

Lanesboro High School

Be

Understanding

Respectful

Responsible

Optimistic

Students



Student Handbook 2025-2026

INFORMATION

● Guidance

Guidance counseling services are available to all students. The main purpose for the Guidance Department is aiding students with whatever problems are of concern to them, both personal and academic.

Naviance Program – Our high school maintains a subscription for Naviance. This robust program helps organize many activities that prepare students for post-secondary success from college search and planning and also sending transcripts electronically to most post-secondary institutions. There is a parent access component to this program as well. Get in touch with Mr. Clarke for access.

College visits will be available. These visits must be arranged by or coordinated with either Mr. Clarke or Mrs. Gathje. While two college visit days are allowed for seniors and juniors, we encourage visits on non-instructional days as well. Most schools have visit days on Saturday as well. Freshman and Sophomores may be approved for one college visit day upon approval from administration.

● Books and Materials

Books are furnished free of charge. All district owned books and supplies are to be treated with utmost care. The school will hold students responsible for any lost, abused materials issued to them.

● Fees

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

- Admission fees or charges for extracurricular activities, where attendance is optional and where the admission fees or charges a student must pay to attend or participate in an extracurricular activity are the same for all students, regardless of whether the student is enrolled in a public or a home school.
- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.

- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A school district-sponsored driver or motorcycle education training course.
- Transportation to and from school for students living within one mile of school.
- Transportation of students to and from optional extracurricular activities or post-secondary instruction conducted at locations other than school.
- Students will be charged for textbooks, workbooks, chromebooks, chargers, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/guardian are unable to pay. For more information, contact the Desiree in the school office.

- **Lockers**

Your locker is the property of the school and is provided for your use by the school. It should be used to house your textbooks and other school materials when they are not in use. School authority can access the lockers if deemed necessary. Backpacks are to be kept in lockers during the school day. Food and drink needs to be kept in lockers outside of the lunch hour and homeroom. CLEAR water bottles only will be allowed in classrooms. Teachers do have discretion to disallow water bottles in areas where water bottles are not advisable.

- **Noon Hour**

Lanesboro High School operates a "closed" noon hour. NO student is allowed to leave the building unless permission is granted in advance by the school administration. The closed noon hour policy established by the school board will be strictly enforced. Any violations of this will result in disciplinary action and students taking semester tests.

- **Law for 18-Year Old Students**

At Lanesboro High School, our policy states that all students, regardless of age, must adhere to the same rules and regulations. Persons between the ages of 18 and 21 must follow the same regulations as those students under age 18. For example, the school requires that students 18 years and older must provide parental verification of absences. It also means that no student, regardless of age, may smoke on or within view of school property.

- **Telephone Calls**

Telephone calls to the school for students should be made only when deemed absolutely necessary. Parents wishing to give a message to their children during school hours may call the school and give the message to the school secretary. Students will not be called from class unless the call is an emergency or of a personal nature.

Students will not place calls from the school telephone unless granted permission to do so. Cellular phones are not allowed during class hours. Use of the cell phones is prohibited during class time, which includes but is not limited to hallways. Students are allowed to use their cell phones in the three minute passing time between classes or in the lunchroom during their lunch period. Cellular phones should be confined to your locker, left at home, or turned off inside your pocket. Students violating school policy will be subject to cell phone disciplinary procedures as well as district wide disciplinary measures.

- **Cell Phones**

Cellular phones are a large part of our world and will continue to be. The Lanesboro Public School has set this policy to ensure that this technology does not prevent learning or provide a distraction from learning. The following policy will be strictly enforced.

1. Cell phones are prohibited during school instruction hours. This includes but is not limited to any area on the school grounds during the instructional day.
 2. Cell phone use will be permitted only during passing time between class and during the lunch period. Cell phones may also be utilized during homeroom WITH teacher approval AND it does not interfere with the student completing required coursework.
 3. All other cell phone use without permission from a staff member will subject the student to the following discipline policy:
 - a. 1st Offense through 3rd Offense – Phone taken away, given to the principal and returned at the end of the day.
 - b. 4th Offense and beyond- Phone taken away, given to the principal and parent may be asked to pick up the phone from the office. In addition, the student may lose their ability to carry their cell phone during the school day. Duration determined by administration.
- **Levels reset each semester

- **Visitors**

Students from other schools will not be permitted to visit classes here unless they have specific permission from the principal/superintendent. Our district has no authority over students from another district and it is in the best interests of our school to closely adhere to this policy. Persons that do not have authorization to be in the building will be removed. Any contact with students by persons not in our school program must be made through the principal's office. Any person who is not authorized to be in the building will be asked to leave. If they refuse, the local law enforcement agency will be contacted and charges will be filed against the individual.

- **Background Checks**

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

- **Student Records**

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an “eligible” student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more information on the rights of parents/guardians and eligible students regarding student records a complete copy of the school district’s “Protection and Privacy of Pupil Records” policy may be obtained at ***[Lanesboro.k12.mn.us/documents/our-district/school-board-information/board-policies/439211](https://lanesboro.k12.mn.us/documents/our-district/school-board-information/board-policies/439211)***.

- **Student Surveys**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection, and use of information for marketing purposes, and certain physical examinations, see “Student Surveys” (*Appendix 4*). A complete copy of the school district’s “Student Surveys” policy may be obtained at ***Policy 520 at [Lanesboro.k12.mn.us/documents/our-district/school-board-information/board-policies/439211](https://lanesboro.k12.mn.us/documents/our-district/school-board-information/board-policies/439211)***.

ACADEMIC INFORMATION

- **Course Changes**

Any changes in courses must be approved through the office. Changes to the student's schedule will be limited to conditions and needs to meet graduation requirements or future career plans. A student desiring to add or drop a course should first check with the principal. A drop/add slip must be obtained through the office. The instructor and principal must sign this.

- **Report Cards**

Report cards will be distributed to the students following the end of each quarter. It is the student's responsibility to deliver report cards to parents or guardians. Report cards may also be handed out at Parent-Teacher Conferences or sent directly to parents.

- **Incompletes**

Students have two weeks to make up incomplete work at the end of each quarter. If at the end of the two-week period the student did not make up the work, a grade will be given or another incomplete will be given at the teacher's discretion. No students will receive credit for a course where requirements have not been met. In all cases, make-up work shall be the responsibility of the student.

- **Parent Notices**

Midterm reports will be sent to parents of students not doing satisfactory work in a given course. Parents are urged to contact the principal so that a conference with the teacher may be scheduled. Parents are able and encouraged to track grades online through JMC's Parent Portal. Please contact the school office to gain access to the online grading system.

- **Pesticide Application Notice**

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

- **Parent Right to Know**

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

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

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

• Grading System Used

The grading procedure used at Lanesboro High School is the traditional A, B, C, D, F-system with student achievement being measured quarterly. Courses will be full year, semester or quarterly in length. The final grade for a course is determined by computing the quarter grades and the semester test grade when a semester test is used. Semester test grades are 20% of the course grade. A student must pass at least two quarters of a yearlong course to pass the course.

GRADUATION CREDIT REQUIREMENTS

Graduating Classes 08 & beyond

4 credits	English
4 credits	Social Studies
3 credits	Science
3 credits	Mathematics
1 credit	Phy. Ed. 9/10
1 credit	Life Skills/Careers
1 credit	Art
.5 credit	Choices/Challenges
.5 credit	Computers

8 credits	Electives
26 credits	Total Required for Graduation

- *All students must register for at least 7 classes.*
- *The principal must approve any changes in the "7 class" rule.*

• Academic Credit

1. Credit will be earned upon successful completion of course work. This is to include daily assignments, tests, projects, and other activities as part of the course.
2. Absences and tardies can be reflected in the grade, and therefore can affect course credit. (Please refer to section on Attendance Information and Procedures.)
3. Credit will be issued upon the successful completion of course work.
4. Students taking independent study and alternative courses will be given the equivalent credit upon completion of the course work. The amount of credit issued will be based upon the recommendations of that institution or agency. This will be determined before the student enrolls in the course. Under no circumstance will credit be awarded to the student's high school record if the course work was not approved in advance. The school counselor will make any necessary arrangements for course credit along with the approval of the school principal.

5. Students who are entering the various high school incentive programs away from the school must make arrangements with the principal or dean of students. These applications must be made in writing by March 30 in the year prior to attending these programs. High school credit earned in these courses will be based upon the following scale:

A.) College course work must coincide with the high school graduation requirements in the various academic areas.

B.) College course credit:

College Course	High School Credit
4 credit	1 credit
3 credit	.75 credit
2 credit	.5 credit

• Honor Roll and Honor Students

Honor rolls will be announced at the end of every grading period. A "4" point-scale will be used (A=4, B=3, C=2, D=1) to calculate honor rolls. Students who have incompletes, a "D" or "F" grade are not eligible for either "A" or "B" Honor Roll.

1. "A" Honor Roll - any student 3.5 and above.
2. "B" Honor Roll - any student above 2.999.
3. Honor students at graduation must have attained a cumulative G.P.A. above a 3.5 in grades 9-12. This GPA will be calculated at the end of third quarter of the student's senior year.
4. Students who wish to be considered for National Honor Society must have attained a 3.2 G.P.A.
5. The report cards will have a computed G.P.A. for the quarter. Each student should be aware of their G.P.A. as it relates to honor eligibility to National Honor Society, and academic eligibility.

• Academic Lettering

Academic letter awards will be based on a student's GPA earned during the school year. Yearly averages will be used to determine letter awards—not cumulative averages.

- The GPA is calculated at the end of the third quarter; quarters 1-3 are used from the current year and quarter 4 from last year. The GPA that must be earned is a 3.67.

Students in grades 9-12 are eligible. First time qualifiers will receive a special academic letter pin. The pin will be placed on the Lanesboro "L" the same as other letters. Repeat winners will be awarded a certificate and bar.

- **Valedictorian/Salutatorian**

1. Cumulative GPA's are considered at the end of the Third Quarter of the Senior Year.
2. GPA's will be calculated to the thousandth place on a four-point scale.
3. If the second ranked student is within .01 of the first place student, we designate them as Co-Valedictorians. The third ranked student will be designated as Salutatorian.
4. If the student ranked immediately below the Salutatorian is within .01 of the Salutatorian, we will designate the students as Co-Salutatorians. We will continue this procedure as long as the next lower student is within .01 of the above ranked student. In other words we will have as many Co-Salutatorians as meets this criteria.

Junior High Requirements

Junior high students, those students in grades 7 and 8 are scheduled for seven classes and no more than one study hall. The electives available to these students are Junior High Band and/or Chorus, Spanish, Industrial Arts and Art (students must take a combination of these electives). Those students not in band and/or chorus will be scheduled for a General Music course. All Junior High students should pass courses in English, Mathematics, Science and Social Studies each year to be eligible to enter High School. Failure to complete this requirement may result in the student having to repeat specific courses or the entire grade for the following year.

ATTENDANCE INFORMATION AND PROCEDURES

- **Statement of Purpose**

THE IMPORTANCE OF ATTENDANCE at school and the attendance record for each student cannot be overemphasized. The first question asked by prospective employers, employment agencies, vocational schools and colleges, concerns the attendance record of the student involved. It is the simple truth that a student just cannot do his or her best work by missing a great deal of school time.

- **A Positive Approach to Better Attendance**

Semester Tests

Students in grades 7-12 are required to take semester tests. These tests encourage the retention of information presented during the semester and reinforces the learning that has taken place. Students can earn the right to choose whether or not they want to take the tests. Positive behaviors will be rewarded through good attendance and academic performance. In order to be eligible to decline taking the tests, the student must:

1. Miss no more than five days per semester (40 school hours)
 2. Have NO unexcused absences for the semester
 3. Earn an "A", "B", or a "C" in the respective class for the semester. Students that have earned a "C" or higher can choose to take the test but it can only help their grade.
- Students that earn a "D" or "F" in a class are required to take the test. The score on the test will not lower their grade IF they complete the test **to the best of their ability at the discretion of the teacher and the high school principal.** (For example: A test may count if a student shows very little effort with a score that falls much below the work done throughout the class OR filling in the test in five minutes and turning it in.)
 - Students that have met the attendance requirement are only responsible for taking the tests in classes where their grades require them to do so.
 - If a student misses the same class more than six times, they are required to take the test for that class.
 - **ANY unexcused absence will require the student to take the tests. (As well as suffering a grade reduction as stated below under unexcused absences.) Students that are required to take the tests for discipline violations will also have the tests factored into their grade. Five tardies in one quarter will result in the student taking all of the semester tests. The tardies do not have to be in the same class and study halls do count.**
 - The following list of items are a list of school related activities or items that will not count toward the limit of semester tests:

1. Seniors on arranged and approved college visit
 2. Any school related activity (participation)
- Two days will be set aside each semester for finals with those people who will be exempt from the test excused during the test taking time. Students required to take semester tests will have an open campus with absolutely no driving unless leaving for the day.

- **Absence from School**

A student will be considered absent from school for any day or part of a day when the student is missing and not in school. Parents and guardians should call the school to excuse the student's absence **(or students are to bring a note with the parent's signature)**. As soon as the parent or guardian knows of the anticipated absence, they are asked to contact the school by telephone. If the school does not receive a contact from the parent the student will be considered unexcused. The school telephone number is 467-2229.

- **Excused Absences**

Valid excuses for absence will be granted to students for such reasons as: **(Maximum of 5 days per semester)**

1. Illness.
2. Medical and dental appointments.
3. Family emergencies: death of a family member or relative.
4. Family vacations and trips.
5. Essential work.
6. Other as deemed by the administration

The administration and faculty believe that school attendance is vital to the educational process. The administration and faculty, in the granting of an absence, ask extreme care. Parents, please consider very carefully whether the absence from school is in the student's best interest. The administration and faculty urge students and parents to schedule their family vacations during the designated school vacation periods throughout the year.

When a student will be absent from school the parent should contact the school as soon as possible. If the absence is due to a family vacation a pre-make-up slip is required in advance of the absence. All assigned work should be completed before the student leaves on the trip or arrangements made with individual instructors. Seniors who are going on college visits must make arrangements with either Mrs. Peterson or Mr. Clarke. Absences that are not arranged with the school for college visits will be considered unexcused and referred for disciplinary action.

****Each student will be allowed only 40 School Hours of excused absences per semester to earn the option of choosing not to take semester tests.**

- **Unexcused Absences**

When a student is absent without parental request and administrative approval, the absence will be considered unexcused. An unexcused absence from a class will fall into a discipline situation and be acted upon as follows:

Saturday School

Lanesboro Public Schools reserve the right to require students to make up unexcused absences by attending Saturday School. For every unexcused absence in a class the students final grade will be reduced. It will be reduced by four percentage points for unexcused absences.

The student has the option to reclaim those percentage points by attending Saturday School. Just as teachers are informed to remove points for unexcused absences, they will be informed to reinstate points for your serving Saturday School.

1. The first unexcused absence of a student from a class will result in parents being contacted and **Saturday School being assigned. They will be required to make up “double” time hours or lose 4 % of their grade for that quarter.**
2. The second unexcused absence of a student from a class shall result in the parents being contacted and a parent meeting held. **Saturday School will be assigned, double the hours missed or 4% grade reduction.**
3. The third and subsequent unexcused absences from a class will result in discipline of school suspension along with a parental contact. There will also be a re-entry plan designed. **Student will be required to make-up double the time missed plus days they are suspended—2% will be deducted for each class missed during skipped days and suspended days.**
4. The fourth unexcused absence may result in the loss of credit for the course and the student reassigned to another study area. The student may also be suspended from school for three days. The suspension will be carried out according to the Pupil Fair Dismissal Act, Minnesota Statute 127.26.

However, in the event that a student repeatedly misses study hall (ex: first hour) the periods will need to be made up. The hours will be spread out evenly over the students graded classes and all deductions will be made accordingly.

Unexcused absences include but are not limited to:

1. Skipping school
2. Being removed from class by the teacher for disciplinary reasons
3. The accumulation of 3 tardies in a quarter.
4. Suspension in or out of school
5. Unexcused illness (no Dr. note)
6. Being removed from a class to serve suspension time
7. Other reasons deemed unexcusable

*** All unexcused absences will require the student to take semester tests as well as subject the student to the Saturday School discipline policy defined below, including grade reductions.**

• **Work Missed Due to Absence**

The school office monitors student attendance/absence. To aid the office, students need to practice a check-in/check-out procedure. A student who misses school for any reason will be responsible for reporting to the office to receive make-up slip. This slip must be presented to teachers before being admitted to class.

Students, who are excused for part of a day, need to get a pass from the Dean of Students. A parent or doctor note or phone call must accompany this request to leave. Students must also sign out on the counter sign out sheet. Upon returning to the school, students need to check in at the office and sign in on the counter sign in sheet. Suddenly ill students, illnesses occurring during the school day, must inform the office prior to leaving the building; the office will help facilitate getting the ill student home or to a doctor.

STUDENT BEHAVIOR AND EXPECTATIONS

• **Expected Behaviors**

Students are expected to demonstrate appropriate behavior in the school, in the classroom and at all school activities. Good behavior is necessary to provide an environment that is pleasant for education and healthy for learning.

The following expectations will help to insure that the educational environment will be pleasant and healthy for all students:

1. Be present in class daily and on time.
2. Be prepared for class by bringing all material with you.
3. Be attentive and participate in class and make a successful effort.
4. Show respect for teachers, other students, and property of school and others.
Do not use offensive language to staff members or other students.

5. Follow directions of teachers and other. Be supportive and not insubordinate.
6. Take care of school property and help keep the school clean and neat.
7. Know the laws of the Nation, State, and Community, and follow them.
8. Respect yourself and be proud to be a Burro.
9. Be serious about school.
10. Enjoy yourself and have fun, but never at the expense of others.
11. Be a good role model for each other.

Students who demonstrate behavior that is inappropriate and disturb the educational process will be referred for disciplinary action.

• Tardy to Class

Promptness is essential in everyday life and so it is with school. Students are expected to be in class when the period begins. Students who are tardy first hour must report to the office for an admit slip. Teachers will maintain an pass list for tardies for their classes.

Any student who has an excused tardiness must have a tardy pass from person or persons excusing them. This is a student responsibility.

Realizing that instances of unavoidable tardiness take place, Lanesboro High School employs a tardy policy that: 1.) For every three tardies for any one class, (for instance three tardies in period 1, an hour of Saturday School will be assigned. See previous section in regard to unexcused absences and Saturday School. Study halls are included in the policy regarding tardies.

Dress Code

Students have the responsibility to dress and groom to meet fair standards of safety and health and common standards of decency. Violations include but are not limited to: visible undergarments, short shorts or skirts, advertising of alcohol, drugs or other inappropriate behavior. Students that choose not to follow these basic standards will be asked to change, sent home, and/or face disciplinary action.

Behaviors or Actions for Which There are Disciplinary Consequences

- ◇ truancy
- ◇ out of class without permission
- ◇ failing to “check (sign) out from” or “check (sign) in to” the office, after receiving a pass
- ◇ disrespectful behavior
- ◇ disruptive behavior
- ◇ insubordinate behavior
- ◇ tobacco use or possession (on property or within school sight lines)
- ◇ inappropriate language or clothing

- ◇ misuse of motor vehicle
- ◇ destruction, abuse, or misuse of property
- ◇ fighting, assault, or threats
- ◇ harassment
- ◇ possession of weapon
- ◇ possession/use of drugs / alcohol
- ◇ theft
- ◇ other

• **Consequences for Breaking School Rules of Appropriate Behavior**

When assigning a consequence for a student's poor or impulsive choice of behavior, the seriousness of the behavior and number(s) are taken into account. In many cases a warning is appropriate; in many cases something more severe is appropriate. Disciplinary consequences will be administered in a fair, impartial, appropriate, and consistent fashion. The following is a list of potential consequences, which can be used singularly or in combination. It is not necessarily a complete list.

- ◇ verbal warning
- ◇ informing parents/guardian
- ◇ meeting with parents/guardian
- ◇ restriction(s) from certain areas or activities
- ◇ assigned to "no pass" list
- ◇ assigned to perform tasks of restitution or replacement
- ◇ detention (one hour after school 3:25-4:25 p.m.)
- ◇ removal from class (1-5 periods)
- ◇ dismissal from school (1-2 days)
- ◇ removal from all extra-curricular events
- ◇ suspension from school (out of school, or suspension from student body and classes (in school), [1-10 days]. Suspension involves loss of grade or credit.
- ◇ expulsion (removal from school) for year or balance of year

****An apology is a way for person to admit they were wrong and try to make things right; a sincere apology is a strong and classy act. However, an apology is never discipline.**

TRANSPORTATION

Good discipline on our school buses is essential to the health and safety of your child. The transportation of students requires the cooperation and discipline on everyone's part to make this a pleasing and safe experience. The school district is participating in a discipline program that recognizes the safety of your child.

Below are the expectations for each student to follow:

1. Follow the school bus driver's instructions promptly.
2. Remain seated while the school bus is in motion.
3. Keep your hands and feet to yourself and inside the bus at all times
4. Do not tease or use profanity.
5. Keep noise to an acceptable level.
6. Do not throw anything out the bus windows.
7. Treat school property with care and respect

As with any rules and expectations, there are consequences for violations. They are as follows:

1. The bus driver may schedule assignment to specific seats at any time. The students shall move directly to the location specified.
2. Failure of a student to follow the rules may result in suspension of the privilege of riding the bus for a period of time.
3. Those choosing to break the bus rules will be reported on a written form by the bus driver to the Dean of Students for further action.

These same rules and regulations apply for activity buses as for regular daily routes. Violators of the policy will not be allowed to ride the bus to any further activity.

• Student Driving Privilege

The school has a rule that students shall not move or be in any car during the noon hour unless the Dean of Students gives special permission. Students are not allowed to drive cars during the normal school day unless the administration has received permission from the parent. Parents must also request this permission. Parking- Students are allowed to park in designated spots only. Students may be subject to ticketing for failing to do so.

REMINDER ** Passing a bus with its red lights flashing is unlawful and enforced with a heavy fine and possible revocation of license. Bus drivers are obligated to report incidents. Please be aware of this as you travel to and from school.



Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

Consequences of Not Participating in Statewide Assessments

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

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

Explore
the Statewide
Testing page
for more
information

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

Additional Information

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

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



Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

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

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

School: _____ District: _____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

☐

MCA/MTAS Reading

☐

MCA/MTAS Science

☐

MCA/MTAS Mathematics

☐

ACCESS/Alternate ACCESS

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

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INDEPENDENT SCHOOL DISTRICT #229 POLICIES

Eligibility

When a student enrolls in Lanesboro High School the student is under the jurisdiction of the Minnesota State High School League and the school activities policy of Lanesboro High School. Requirements to be a participant as an athlete, cheerleader or other student activity are as follows:

1. Have a current physical exam on file in school due every three years for athletes and cheerleaders.
2. Have the MSHSL eligibility and health questionnaire signed by the student and parent/guardian.
3. Be in good standing with scholarship and the mood altering chemical policies.

****It is the students' responsibility to have read and understand the complete eligibility policy on file in the district office.**

• Suspension, Expulsion, Exclusion

Occasionally it becomes necessary to suspend or expel a student from school. In this event, all procedures will be governed by MSA 127.26-137.40, more commonly known as the Minnesota Pupil Fair Dismissal Act.

Under the provisions of this law, students may be suspended or expelled from school for any of the following:

- A) Willful violation of any reasonable school board regulations.
- B) Willful conduct which materially and substantially disrupts the rights of others to an education.
- C) Willful conduct which endangers the student, or other students of school property.

Students may be summarily suspended from school for one day by the principal. Students may be suspended for two to five days by the principal following a brief hearing in the office. Any days the student is suspended from school will be considered unexcused; 2% will be deducted from the student's grade in each class the student will be expected to make up the school work missed and be able to get the 2% back by attending Saturday School.

*****If a student is suspended they have to make up that time in Saturday School!**

- **Sexual Harassment and Sexual Violence**

General Statement of Policy

Sexual harassment is a form of sex discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. ss2000e, et seq., and Minn. Stat ss363.01-.14, the Minnesota Human Rights Act. Sexual violence is a physical act of aggression that includes a sexual act or sexual purpose.

It is the policy of Independent School District No. 229 to maintain a learning and working environment that is free from sexual harassment and sexual violence. The School District prohibits any form of sexual harassment and sexual violence.

It shall be a violation of this policy for any student or employee of School District No. 229 to harass a student or an employee through conduct or communication of a sexual nature as defined by this policy.

It shall be a violation of this policy for any student or employee of School District No. 229 to be sexually violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual harassment or sexual violence and to discipline any student or employee who sexually harasses or is sexually violent to a student or employee of the School District.

The policy includes definitions of sexual harassment and violence. It organizes the reporting, investigation, district action, and reprisal procedures. The policy in full detail is available upon request from the District office.

Adopted: November 2005

Orig. 2003

Revised: August 2023

Rev. 2023

514 BULLYING PROHIBITION POLICY**I. PURPOSE**

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

II. GENERAL STATEMENT OF POLICY

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

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

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

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

D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act.

in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

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

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

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

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

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

III. DEFINITIONS

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. REPORTING PROCEDURE

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

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

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

The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the

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

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

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

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

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

V. SCHOOL DISTRICT ACTION

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

B. The building report taker or other appropriate school district officials may take immediate steps, at their

discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be

tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying

and other prohibited conduct. Such professional development includes, but is not limited to, the following:

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

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

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

or referrals to resources available to targets or victims of bullying.

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

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

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

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

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

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act) Minn. Stat. § 120A.05,
 Subds. 9, 11, 13, and 17 (Definitions) Minn. Stat. § 120B.232 (Character
 Development Education) Minn. Stat. § 121A.03 (Model Policy)
 Minn. Stat. § 121A.031 (School Student Bullying Policy) Minn. Stat. § 121A.0312
 (Malicious and Sadistic Conduct)
 Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota
 Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act) Minn. Stat. § 121A.69
 (Hazing Policy)

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

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

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

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

Cross References:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees) MSBA/MASA Model Policy 413 (Harassment and Violence)

MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse) MSBA/MASA Model Policy 415

(Mandated Reporting of Maltreatment of Vulnerable Adults) MSBA/MASA Model Policy 423 (Employee-Student Relationships)

MSBA/MASA Model Policy 501 (School Weapons Policy) MSBA/MASA Model Policy 506

(Student Discipline) MSBA/MASA Model Policy 507 (Corporal Punishment)

MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records) MSBA/MASA Model Policy 521

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

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

Policy 525 (Violence Prevention)

MSBA/MASA Model Policy 526 (Hazing Prohibition)

MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students) MSBA/MASA Model Policy 709 (Student

Transportation Safety Policy)

MSBA/MASA Model Policy 711 (Video Recording on School Buses) MSBA/MASA Model Policy 712 (Video

Surveillance Other Than on Buses)

• Internet Acceptable Use Policy

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal liability under other applicable laws.

A copy of the school district's "Internet, [Technology, and Cell Phone](http://www.lanesboro.k12.mn.us) Acceptable Use" policy is available at www.lanesboro.k12.mn.us in the board policy section.

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

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

The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.

Students will receive a copy of the school district's "Internet, [Technology, and Cell Phone](http://www.lanesboro.k12.mn.us) Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form annually.

• Title IX Grievance Procedure

Any student or employee of Independent School District No. 229 who feels that he/she has been discriminated against in violation of this District's policy shall avail themselves to the district grievance procedure.

Family Rights and Privacy Act

According to Public Law 93-380, the "Family Rights and Privacy Act of 1974" public notice must be made by the Board of Education of intent to disclose to the press, media, and others authorized by the school personally identifiable data designated as directory information. The parent of a student or an eligible student may refuse to be personally identified in any or all of the information categories. Such refusal must be made in writing to the student's principal within 15 days after notice is given.

This information will be entitled directory information:

1. The student's name
2. The names of the student's parents
3. The student's telephone number

4. The student's address
5. The student's date and place of birth
6. The student's grade level completed
7. The student's extra-curricular participation
8. The student's achievement awards or honors
9. The student's weight and height if a member of an athletic team
10. The student's photography if available
11. The student's dates of school attendance
12. The school or school district the student attended before he or she enrolled in the Lanesboro Public Schools.

- **Safe School Standards**

By Minnesota Law whoever possesses, stores or keeps a dangerous weapon as defined in Section 609.02, Subdivision 6, on school property is guilty of a felony and may be sentenced to imprisonment for not more than two (2) years or to a payment of a fine of not more than \$5,000 or both. School property means a public or private elementary, middle or secondary school building and its grounds (parking lots, athletic fields, etc.) whether leased or owned by the school. It also means the area within a school bus when that bus is being used to transport one or more elementary, middle or secondary students.

- **Violence Prevention and Weapons Policy**

It is the policy of Independent School District No. 229 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors. The board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or a dangerous weapon when in the school building, on school ground, or on a school-related activity. It shall be the policy of ISD 229 to refer to Law Enforcement any person who brings a firearm to school in violation of the "Gun-Free School Act of 1994."

The Board and administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons. The District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy. The Superintendent will expel for 365 days, any student who brings a firearm to school. The Superintendent may modify such expulsion on a case-by-case basis.

- **Annual Asbestos Notification**

Our school buildings have been inspected for asbestos under the Asbestos Emergency Response Act of 1986 (AHERA). Some asbestos-containing building materials (ACBM) have been submitted to the Minnesota Department of Education (MDE), and the report is available for your inspection in the Superintendent's Office. The person designated as Asbestos Program Manager for our district is the Superintendent of Schools.

Asbestos-containing areas will be kept under surveillance for change or damage. If you notice any change or damage to areas identified as asbestos containing, please notify the Asbestos Program Manager at once. In addition to periodic surveillance (at least every 6 months), the school will be reinspected by a certified asbestos inspector every three years.

Please read the paragraph below, sign, and return this sheet to the school office.

We have read the school handbook and hereby agree to the conditions stated in the handbook. Failure to read the handbook does not exclude any student from adhering to its rules and policies. I understand that students will be held responsible for violations of the policy, including the computer use agreement (page 28) in this document.

PARENT SIGNATURE

_____DATE_____

STUDENT SIGNATURE

_____DATE_____Grade_____