspected maltreatment of a vulnerable adult who negligently or intentionally fails to report is liable for damages caused by the failure. A negligent or intentional failure to report may result in discipline. A mandatory reporter who intentionally fails to make a report, who knowingly provides false or misleading information in reporting, or who intentionally fails to provide all the material circumstances surrounding the reported incident may be guilty of a misdemeanor.
- E. Retaliation against a person who makes a good faith report under Minnesota law and this policy, or against vulnerable adult who is named in a report is prohibited.
- F. Any person who intentionally makes a false report under the provisions of applicable Minnesota law or this policy shall be liable in a civil suit for any actual

damages suffered by the person or persons so reported and for any punitive damages set by the court or jury. The intentional making of a false report may result in discipline.

V. INVESTIGATION

The responsibility for investigating reports of suspected maltreatment of a vulnerable adult rests with the entity designated by the county for receiving reports.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall appear in school personnel handbooks where appropriate.
- B. The school district will develop a method of discussing this policy with employees where appropriate.
- C. This policy shall be reviewed at least annually for compliance with state law.

Legal References: Minn. Stat. § 13.02 (Collection, Security, and Dissemination of Records; Definitions)
Minn. Stat. § 245.825 (Aversive and Deprivation Procedures; Licensed Facilities and Services)
Minn. Stat. §§ 609.221-609.224 (Assault)
Minn. Stat. § 609.234 (Crimes Against the Person)
Minn. Stat. § 609.235 (Use of Drugs to Injure or Facilitate Crime)
Minn. Stat. § 609.322 (Solicitation, Inducement, and Promotion of Prostitution; Sex Trafficking)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. §§ 609.342-609.3451 (Criminal Sexual Conduct)
Minn. Stat. § 626.557 (Reporting of Maltreatment of Vulnerable Adults)
Minn. Stat. § 626.5572 (Definitions)
In re Kleven, 736 N.W.2d 707 (Minn. App. 2007)

Cross References: MSBA/MASA Model Policy 103 (Complaints – Students, Employees, Parents, Other Persons)
MSBA/MASA Model Policy 211 (Criminal or Civil Action Against School District, School Board Member, Employee, or Student)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

506 STUDENT DISCIPLINE

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

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

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.
- F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in this policy, and to conduct themselves in accord with them;
- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VI. CODE OF STUDENT CONDUCT

- A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco,

Tobacco-Related Devices, and Electronic Delivery Devices Policy;

9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
13. Violation of the school district's Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
19. Violation of any local, state, or federal law as appropriate;
20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;

21. Violation of the school district's Internet Acceptable Use and Safety Policy;
22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district' Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;

35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of the school district's one-to-one device rules and regulations;
45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency

adjudication;

- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

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

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

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

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

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

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

C. Procedures for Removal of a Student From a Class.

1. Students in Grades Pre-K through Sixth will be escorted to the Principal's office in the event of behavior that is so disruptive that class cannot continue. Parents will be involved (See VIII, J) in the disposition of the student's behavior, which may, in serious cases include Out of School Suspension.
2. Minnewaska Area High School operates on a three step process to remove a student from a class. This includes a verbal or nonverbal warning, a one on one verbal warning and finally removal to the office. Student will immediately report to the office and await the Principal or their designee.
3. The teacher will determine when a student is creating too much of a distraction to properly conduct the lesson for the other students. The principal or designee will determine if the student is sufficiently under control to report to their next class or should remain in the office.
4. The teacher will fill out a detention form for a student removed from class for disciplinary reasons. Upon the second removal from class, the principal or their designee and the student's family will be informed that the Blue Slip Process has been initiated. This will be conveyed to the student and documented for families on the detention form indicating that the next removal will result in a Blue Slip being issued.
5. Student removed from class are required to complete the questionnaire on the Blue Slip, and report to In School Suspension during this period for the next two days and secure the necessary signatures to get back into class (See Appendix: Blue Slip Form).
6. Returning to class will occur only after all Blue Slip requirements are completed. Further Blue Slips may result in complete removal from the

class. A family conference will be arranged with administration, counselors and family members to determine the impact on the student's transcript and/or progress towards graduation.

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

1. Students that are removed from class will first report to the office for placement in In School Suspension or a restricted study hall.
2. Students removed from class are to report to the office immediately. The teacher will alert the office. If assistance is required to remove a student, the School Resource Officer may be sent to escort them.
3. In the event of disobedient or aggressive behavior, the teacher should immediately call the office for assistance and the School Resource Officer will be sent immediately to escort the student(s) to the office.
4. Once in the office, the student will wait until administration can meet with them.

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

1. Returning from a Blue Slip: Students must have all signatures in place and return the completed form to the Principal or their designee by the completion of their second day out. The principal, or designee, will notify the attendance secretary and classroom teacher of the student's return to class.
2. Students returning from Out of School Suspensions must attend a conference between their parent/guardian and the principal or their designee before returning to the mainstream. This conference will serve to verify that the student is prepared to successfully re-enter the mainstream.

F. Procedures for Notification

1. Students violating rules of conduct will be given verbal confirmation of the impending disciplinary action by the person assigning it and/or written confirmation by the office. A copy of the written notice will be mailed to parent/guardian and, when possible, a telephone call will serve as verbal notification.
2. In all disciplinary matters, the high school principal or designee will assign the date for any disciplinary action. Where possible, the parent/guardian's input will be taken into consideration but timeliness of the restitution and supervisory time are an important consideration.

G. Disabled Students; Special Provisions.

1. Students with chronic behavioral issues will require documented interventions before they can be referred for special education testing. These will be determined by the referring staff members and monitored for results. In the event the interventions have no impact on the behaviors, a special education referral will be made through the high school office, a pre-assessment meeting will be scheduled with the parent/guardian and testing will be done pending their approval.
2. Students with an IEP may be removed from class for behaviors that interfere with the learning and/or safety of other students and staff. Removal must not exceed five consecutive days or ten cumulative days for the year without a manifestation determination meeting of the members of the student's IEP team to decide if the special needs are causing the behaviors.
2. Referrals for services after documented interventions may be made through the high school office, or special education department by staff or parent/guardian.

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

1. The Minnewaska Area Schools will maintain a Chemical Abuse Preassessment Team comprised of school counselor(s), social worker(s), principal/designee and athletic director that meets monthly.
2. The school will establish an Advisory Team of school and community members that meet quarterly to address chemical abuse problems in the district.

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

The High School Student Handbook will be used to determine appropriate interventions for the violations.

J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.

In the event of student discipline procedures, Minnewaska Schools believes it is important for parent/guardians to be informed. This communication may include telephone call, email, written correspondence, or invitation to a conference.

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

Early detection of behavioral problems is the key to a successful classroom environment. Early detection procedures may include but are not limited to staff development activities that keep teachers informed as to current behavioral instructive strategies and the use of appropriate school resources to best meet student needs.

IX. DISMISSAL

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

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

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

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

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

- C. Suspension Procedures

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

does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified

curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice

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

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

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

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

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

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

XIII. DISABLED STUDENTS

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

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

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

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student’s case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

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

XVI. REVIEW OF POLICY

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

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Preassessment Teams)
Minn. Stat. § 121A.29 (Reporting; Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis; Definitions)
Minn. Stat. § 152.23 (Medical Cannabis; Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)

29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)

Cross References:

MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 419 (Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
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)

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

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary

consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school

personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

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

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. Ch. 124E (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)

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or

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

- a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
- b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.

In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another

person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
 10. Users will not use the school district system to engage in bullying or cyberbullying in violation of the school district's Bullying Prohibition Policy (MSBA/MASA Model Policy 514). This prohibition includes using any technology or other electronic communication off school premises to the extent that student learning or the school environment is substantially and materially disrupted.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance

from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - 2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. Software filtering technology shall be narrowly tailored and shall not discriminate based on viewpoint.
- D. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.
- E. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives, or servers.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic

communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.

7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

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

XIII. IMPLEMENTATION; POLICY REVIEW

- A. The school district administration may develop appropriate user notification forms, guidelines, and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms, and procedures shall be an addendum to this policy.
- B. The administration shall revise the user notifications, including student and parent

notifications, if necessary, to reflect the adoption of these guidelines and procedures.

- C. The school district Internet policies and procedures are available for review by all parents, guardians, staff, and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

I understand that violation of this policy may constitute suspension and/or revocation of my computer, network, and Internet privileges. I also understand that violation of this policy could result in exclusion or termination of employment and/or civil or criminal liability under other applicable laws.

Employee's Name (PRINT): _____

Employee's SIGNATURE: _____

School/Office: _____

Date: _____

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
R.S. v. Minnewaska Area Sch. Dist. No. 2149, No. 12-588, 2012 WL 3870868 (D. Minn. 2012)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011), *aff'd* on other grounds 816 N.W.2d 509 (Minn. 2012)
S.J.W. v. Lee's Summit R-7 Sch. Dist., 696 F.3d 771 (8th Cir. 2012)
Kowalski v. Berkeley County Sch., 652 F.3d 656 (4th Cir. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
Parents, Families and Friends of Lesbians and Gays, Inc. v. Camdenton R-III Sch. Dist., 853 F.Supp.2d 888 (W.D. Mo. 2012)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)

J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

806 CRISIS MANAGEMENT POLICY

I. PURPOSE

The purpose of this Model Crisis Management Policy is to act as a guide for school district and building administrators, school employees, students, school board members, and community members to address a wide range of potential crisis situations in the school district. For purposes of this Policy, the term, “school districts,” shall include charter schools. The step-by-step procedures suggested by this Policy will provide guidance to each school building in drafting crisis management plans to coordinate protective actions prior to, during, and after any type of emergency or potential crisis situation. Each school district should develop tailored building-specific crisis management plans for each school building in the school district, and sections or procedures may be added or deleted in those crisis management plans based on building needs.

The school district will, to the extent possible, engage in ongoing emergency planning within the school district and with emergency responders and other relevant community organizations. The school district will ensure that relevant emergency responders in the community have access to their building-specific crisis management plans and will provide training to school district staff to enable them to act appropriately in the event of a crisis.

II. GENERAL INFORMATION

A. The Policy and Plans

The school district’s Crisis Management Policy has been created in consultation with local community response agencies and other appropriate individuals and groups that would likely be involved in the event of a school emergency. It is designed so that each building administrator can tailor a building-specific crisis management plan to meet that building’s specific situation and needs.

The school district’s administration and/or the administration of each building shall present tailored building-specific crisis management plans to the school board for review and approval. The building-specific crisis management plans will include general crisis procedures and crisis-specific procedures. Upon approval by the school board, such crisis management plans shall be an addendum to this Crisis Management Policy. This Policy and the plans will be maintained and updated on an annual basis.

B. Elements of the District Crisis Management Policy

1. General Crisis Procedures. The Crisis Management Policy includes general crisis procedures for securing buildings, classroom evacuation, building evacuation, campus evacuation, and sheltering. The Policy designates the individual(s) who will determine when these actions will be taken. These district-wide procedures may be modified by building administrators when creating their building-specific crisis management plans. A communication system will be in place to enable the designated individual to be contacted at all times in the event of a potential crisis, setting forth the method to contact the designated individual, the provision of at least two designees when the contact person is unavailable, and the method to convey contact information to the appropriate staff persons. The alternative designees may include members of the emergency first responder response team. A secondary method of communication should be included in the plan for use when the primary method of communication is inoperable. Each building in the school district will have access to a copy of the Comprehensive School Safety Guide (2011 Edition) to assist in the development of building-specific crisis management plans.

All general crisis procedures will address specific procedures for the safe evacuation of children and employees with special needs such as physical, sensory, motor, developmental, and mental health challenges.

- a. Lock-Down Procedures. Lock-down procedures will be used in situations where harm may result to persons inside the school building, such as a shooting, hostage incident, intruder, trespass, disturbance, or when determined to be necessary by the building administrator or his or her designee. The building administrator or designee will announce the lock-down over the public address system or other designated system. Code words will not be used. Provisions for emergency evacuation will be maintained even in the event of a lock-down. Each building administrator will submit lock-down procedures for their building as part of the building-specific crisis management plan.
- b. Evacuation Procedures. Evacuations of classrooms and buildings shall be implemented at the discretion of the building administrator or his or her designee. Each building's crisis management plan will include procedures for transporting students and staff a safe distance from harm to a designated safe area until released by the building administrator or designee. Safe areas may change based upon the specific emergency situation. The evacuation procedures should include specific procedures for children with special needs, including children with limited mobility (wheelchairs, braces, crutches, etc.), visual impairments, hearing impairments, and other sensory, developmental, or mental health needs. The evacuation

procedures should also address transporting necessary medications for students that take medications during the school day.

- c. Sheltering Procedures. Sheltering provides refuge for students, staff, and visitors within the school building during an emergency. Shelters are safe areas that maximize the safety of inhabitants. Safe areas may change based upon the specific emergency. The building administrator or his or her designee will announce the need for sheltering over the public address system or other designated system. Each building administrator will submit sheltering procedures for his or her building as part of the building-specific crisis management plan.
2. Crisis-Specific Procedures. The Crisis Management Policy includes crisis-specific procedures for crisis situations that may occur during the school day or at school-sponsored events and functions. These district-wide procedures are designed to enable building administrators to tailor response procedures when creating building-specific crisis management plans.
 3. School Emergency Response Teams
 - a. Composition. The building administrator in each school building will select a school emergency response team that will be trained to respond to emergency situations. All school emergency response team members will receive on-going training to carry out the building's crisis management plans and will have knowledge of procedures, evacuation routes, and safe areas. For purposes of student safety and accountability, to the extent possible, school emergency response team members will not have direct responsibility for the supervision of students. Team members must be willing to be actively involved in the resolution of crises and be available to assist in any crisis situation as deemed necessary by the building administrator. Each building will maintain a current list of school emergency response team members which will be updated annually. The building administrator, and his or her alternative designees, will know the location of that list in the event of a school emergency. A copy of the list will be kept on file in the school district office, or in a secondary location in single building school districts.
 - b. Leaders. The building administrator or his or her designee will serve as the leader of the school emergency response team and will be the primary contact for emergency response officials. In the event the primary designee is unavailable, the designee list should include more than one alternative designee and may include members of the emergency response team. When emergency response officials are present, they may elect to take command and

control of the crisis. It is critical in this situation that school officials assume a resource role and be available as necessary to emergency response officials.

III. PREPARATION BEFORE AN EMERGENCY

A. Communication

1. District Employees. Teachers generally have the most direct contact with students on a day-to-day basis. As a result, they must be aware of their role in responding to crisis situations. This also applies to non-teaching school personnel who have direct contact with students. All staff shall be aware of the school district's Crisis Management Policy and their own building's crisis management plan. Each school's building-specific crisis management plan shall include the method and dates of dissemination of the plan to its staff. Employees will receive a copy of the relevant building-specific crisis management plans and shall receive periodic training on plan implementation.
2. Students and Parents. Students and parents shall be made aware of the school district's Crisis Management Policy and relevant tailored crisis management plans for each school building. Each school district's building-specific crisis management plan shall set forth how students and parents are made aware of the district and school-specific plans. Students shall receive specific instruction on plan implementation and shall participate in a required number of drills and practice sessions throughout the school year.

B. Planning and Preparing for Fire

1. Designate a safe area at least 50 feet away from the building to enable students and staff to evacuate. The safe area should not interfere with emergency responders or responding vehicles and should not be in an area where evacuated persons are exposed to any products of combustion. (Depending on the wind direction, where the building on fire is located, the direction from which the fire is arriving, and the location of fire equipment, the distance may need to be extended.)
2. Each building's facility diagram and site plan shall be available in appropriate areas of the building and shall identify the most direct evacuation routes to the designated safe areas both inside and outside of the building. The facility diagram and site plan must identify the location of the fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs.
3. Teachers and staff will receive training on the location of the primary emergency evacuation routes and alternate routes from various points in the building. During fire drills, students and staff will practice evacuations

using primary evacuation routes and alternate routes.

4. Certain employees, such as those who work in hazardous areas in the building, will receive training on the locations and proper use of fire extinguishers and protective clothing and equipment.
5. Fire drills will be conducted periodically without warning at various times of the day and under different circumstances, e.g., lunchtime, recess, and during assemblies. State law requires a minimum of five fire drills each school year, consistent with Minn. Stat. § 299F.30. See Minn. Stat. § 121A.035.
6. A record of fire drills conducted at the building will be maintained in the building administrator's office.
7. The school district will have prearranged sites for emergency sheltering and transportation as needed.
8. The school district will determine which staff will remain in the building to perform essential functions if safe to do so (e.g., switchboard, building engineer, etc.). The school district also will designate an administrator or his or her designee to meet local fire or law enforcement agents upon their arrival.

C. Facility Diagrams and Site Plans

All school buildings will have a facility diagram and site plan that includes the location of primary and secondary evacuation routes, exits, designated safe areas inside and outside of the building, and the location of fire alarm control panel, fire alarms, fire extinguishers, hoses, water spigots, and utility shut offs. All facility diagrams and site plans will be updated regularly and whenever a major change is made to a building. Facility diagrams and site plans will be maintained by the building administrator and will be easily accessible and on file in the school district office. Facility diagrams and site plans will be provided to first responders, such as fire and law enforcement personnel.

D. Emergency Telephone Numbers

Each building will maintain a current list of emergency telephone numbers and the names and addresses of local, county, and state personnel who may be involved in a crisis situation. The list will include telephone numbers for local police, fire, ambulance, hospital, the Poison Control Center, county and state emergency management agencies, local public works departments, local utility companies, the public health nurse, mental health/suicide hotlines, and the county welfare agency. A copy of this list will be kept on file in the school district office, or at a secondary location for single building school districts, and updated annually.

School district employees will receive training on how to make emergency contacts, including 911 calls, when the school district's main telephone number and location is electronically conveyed to emergency personnel instead of the specific building in need of emergency services.

School district plans will set forth a process to internally communicate an emergency, using telephones in classrooms, intercom systems, or two-way radios, as well as the procedure to enable the staff to rapidly convey emergency information to a building designee. Each plan will identify a primary and secondary method of communication for both internal and secondary use. It is recommended that the plan include several methods of communication because computers, intercoms, telephones, and cell phones may not be operational or may be dangerous to use during an emergency.

E. Warning and Notification Systems

The school district shall maintain a warning system designed to inform students, staff, and visitors of a crisis or emergency. This system shall be maintained on a regular basis under the maintenance plan for all school buildings. The school district should consider an alternate notification system to address the needs of staff and students with special needs, such as vision or hearing.

The building administrator shall be responsible for informing students and employees of the warning system and the means by which the system is used to identify a specific crisis or emergency situation. Each school's building-specific crisis management plan will include the method and frequency of dissemination of the warning system information to students and employees.

F. Early School Closure Procedures

The superintendent will make decisions about closing school or buildings as early in the day as possible. The early school closure procedures will set forth the criteria for early school closure (e.g., weather-related, utility failure, or a crisis situation), will specify how closure decisions will be communicated to staff, students, families, and the school community (designated broadcast media, local authorities, e-mail, or district or school building web sites), and will discuss the factors to be considered in closing and reopening a school or building.

Early school closure procedures also will include a reminder to parents and guardians to listen to designated local radio and TV stations for school closing announcements, where possible.

G. Media Procedures

The superintendent has the authority and discretion to notify parents or guardians and the school community in the event of a crisis or early school closure. The superintendent will designate a spokesperson who will notify the media in the

event of a crisis or early school closure. The spokesperson shall receive training to ensure that the district is in strict compliance with federal and state law relative to the release of private data when conveying information to the media.

H. Behavioral Health Crisis Intervention Procedures

Short-term behavioral health crisis intervention procedures will set forth the procedure for initiating behavioral health crisis intervention plans. The procedures will utilize available resources including the school psychologist, counselor, community behavioral health crisis intervention, or others in the community. Counseling procedures will be used whenever the superintendent or the building administrator determines it to be necessary, such as after an assault, a hostage situation, shooting, or suicide. The behavioral health crisis intervention procedures shall include the following steps:

1. Administrator will meet with relevant persons, including school psychologists and counselors, to determine the level of intervention needed for students and staff.
2. Designate specific rooms as private counseling areas.
3. Escort siblings and close friends of any victims as well as others in need of emotional support to the counseling areas.
4. Prohibit media from interviewing or questioning students or staff.
5. Provide follow-up services to students and staff who receive counseling.
6. Resume normal school routines as soon as possible.

I. Long-Term Recovery Intervention Procedures

Long-term recovery intervention procedures may involve both short-term and long-term recovery planning:

1. Physical/structural recovery.
2. Fiscal recovery.
3. Academic recovery.
4. Social/emotional recovery.

IV. SAMPLE PROCEDURES INCLUDED IN THIS POLICY

Sample procedures for the various hazards/emergencies listed below are attached to this Policy for use when drafting specific crisis management plans. Additional sample procedures may be found in the Response section of the Comprehensive School Safety Guide (2011 Edition). After approval by the school board, an adopted procedure will become an addendum to the Crisis Management Policy.

- A. Fire
- B. Hazardous Materials
- C. Severe Weather: Tornado/Severe Thunderstorm/Flooding
- D. Medical Emergency
- E. Fight/Disturbance
- F. Assault
- G. Intruder
- H. Weapons
- I. Shooting
- J. Hostage
- K. Bomb Threat
- L. Chemical or Biological Threat
- M. Checklist for Telephone Threats
- N. Demonstration
- O. Suicide
- P. Lock-down Procedures
- Q. Shelter-In-Place Procedures
- R. Evacuation/Relocation
- S. Media Procedures
- T. Post-Crisis Procedures

- U. School Emergency Response Team
- V. Emergency Phone Numbers
- W. Highly Contagious Serious Illness or Pandemic Flu

V. MISCELLANEOUS PROCEDURES

A. Chemical Accidents

Procedures for reporting chemical accidents shall be posted at key locations such as chemistry labs, art rooms, swimming pool areas, and janitorial closets.

B. Visitors

The school district shall implement procedures mandating visitor sign in and visitors in school buildings. See MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites).

The school district shall implement procedures to minimize outside entry into school buildings except at designated check-in points and assure that all doors are locked prior to and after regular building hours.

C. Student Victims of Criminal Offenses at or on School Property

The school district shall establish procedures allowing student victims of criminal offenses on school property the opportunity to transfer to another school within the school district.

Questions relative to the creation or implementation of such plans will be directed to the Minnesota Department of Public Safety.

- Legal References:**
- Minn. Stat. Ch. 12 (Emergency Management)
 - Minn. Stat. Ch. 12A (Natural Disaster; State Assistance)
 - Minn. Stat. § 121A.035 (Crisis Management Policy)
 - Minn. Stat. § 121A.06 (Reports of Dangerous Weapon Incidents in School Zones)
 - Minn. Stat. § 299F.30 (Fire Drill in School)
 - Minn. Stat. § 326B.02, Subd. 6 (Powers)
 - Minn. Stat. § 326B.106 (General Powers of Commissioner of Labor and Industry)
 - Minn. Stat. § 609.605, Subd. 4 (Trespasses on School Property)
 - Minn. Rules Ch. 7511 (Fire Safety)
 - 20 U.S.C. § 1681, *et seq.* (Title IX)
 - 20 U.S.C. § 6301, *et seq.* (Every Student Succeeds Act)
 - 20 U.S.C. § 7912 (Unsafe School Choice Option)
 - 42 U.S.C. § 5121 *et seq.* (Disaster Relief and Emergency Assistance)

Cross References: MSBA/MASA Model Policy 407 (Employee Right to Know – Exposure to Hazardous Substances)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 532 (Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds)
MSBA/MASA Model Policy 903 (Visitors to School District Buildings and Sites)
<https://dps.mn.gov/divisions/sfm/documents/2011comprehensiveschoolsafetyguide.pdf>

616 SCHOOL DISTRICT SYSTEM ACCOUNTABILITY

I. PURPOSE

The purpose of this policy is to focus public education strategies on a process which promotes higher academic achievement for all students and ensures broad-based community participation in decisions regarding the implementation of the Minnesota Academic Standards and the federal law.

II. GENERAL STATEMENT OF POLICY

Implementation of the Minnesota Academic Standards and federal law will require a new level of accountability for the school district. The school district will establish a system to transition to the graduation requirements of the Minnesota Academic Standards. The school district also will establish a system to review and improve instruction, curriculum, and assessment which will include substantial input by students, parents or guardians, and local community members. The school district will be accountable to the public and the state through annual reporting.

III. DEFINITIONS

- A. “Credit” means a student’s successful completion of an academic year of study or a student’s mastery of the applicable subject matter, as determined by the school district.
- B. “Graduation Standards” means the credit requirements and locally adopted content standards or Minnesota Academic Standards that school districts must offer and certify that students complete to be eligible for a high school diploma.
- C. “World’s best workforce” means striving to: meet school readiness goals; have all third grade students achieve grade-level literacy; close the academic achievement gap among all racial and ethnic groups of students and between students living in poverty and students not living in poverty; have all students attain career and college readiness before graduating from high school; and have all students graduate from high school.

IV. ESTABLISHMENT OF GOALS; IMPLEMENTATION; EVALUATION AND REPORTING

- A. School District Goals

1. The school board has established school district-wide goals which provide broad direction for the school district. Incorporated in these goals are the graduation and education standards contained in the Minnesota Academic Standards and federal law. The broad goals shall be reviewed annually and approved by the school board. The school board shall adopt annual goals based on the recommendations of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement (Advisory Committee).
2. The improvement goals should address recommendations identified through the Advisory Committee process. The school district's goal setting process will include consideration of individual site goals. School district goals may be developed through an education effectiveness program, an evaluation of student progress committee, or through some other locally determined process.

B. System for Reviewing All Instruction and Curriculum. Incorporated in the process will be analysis of the school district's progress toward implementation of the Minnesota Academic Standards. **Instruction and curriculum shall be reviewed and evaluated by taking into account strategies and best practices, student outcomes, principal evaluations under Minn. Stat. § 123B.147, Subd. 3, and teacher evaluations under Minn. Stat. § 122A.40, Subd. 8, or 122A.41, Subd. 5.**

Minnewaska Curriculum Cycle

	<u>Year 1</u> Assess & Study	<u>Year 2</u> Roll Out & Appropriate Materials Possible Purchase at end of year	<u>Year 3</u> Implementat ion of Standards	<u>Year 4</u> *Tested Year	<u>Year 5</u> Evaluate , Monitor & Adjust	<u>Year 6</u>	<u>Year 7</u>	<u>Year 8</u> Evaluate , Monitor & Adjust	<u>Year 9</u>	<u>Year 10</u>
18 - 19	Science	Arts & PE		CTE	World Language s	Health		Math	Social	ELA
19 - 20	ELA	Science	Arts & PE		CTE	World Language s	Health		Math	Social
20 - 21	Social	ELA	Science	Arts & PE		CTE	World Language s	Health		Math
21 - 22	Math	Social	ELA	Science	Arts & PE		CTE	World Language s	Health	
22		Math	Social	ELA	Science	Arts &		CTE	World	Health

- 23						PE			Language s	
23 - 24	Health		Math	Social	ELA	Science	Arts & PE		CTE	World Language s
24 - 25	World Language s	Health		Math	Social	ELA	Science	Arts & PE		CTE
25 - 26	CTE	World Language s	Health		Math	Social	ELA	Science	Arts & PE	
26 - 27		CTE	World Languages	Health		Math	Social	ELA	Science	Arts & PE
28 - 29	Arts & PE		CTE	World Language s	Health		Math	Social	ELA	Science

Curriculum Tasks

Year 1	Year 2	Year 3	Year 5	Year 8
<p align="center"><u>Assess & Study</u></p> <p>*Study first draft of newly proposed standards</p> <p>*Assess strengths and weaknesses of currently used materials</p>	<p align="center"><u>Standards Roll Out & Appropriate Materials</u></p> <p>*Meet with regional/state specialists for introduction to new approved standards.</p> <p>*As a team identify ELOs</p>	<p align="center"><u>Implementation</u></p> <p>*Implement new standards and begin unwrapping standards to create common formative assessments</p>	<p align="center"><u>Evaluate, Monitor and Adjust</u></p> <p>*Evaluate progress of implementation and monitor and adjust instruction based on data, research and best practices</p>	<p align="center"><u>Evaluate, Monitor and Adjust</u></p> <p>*Evaluate progress of implementation and monitor and adjust instruction based on data, research and best practices</p>
<p align="center"><u>Tasks</u></p> <p>*Review existing and first draft of new standards</p> <p>*Research instructional methods & Content</p> <p>*Review local, state and national test data</p> <p>*Develop criteria for selection of instructional materials</p>	<p align="center"><u>Tasks</u></p> <p>*Meet with specialists to understand important changes and new standards</p> <p>*Participate in ELO process</p> <p>*Make changes to report cards</p> <p>*Change any required course</p>	<p align="center"><u>Tasks</u></p> <p>*Activate implementation guide and timeline</p> <p>*Begin/continue staff development</p> <p>*Create Common Assessments aligned to ELOs</p>	<p align="center"><u>Tasks</u></p> <p>*Evaluate implementation of standards and materials</p> <p>*Review and update standards documents</p> <p>*Review research and best practices on subject matter & teaching strategies</p> <p>*Discuss how data is used to drive instruction</p>	<p align="center"><u>Tasks</u></p> <p>*Evaluate implementation of standards and materials</p> <p>*Review and update standards documents</p> <p>*Review research and best practices on subject matter & teaching strategies</p> <p>*Discuss how data is used to drive instruction</p>

	<p>offerings and course descriptions</p> <p>*Identify staff development needs for successful implementation</p> <p>*Select materials</p> <p>*Create implementation guide & timeline</p>			
<p><u>Documents</u></p> <p>*list of minimum of 5 current texts/electronic resources (articles, books, podcasts, webinars...) of research from best practices to content areas with short summary of information on each text</p> <p>*Draft or materials selection rubric</p>	<p><u>Documents</u></p> <p>*Identified EOs for courses that align with new standards and state assessments</p> <p>*Updated report cards (K-6)</p> <p>*Updated course offerings and syllabi (7-12)</p> <p>*Materials selection rubric based off research from Year 1</p> <p>*Material review summary</p> <p>*Staff Development and Implementation Guide including timeline</p>	<p><u>Documents</u></p> <p>*Updated Staff Development and Implementation Guide including timeline</p> <p>*Updated Common Assessments</p>	<p><u>Documents</u></p> <p>*research review of 3 current texts/electronic resources (articles, books, podcasts, webinars...) of research from best instructional practices to content areas with short summary of information on each text</p> <p>*Summary of discussions regarding implementation and staff development, assessments and using data to make instructional decisions</p>	<p><u>Documents</u></p> <p>*research review of 3 current texts/electronic resources (articles, books, podcasts, webinars...) of research from best instructional practices to content areas with short summary of information on each text</p> <p>*Summary of discussions regarding implementation and staff development, assessments and using data to make instructional decisions</p>

C. Implementation of Graduation Requirements

1. The school board shall appoint a Graduation Standards Implementation Committee which shall advise the school board on implementation of the state and local graduation requirements, including K-12 curriculum,

assessment, student learning opportunities, and other related issues. Recommendations of this committee shall be published annually to the community. The school board shall receive public input and comment and shall adopt or update this policy at least annually. The Graduation Standards Implementation Committee *[will/will not]* be comprised of the Advisory Committee for Comprehensive Continuous Improvement of Student Achievement.

2. The school board shall annually review and determine if student achievement levels at each school site meet federal expectations. If the school board determines that student achievement levels at a school site do not meet federal expectations and the site has not made adequate yearly progress for two consecutive school years, the Graduation Standards Implementation Committee shall work with the school site to adopt a plan to raise student achievement levels to meet federal expectations. The Graduation Standards Implementation Committee may seek assistance from the Commissioner of the Minnesota Department of Education (MDE) (Commissioner) in developing a plan which must include parental involvement components.
3. The educational assessment system component utilized by the school board to measure individual students' educational progress must be based, to the extent annual tests are administered, on indicators of achievement growth that show an individual student's prior achievement. Indicators of achievement and prior achievement must be based on highly reliable statewide or districtwide assessments. The school board will utilize models developed by the Commissioner for measuring individual student progress. The school board must coordinate with MDE in evaluating school sites and continuous improvement plans, consistent with best practices.

D. Advisory Committee for Comprehensive Continuous Improvement of Student Achievement

1. By **October 30th** of each year, the Advisory Committee will meet to advise and assist the school district in the implementation of the school district system accountability and comprehensive continuous improvement process.
2. The Advisory Committee, working in cooperation with other committees of the school district *[such as the Technology, Educational Effectiveness, Grade Level, Site Instruction, Curriculum and Assessment Committees, etc.]*, will provide active community participation in:
 - a. Reviewing the school district instructional and curriculum plan, with emphasis on implementing the Minnesota Graduation

Standards;

- b. Identifying annual instruction and curriculum improvement goals for recommendation to the school board;
- c. Making recommendations regarding the evaluation process that will be used to measure school district progress toward its goals;
- d. Advising the school board about development of the annual budget.

3. The Advisory Committee shall meet the following criteria:

- a. The Advisory Committee shall ensure active community participation in all planning for instruction and curriculum affecting Graduation Standards.
- b. The Advisory Committee shall make recommendations to the school board on school district-wide standards, assessments, and program evaluation.
- c. Building teams may be established as subcommittees to develop and implement an education effectiveness plan and to carry out methods to improve instruction, curriculum, and assessments as well as methods to use technology in meeting the school district improvement plan.
- d. A local plan to evaluate student progress, using a local process, shall be used for developing a plan for assessment of student progress toward the Graduation Standards, as well as program evaluation data for use by the Advisory Committee in the instruction and curriculum review process. This plan shall annually be approved by the school board.

4. The Advisory Committee shall, when possible, be comprised of two-thirds community representatives and shall reflect the diversity of the community. Included in its membership should be:

- a. The Director of Curriculum (or similar educational leader)
- b. Principal
- c. School Board Member
- d. Student Representative

- e. One teacher from each building or instructional level
 - f. Two parents from each building or instructional level
 - g. Two residents without school-aged children, non-representative of local business or industry
 - h. Two residents representative of local business or industry
 - i. District Assessment Coordinator (if different from “a.” above)
5. Translation services should be provided to the extent appropriate and practicable.
 6. The Advisory Committee shall meet the following timeline each year:
 - Month: Organizational meeting of the Committee to review the authorizing legislation and the roles and responsibilities of the Committee as determined by the school board.
 - Month(s): Agree on the process to be used. Become familiar with the instruction and curriculum of the cycle content area.
 - Month(s): Review evaluation results and prepare recommendations.
 - Month: Present recommendations to the school board for its input and approval.
- E. Evaluation of Student Progress Committee. A committee of professional staff shall develop a plan for assessment of student progress toward **Literacy by Grade 3**, the Graduation Standards, as well as program evaluation data for use by the Advisory Committee to review instruction and curriculum, cultural competencies, including cultural awareness and cross-cultural communication, and student achievement at the school site. This plan shall annually be approved by the school board.
- F. Reporting
1. Consistent with Minn. Stat. § 120B.36, Subd. 1, the school board shall publish a report in the local newspaper with the largest circulation in the district, by mail, or by electronic means on the school district website. The school board shall hold an annual public meeting to review and revise, where appropriate, student achievement goals, local assessment outcomes, plans, strategies, and practices for improving curriculum and instruction and cultural competency **and efforts to equitably distribute**

diverse, effective, experienced, and in-field teachers, and to review school district success in realizing the previously adopted student achievement goals and related benchmarks and the improvement plans leading to the world's best workforce. The school board must transmit an electronic summary of its report to the Commissioner in the form and manner the Commissioner determines. The school district shall periodically survey affected constituencies in their native languages, where appropriate and practicable, about their connection to and level of satisfaction with school. The school district shall include the results of this evaluation in its published reports and in its summary report to the Commissioner.

2. The school performance report for a school site and a school district must include performance reporting information and calculate proficiency rates as required by the most recently reauthorized Elementary and Secondary Education Act.

Legal References:

Minn. Stat. § 120B.018 (Definitions)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota's Students)
Minn. Stat. § 120B.11 (School District Process)
Minn. Stat. § 120B.35 (Student Achievement Levels)
Minn. Stat. § 120B.36 (School Accountability; Appeals Process)
Minn. Stat. § 122A.40, Subd. 8 (Employment; Contracts; Termination)
Minn. Stat. § 122A.41, Subd. 5 (Teacher Tenure Act; Cities of the First Class; Definitions)
Minn. Stat. § 123B.04 (Site Decision Making Agreement)
Minn. Stat. § 123B.147, Subd. 3 (Principals)
Minn. Rules Parts 3501.0640-3501.0655 (Academic Standards for Language Arts)
Minn. Rules Parts 3501.0700-3501.0745 (Academic Standards for Mathematics)
Minn. Rules Parts 3501.0800-3501.0815 (Academic Standards for the Arts)
Minn. Rules Parts 3501.0900-3501.0955 (Academic Standards in Science)
Minn. Rules Parts 3501.1300-3501.1345 (Academic Standards for Social Studies)
Minn. Rules Parts 3501.1400-3501.1410 (Academic Standards for Physical Education)
20 U.S.C. § 6301, *et seq.* (~~No Child Left Behind~~ Every Student Succeeds Act)

Cross References:

MSBA/MASA Model Policy 104 (School District Mission Statement)
MSBA/MASA Model Policy 601 (School District Curriculum and Instruction Goals)
MSBA/MASA Model Policy 613 (Graduation Requirements)

MSBA/MASA Model Policy 614 (School District Testing Plan and Procedure)

MSBA/MASA Model Policy 615 (Testing Accommodations, Modifications, and Exemptions for IEPs, Section 504 Plans, and LEP Students)

MSBA/MASA Model Policy 617 (School District Ensurance of Preparatory and High School Standards)

MSBA/MASA Model Policy 618 (Assessment of Student Achievement)

MSBA/MASA Model Policy 619 (Staff Development for Standards)

MSBA/MASA Model Policy 620 (Credit for Learning)

522 ~~STUDENT~~-TITLE IX SEX NONDISCRIMINATION POLICY, GRIEVANCE PROCEDURE AND PROCESS

~~I. PURPOSE~~

~~Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.~~

I. GENERAL STATEMENT OF POLICY

- A. ~~The school district provides equal educational opportunity for all students and~~ does not ~~unlawfully~~ discriminate on the basis of sex in its education programs or activities, and it is required by Title IX of the Education Amendments Act of 1972, and it's implementing regulations, not to discriminate in such a manner. ~~No student will be excluded from participation in, denied the benefits of or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.~~ The requirement not to discriminate in its education program or activity extends to admission and employment. The school district is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment.
- B. ~~Every school district employee shall be responsible for complying with this policy.~~ The school district prohibits sexual harassment that occurs within its education programs and activities. When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.
- C. ~~The school board hereby designates Bill Mills, Community Education and Activities Director, 25122 State Highway 28, Glenwood, MN 56334, 320-239-4800, bmills@isd2149.org as its Title IX Coordinator.. These employees coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX.~~ This policy applies to sexual harassment that occurs within the school district's education programs and activities and that is committed by a school district employee, student or other members of the school community. This policy does not apply to sexual harassment that occurs off school grounds, in a private setting and outside the scope of the school district's education programs and activities. This policy does not apply to the sexual harassment that occurs outside the geographic boundaries of the United States,

even if the sexual harassment occurs in the school district's education programs or activities.

- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. The school district's Title IX Coordinator is:

Bill Mills, Community Education and Activities Director
25122 State Highway 28, Glenwood, MN 56334
bmills@isd2149.org
320-239-1311

Questions relating solely to Title IX and its regulations may be referred to the Title IX Coordinator(s), the Assistant Secretary for Civil Rights of the United States Department of Education, or both. ~~In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.~~

II. DEFINITIONS

- A. "Actual knowledge" means notice of sexual harassment or allegations of sexual harassment to the school district's Title IX Coordinator or to any employee of the school district. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the school district with actual knowledge is the respondent.
- B. "Complainant" means a person who is alleged to be the victim of conduct that could constitute sexual harassment under Title IX. A Title IX Coordinator who signs a formal complaint is not a complainant unless the Title IX Coordinator is alleged to be the victim of the conduct described in the formal complaint.
- C. "Day" or "days" means, unless expressly stated otherwise, business days (i.e. day(s) that the school district office is open for normal operating hours, Monday – Friday, excluding State-recognized holidays).
- D. "Deliberately indifferent" means clearly unreasonable in light of the known circumstances. The school district is deliberately indifferent only if its response to sexual harassment is clearly unreasonable in light of the known circumstances.
- E. "Education program or activity" means locations, events or circumstances for which the school district exercises substantial control over both the respondent and the context in which the sexual harassment occurs and includes school district education programs or activities that occur on or off of school district property.

- F. “Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that the school district investigate the allegation of sexual harassment.
1. A formal complaint filed by a complainant must be a physical document or an electronic submission. The formal complaint must contain the complainant’s physical or digital signature, or otherwise indicate that the complainant is the person filing the formal complaint, and must be submitted to the Title IX Coordinator in person, by mail or by email.
 2. A formal complaint shall state that, at the time of filing the formal complaint, the complainant was participating in, or attempting to participate in, an education program or activity of the school district with which the formal complaint is filed.
- G. “Informal resolution” means options for resolving a formal complaint that do not involve a full investigation and adjudication. Informal resolution may encompass a broad range of conflict resolution strategies, including mediation or restorative justice.
- H. “Relevant questions” and “relevant evidence” are questions, documents, statements or information that are related to the allegations raised in a formal complaint. Relevant evidence includes evidence that is both inculpatory and exculpatory. Questions and evidence about the complainant’s sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant’s prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant’s prior sexual behavior with respect to the respondent and are offered to prove consent.
- I. “Remedies” means actions designed to restore or preserve the complainant’s equal access to education after a respondent is found responsible. Remedies may include the same individualized services that constitute supportive measures, but need not be non-punitive or non-disciplinary, nor must they avoid burdening the respondent.
- J. “Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under Title IX.
- K. “Sexual harassment” means any of three types of misconduct on the basis of sex that occurs in a school district education program or activity and is committed against a person in the United States:
1. *Quid pro quo* harassment by a school district employee (conditioning the provision of an aid, benefit or service of the school district on an individual’s participation in unwelcome sexual conduct);

2. Unwelcome conduct that a reasonable person would find to severe, pervasive and objectively offensive that it denies a person equal educational access; or

3. Any instance of sexual assault (as defined in the Clery Act, 20 U.S.C. §1092(f)(6) A(v)), dating violence, domestic violence or stalking (as defined in the Violence Against Women Act, 34 U.S.C. §12291).

L. “Supportive measures” means individualized services provided to the complainant or respondent without fee or charge that are reasonably available, non-punitive, non-disciplinary, not unreasonable burdensome to the other part and designed to ensure equal educational access, protect safety and deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, alternative educational services as defined under Minn. Stat. § 121A.41, as amended, mutual restrictions on contact between the parties, changes in work locations, leaves of absence, increased security and monitoring of certain areas of the school district buildings or property and other similar measures.

M. “Title IX Personnel” means any person who addresses, works on or assists with the school district’s response to a report of sexual harassment or formal complaint, and includes persons who facilitate informal resolutions. The following are considered Title IX Personnel:

1. “Title IX Coordinator” means an employee of the school district that coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX. The Title IX Coordinator is responsible for acting as the primary contact for the parties and ensuring that the parties are provided with all notices, evidence, reports and written determinations to which they are entitled under this policy and grievance process. The Title IX Coordinator is also responsible for effective implementation of any supportive measures or remedies. The Title IX Coordinator must be free from conflicts of interest and bias when administering the grievance process.

2. “Investigator” means a person who investigates a formal complaint. The investigator of a formal complaint may not be the same person as the Decision-maker of the Appellate Decision-maker. The Investigator may be a school district employee, school district official or a third party designated by the school district. The school district’s Investigator is: Scott Lempka, Minnewaska Area Elementary School Principal, 409 4th Street S.E., Glenwood, MN, 56334, slempka@isd2149.org, 320-634-4567 x 2203.

3. “Decision-maker” means a person who makes a determination regarding responsibility after the investigation has concluded. The Decision-maker cannot be the same person as the Title IX Coordinator, the Investigator or the Appellate Decision-maker. The school district’s Initial Decision maker is: Sarah Suchy,

Minnewaska Area Middle School Principal, 25122 State Hwy 28, Glenwood, MN 56334, ssuchy@isd2149.org, 320-239-4800 x 1211.

4. “Appellate Decision-maker” means a person who considers and decides appeals of determinations regarding responsibility and dismissals of formal complaints. The Appellate Decision-maker cannot be the same person as the Title IX Coordinator, Investigator or Decision-maker. The Appellate Decision-maker may be a school district employee or a third party designated by the school district. The school district’s Appellate Decision maker is: Rick Ellingworth, Interim Superintendent, 25122 State Hwy 28, Glenwood, MN 56334, rellingworth@isd2149.org, 320-239-4800 x 1470.

5. The superintendent of the school district may delegate functions assigned to a specific school district employee under this policy, including but not limited to the functions assigned to the Title IX Coordinator, Investigator, Decision-maker, Appellate Decision-maker and facilitator of informal resolution processes, to any suitably qualified individual and such delegation may be rescinded by the superintendent at any time. The school district may also, in its discretion, appoint suitably qualified persons who are not school district employees to fulfill any function under this policy, including, but not limited to, Investigator, Decision-maker, Appellate Decision-maker and facilitator of informal resolution processed.

III. ~~REPORTING~~ BASIC REQUIREMENTS FOR GRIEVANCE PROCESS ~~PROCEDURES~~

A. Equitable Treatment

1. The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.
2. The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.
3. The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

~~Any student who believes he or she has been the victim of unlawful discrimination or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. A copy of the district’s grievance procedure for~~

~~complaints of discrimination is available at all district buildings main offices and at the district offices. 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 unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.~~

B. ~~In Each School Building~~ Objective and Unbiased Evaluation of Complaints

1. Title IX Personnel, including the Title IX Coordinator, Investigator, Decision-maker and Appellate Decision-maker, shall be free from conflicts of interest or bias for or against complainants or respondents generally or a specific complainant or respondent.

2. Throughout the grievance process, Title IX Personnel will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent or witness.

~~The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.~~

C. Title IX Personnel will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process. ~~Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.~~

D. Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of

sex discrimination, any respondent and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility). ~~The school board hereby designates Sarah Suchy, Minnewaska Area Intermediate & Elementary School Principal, 25122 State Highway 28, Glenwood, MN 56334, (320-64-4567 x1211), ssuchy@isd2149.org as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.~~

E. Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness or participate directly in any other manner during any phase of the grievance process. ~~The school district shall conspicuously post the names of the Title IX coordinator and human rights officer(s), including office addresses, telephone numbers and work email address.~~

F. Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants and purpose of the meeting or interview and will be provided to allow sufficient time for the party to prepare to participate. ~~Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.~~

G. Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. ~~Use of formal reporting forms is not mandatory.~~

H. Evidence

1. During the grievance process, the school district will not require, allow, rely upon or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

2. The school district shall not access, consider, disclose or otherwise use a party's medical, psychological and similar treatment records unless the school district obtains the party's voluntary written consent. ~~The school district will respect the privacy of the complainant, 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 conform with any discovery or disclosure obligations.~~

I. Burden of Proof

1. The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

2. The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of sexual harassment, including when school district employees are respondents.

J. Timelines

1. Any informal resolution process must be completed within thirty (30) calendar days following the parties' agreement to participate in such informal process.

2. An appeal of a determination of responsibility or of a decision dismissing a formal complaint must be received by the school district within five (5) days of the date the determination of responsibility or dismissal was provided to the parties.

3. Any appeal of a determination of responsibility or of a dismissal will be decided within thirty (30) calendar days of the day the appeal was received by the School District.

4. The school district will seek to conclude the grievance process, including any appeal, within thirty (30) calendar days of the day the appeal was received by the School District.

5. Although the school district strives to adhere to the timelines described above, in each case, the school district may extend the time frames for good cause. Good cause may include, without limitation: the complexity of the allegations; the severity and extent of the alleged misconduct; the number of parties, witnesses and the types of other evidence (e.g., forensic evidence) involved; the availability of the parties, advisors, witnesses and evidence (e.g., forensic evidence); concurrent law enforcement activity; intervening school district holidays, breaks or other closures; the need for language assistance or accommodation of disabilities; and/or other unforeseen circumstances.

K. Potential Remedies and Disciplinary Sanctions

1. The following is the range of possible remedies that the school district may provide a complainant and disciplinary sanctions that the school district might impose upon a respondent, following determination of responsibility; counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, mutual or unilateral restrictions on contact between the parties, changes in work locations, leaves of absence, monitoring of certain areas of the school district buildings or property, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.

2. If the Decision-maker determines a student-respondent is responsible for violating this policy, the Decision-maker will recommend appropriate remedies, including disciplinary sanctions/consequences. The Title IX Coordinator will notify the superintendent of the recommended remedies, such that an authorized administrator can consider the recommendation(s) and implement appropriate remedies in compliance with MSBA Model Policy 506 – Student Discipline. The discipline of a student-respondent must comply with the applicable provisions of Minnesota Pupil Fair Dismissal Act, the Individuals with Disabilities Education Improvement Act (IDEA) and/or Section 504 of the Rehabilitation Act of 1972 and their respective implementing regulations.

IV. REPORTING PROHIBITED CONDUCT

A. Any student who believes they have been the victim of unlawful sex discrimination or sexual harassment, or any person (including the parent of a student) with actual knowledge of conduct which may constitute unlawful sex discrimination or sexual harassment toward a student should report the alleged acts as soon as possible to the Title IX Coordinator.

B. Any employee of the school district who has experienced, has actual knowledge of or has witnessed unlawful sex discrimination, including sexual harassment, must promptly report the allegations to the Title IX Coordinator without screening or investigating the report or allegations.

C. A report of unlawful sex discrimination or sexual harassment may be made at any time, including during non-business hours, and may be made in person, by mail, by telephone or by e-mail using the Title IX Coordinator's contact information. A report may also be made by any other means that results in the Title IX Coordinator receiving the person's verbal or written report.

D. Sexual harassment may constitute both a violation of this policy and criminal law. To the extent the alleged conduct may constitute a crime, the School District may report the alleged conduct to law enforcement authorities. The school district encourages complainants to report criminal behavior to the police immediately.

V. INITIAL RESPONSE AND ASSESSMENT BY THE TITLE IX COORDINATOR

A. When the Title IX Coordinator receives a report, the Title IX Coordinator shall promptly contact the complainant confidentially to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint and explain to the complainant the process for filing a formal complaint.

B. The school district will offer supportive measures to the complainant whether or not the complainant decides to make a formal complaint. The school district must maintain as confidential any supportive measures provided to the complainant or respondent, to the extent that maintaining such confidentiality would not impair the school district's ability to provide the support measures. The Title IX Coordinator is responsible for coordinating the effective implementation of supportive measures.

C. If the complainant does not wish to file a formal complaint, the allegations will not be investigated by the school district unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the complainant's is clearly unreasonable in light of the known circumstances.

D. Upon receipt of a formal complaint, the school district must provide written notice of the formal complaint to the known parties with sufficient time to prepare a response before any initial interview. This written notice must contain:

1. The allegations of sexual harassment, including sufficient details known at the time, the identities of the parties involved in the incident (if known), the conduct allegedly constituting sexual harassment and the date and location of the alleged incident, if known;
2. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility will be made at the conclusion of the grievance process;
3. A statement explaining that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
4. A statement that the parties may inspect and review evidence gathered pursuant to this policy;
5. A statement informing the parties of any code of conduct provision that prohibits knowingly making false statements or knowingly submitting false information; and
6. A copy of this policy.

VI. STATUS OF RESPONDENT DURING PENDENCY OF FORMAL COMPLAINT

A. Emergency Removal of a Student

1. The school district may remove a student-respondent from an education program or activity of the school district on an emergency basis before a determination regarding responsibility is made if:
 - a. The school district undertakes an individualized safety and risk analysis;
 - b. The school district determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal of the student-respondent; and
 - c. The school district determines the student-respondent poses such a threat, it will so notify the student-respondent and the student respondent will have an opportunity to challenge the decision immediately following the removal. In determining whether to impose emergency removal measures, the Title IX Coordinator shall consult related school district policies, including MSBA Model Policy 506 – Student Discipline. The school district must take into consideration applicable requirements of the Individuals with Disabilities Education Act and Section 504 of the

Rehabilitation Act of 1973, prior to removing a special education student or Section 504 student on an emergency basis.

B. Employee Administrative Leave

The school district may place a non-student employee on administrative leave during the pendency of the grievance process of a formal complaint. Such leave will typically be paid leave unless circumstances justify unpaid leave in compliance with legal requirements. The school district must take into consideration applicable requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act prior to removing an individual with a qualifying disability.

VII. INFORMAL RESOLUTION OF A FORMAL COMPLAINT

A. At any time prior to reaching a determination of responsibility, informal resolution may be offered and facilitated by the school district at the school district's discretion, but only after a formal complaint has been received by the school district.

B. The school district may not require as a condition of enrollment or continued enrollment, or of employment or continued employment, or enjoyment of any other right, waiver of the right to a formal investigation and adjudication of formal complaints of sexual harassment.

C. The informal resolution process may not be used to resolve allegations that a school district employee sexually harassed a student.

D. The school district will not facilitate an informal resolution process without both parties' agreement and will obtain their voluntary, written consent. The school district will provide to the parties a written notice disclosing the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations, the parties' right to withdraw from the informal resolution process and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

E. At any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

VIII. DISMISSAL OF A FORMAL COMPLAINT

A. Under federal law, the school district must dismiss a Title IX complaint, or a portion thereof, if the conduct alleged in a formal complaint or a portion thereof:

1. Would not meet the definition of sexual harassment, even if proven;
2. Did not occur in the school district's education program or activity; or
3. Did not occur against a person in the United States.

B. The school district may, in its discretion, dismiss a formal complaint or -allegations therein if:

1. The complainant informs the Title IX Coordinator in writing that the complainant desires to withdraw the formal complaint or allegations therein;
2. The respondent is no longer enrolled or employed by the school district; or
3. Specific circumstances prevent the school district from gathering sufficient evidence to reach a determination.

C. The school district shall provide written notice to both parties of a dismissal. The notice must include the reasons for the dismissal.

D. Dismissal of a formal complaint or a portion thereof does not preclude the school district from addressing the underlying conduct in any manner that the school district deems appropriate.

IXV. INVESTIGATION OF A FORMAL COMPLAINT

A. If a formal complaint is received by the School District, the school district will assign or designate an Investigator to investigate the allegations set forth in the formal complaint. ~~By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student, shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.~~

B. If during the course of the investigation the school district decides to investigate any allegations about the complainant or respondent that were not included in the written notice of a formal complaint provided to the parties, the school district must provide

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

C. When a party's participation is invited or expected in an investigative interview, the Investigator will coordinate with the Title IX Coordinator to provide written notice to the party of the date, time, location, participants and purposes of the investigative interview with sufficient time for the party to prepare. ~~In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.~~

D. During the investigation, the Investigator must provide the parties with an equal opportunity to present witnesses for interviews, including fact witnesses and expert witnesses and other inculpatory and exculpatory evidence. ~~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 unlawful sex discrimination toward a student.~~

E. Prior to the completion of the investigative report, the Investigator, through the Title IX Coordinator, will provide the parties and their advisors (if any) with an equal opportunity to inspect and review any evidence directly related to the allegations. The evidence shall be provided in electronic format or hard copy and shall include all relevant evidence, evidence upon which the school district does not intend to rely in reaching a determination regarding responsibility and any inculpatory or exculpatory evidence whether obtained from a party or another source. The parties will have ten (10) days to submit a written response, which the

Investigator will consider prior to completion of the investigative report. ~~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.~~

F. The Investigator will prepare a written investigative report that fairly summarizes the relevant evidence. The investigative report may include credibility determinations that are not based on a person's status as a complainant, respondent or witness. The school district will send the parties and their advisors (if any) a copy of the report in electronic

format or hard copy, for their review and written response at least ten (10) days prior to a determination of responsibility.

~~VX. SCHOOL DISTRICT ACTION~~

DETERMINATION REGARDING RESPONSIBILITY

A. After the school district has sent the investigative report to both parties and before the school district has reached determination regarding responsibility, the Decision-maker must afford each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness. ~~Upon conclusion of the investigation and 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 Decision-maker must provide the relevant questions submitted by the parties to the other parties or witnesses to whom the questions are offered, and then provide each party with the answers and allow for additional, limited follow-up questions from each party. ~~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.~~

C. The Decision-maker must explain to the party proposing the questions any decision to exclude a question as not relevant.

D. When the exchange of questions and answer has concluded, the Decision-maker must issue a written determination regarding responsibility that applies the preponderance of the evidence standard to the facts and circumstances of the formal complaint. The written determination of responsibility must include the following:

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits and methods used to gather evidence;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the school district's code of conduct to the facts;

5. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions the school district imposes on the respondent and whether remedies designed to restore or preserve equal access to the recipient's education program or activity will be provided by the school district to the complainant; and

6. The school district's procedures and permissible bases for the complainant and respondent to appeal and the date by which an appeal must be made.

E. In determining appropriate disciplinary sanctions, the Decision-maker 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 incident occurred.

F. The written determination of responsibility must be provided to the parties simultaneously.

G. The Title IX Coordinator is responsible for the effective implementation of any remedies.

H. The determination regarding responsibility becomes final either on the date that the school district provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

XI. APPEALS

A. The school district shall offer the parties an opportunity to appeal a determination regarding responsibility or the school district's dismissal of a formal complaint or any allegations therein, on the following bases:

1. A procedural irregularity that affected the outcome of the matter (e.g., a material deviation from established procedures);

2. New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and

3. The Title IX Coordinator, Investigator or Decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

B. If notice of an appeal is timely received by the school district, the school district will notify the parties in writing of the receipt of the appeal, assign or designate the

Appellate Decision-maker, and give the parties a reasonable, equitable opportunity to submit a written statement in support of, or challenging, the outcome.

C. After reviewing the parties' written statements, the Appellate Decision-maker must issue a written decision describing the result of the appeal and the rationale for the result.

D. The written decision describing the result of the appeal must be provided simultaneously to the parties.

E. The decision of the Appellate Decision-maker is final. No further review beyond the appeal is permitted.

VXII. ~~REPRISAL~~ RETALIATION PROHIBITED

A. Neither the school district nor any other person may intimidate, threaten, coerce or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations or this policy, or because the individual made a report or complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding or hearing under this policy. Intimidation, threats, coercion or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination or a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX, its implementing regulations or this policy, constitutes retaliation. Retaliation against a person for making a report of sexual harassment, filing a formal complaint or participating in an investigation, constitutes a violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies. ~~The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student 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 unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.~~

B. Any person may submit a report or formal complaint alleging retaliation in the manner described in this policy and it will be addressed in the same manner as other complaints of sexual harassment or sex discrimination.

C. Charging an individual with violation of school district policies for making a materially false statement in bad faith in the course of a grievance proceeding under this policy shall not constitute retaliation, provided, however, that a determination regarding responsibility, alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

~~VXIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURE~~ TRAINING

~~A. A.~~ The school district shall ensure that Title IX Personnel receive appropriate training. The training shall include instruction on:
~~These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under the state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.~~

1. The Title IX definition of sexual harassment;
2. The scope of the school district's education program or activity;
3. How to conduct an investigation and grievance process, appeals and informal resolution processes, as applicable;
4. How to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest and bias;
5. For Decision-makers, training on issues of relevance of questions and evidence, including when questions and evidence about the complainant's prior sexual behavior are not relevant; and
6. For Investigators, training on issues or relevance, including the creation of an investigative report that fairly summarizes relevant evidence.

B. The training materials will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints.

C. Materials used to train Title IX Personnel must be posted on the school district's website. If the school district does not have a website, it must make the training materials available for public inspection upon request.

XIV ~~III.~~ DISSEMINATION OF POLICY ~~AND EVALUATION~~

A. This policy shall be made available to all students, parents/guardians of students, ~~staff members~~ school district employee and, employee unions, ~~and organizations.~~

B. ~~The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.~~ The school district shall conspicuously post the name of the Title IX Coordinator,

including office address, telephone number and work email address on its website and ~~in~~ each handbook that it makes available to parents, employees, students, unions or applicants.

C. The school district must provide applicants for admission and employment, students, parents or legal guardians of secondary school students, employees and all union holding collective bargaining agreements with the school district, with the following:

1. The name or title, office address, electronic mail address and telephone number of the Title IX Coordinator;
2. Notice that the school district does not discriminate on the basis of sex in the education program or activity that it operates, and that it is required by Title IX not to discriminate in such a manner;
3. A statement that the requirement not to discriminate in the education program or activity extends to admission and employment, and that inquiries about the application of Title IX may be referred to the Title IX Coordinator, to the Assistant Secretary for Civil Rights of the United States Department of Education, or both; and
4. Notice of the school district's grievance procedures and grievance process contained in this policy, including how to report or file a complaint of sex discrimination, how to report or file a formal complaint or sexual harassment and how the school district will respond.

XV. RECORDKEEPING

A. The school district must create, and maintain for a period of seven years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment. In each instance, the school district must document:

1. The basis for the school district's conclusion that its response to the report or formal complaint was not deliberately indifferent;
2. The measures the school district has taken that are designed to restore or preserve equal access to the school district's education program or activity; and
3. If the school district does not provide a complainant with supportive measures, then it must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. Such a record must be maintained for a period of seven years.
4. The documentation of certain bases or measure does not limit the recipient

in the future from providing additional explanations or detailing additional measures taken.

B. The school district must also maintain for a period of seven calendar years' records of:

1. Each sexual harassment investigation including any determination regarding responsibility, any disciplinary sanctions imposed on the respondent and any remedies provided to the complainant designed to restore or preserve equal access to the recipient's education program or activity;
2. Any appeal and the result therefrom;
3. Any informal resolution and the result therefrom; and
4. All materials used to train Title IX Personnel.

Legal References:

Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)

Minn. Stat. § 121A.40 – 121A.575 (Minnesota Pupil Fair Dismissal Act)

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

20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972) 34 C.F.R. Part 106 (Implementing Regulations of Title IX)

30 U.S.C. § 1400, *et seq.* (Individuals with Disabilities Education Improvement Act of 2004) 29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)

42 U.S.C. § 12101, *et seq.* (Americans with Disabilities Act of 1990, as amended) 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act of 1974)

20 U.S.C. § 1092 *et seq.* (Jeanne Clery Disclosure of Campus Security and Campus Crime -Statistics Act ("Clery Act"))

Cross References:

Policy 102 (Equal Educational Opportunity)

Policy 413 (Harassment and Violence)

Policy 506 (Student Discipline)

Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

17. **OTHER:**

18. **ANNOUNCEMENTS:**

19. **ADJOURN: (ACTION) (ROLL CALL VOTE)**