

**MOUNTAIN LAKE HIGH  
SCHOOL**

**2025 - 2026**

**STUDENT  
HANDBOOK**



450 12th Street, P.O. Box 400, Mountain Lake, MN 56159

Phone: 507-427-2325

Fax: 507-427-3047

[www.isd173.org](http://www.isd173.org)

Michelle Larson, Principal

[mlarson@isd173.org](mailto:mlarson@isd173.org)

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USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410  
 (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY)

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## 2025-2026 School Calendar

Aug 25	Staff Development
Aug 26	Staff Development
Aug 27	Staff Development, 5:30 7 <sup>th</sup> Grade & New Student Orientation
Aug 28	Staff Development
Aug 29	Staff Development (7:30 - 11:30 am)
Sep 1	Labor Day Break – No School
Sep 2	First Day of School
Oct 15	Early Dismissal (12:45) for Staff Development
Oct 16-17	Education Minnesota Break – No School
Oct 31	End of First Quarter; 12:45 p.m. dismissal for Staff Development
Nov 3	Staff Development Day, No School
Nov 6	Parent Conferences 3:30-7:30 p.m.
Nov 7	Parent Conferences 7:30-11:30 a.m., No School
Nov 27 - 28	Thanksgiving Break, No School
Dec 24 – Jan 2	Christmas Vacation – No School
Jan 5	School Resumes
Jan 19	Staff Development Day, No School
Feb 13	Early Dismissal (12:45) for Staff Development
Feb 16	President’s Day Holiday – No School
Mar 19	End of Third Quarter, Early Dismissal (12:45) for Staff Development
Mar 20	Staff Development Day, No School
Apr 2	Early Dismissal (12:45) for Staff Development
Apr 3, 6	Spring Break – No School
May 1	Early Dismissal (12:45) for Staff Development
May 22	Graduation – 7:00 pm
May 25	Memorial Day – No School
May 28	Last Student Day – 12:45 p.m. Dismissal
May 29	Staff Development Day, No School

### School Song

On to victory we march,  
defend our favorite team.  
Oh we will strive to win and be real strong,  
just like a Wolverine.  
Rah! Rah! Rah!  
We are proud of our team we say.  
Join with us shout,  
Hip Hip Hooray!  
On On to Victory,  
And we know we can win this game.

### School Colors

Maroon and Silver

## **Welcome to Mountain Lake Public High School**

On behalf of the faculty and staff of the Mountain Lake High School, I extend a warm welcome to all of our students. We are glad that you are part of our school community.

Our school has an outstanding reputation for excellence both in and out of the classroom. The district has strong co-curricular programs and we encourage you to become involved in them. Our teachers, coaches, and staff members are well trained and committed to students. Our goal is for all students to be college or career ready when they graduate.

We expect all who enter our doors to experience a warm and welcoming environment where differences are accepted and understood. We want all students to learn and grow to their full potential. Teachers and parents/guardians work together in a supportive manner to maximize educational opportunities. Our staff will do everything we can to make the most of the 2025-2026 school year.

I look forward to a great year with the students and staff at Mountain Lake High School as well as the school families and the Mountain Lake community. If you ever have any concerns or questions, feel free to call, email, or stop in my office.

Sincerely,

*Michelle Larson*  
K-12 Principal

## **Purpose of Handbook**

The purpose of this handbook is to better acquaint the students of Mountain Lake High School and their parents with the school program, its offerings, rules, and regulations. Because this handbook provides guidelines by which daily decisions are made, all students, parents, and teachers are encouraged to read and keep this manual for later reference. This handbook cannot list every situation that arises in the educational setting. It serves as guidelines for administration and school staff.

This handbook makes every attempt to conform with all state and federally related laws. The contents have been adopted by the school board of District #173, Mountain Lake, Minnesota.

If additional policies are adopted by the school board that are not aligned with this handbook, the newly adopted policy will be followed.

## **Mountain Lake Public School Education Philosophy**

We believe that the educational program in Mountain Lake must recognize and provide for the unique needs of each child and all adults who attend our school. Each person should possess the skills, attitudes, and understandings necessary to become a useful and productive citizen. To achieve this philosophy a set of educational goals has been adopted and is presented in School Board Policy Document 105.

## General Operations and Attendance

### Admission

“Admission to a public school is free to any person who resides within the district which operates the school, who is under 21 years of age, and who satisfies the minimum age requirements imposed by this section. 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 be governed by a single set of reasonable rules and regulations adopted by the local board of education.**” MN Statute, 120.06 Chapter 529.

### Daily Schedule

	Regular Day	Wolverine Day
Period 1	8:10 - 9:04	8:10 - 8:59
Period 2	9:08 - 9:58	9:03 - 9:48
Period 3	10:02 -10:52	9:52 - 10:37
Period 4	10:56 - 11:48	10:41 – 11:26
Wolverine Time	NA	11:30 - 12:03
Lunch	11:48 - 12:18	12:03 -12:33
Period 5	12:22 - 1:12	12:37 - 1:22
Period 6	1:16 - 2:06	1:26 – 2:11
Period 7	2:10 - 3:00	2:15 – 3:00

### School Closings

School may be canceled when the superintendent, or his designee, believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent, or his designee, will make a decision about closing school as early in the day as possible. Should the weather become inclement during the day, one of the following options will be used, depending on severity:

1. All students will be sent home for the remainder of the day; or
2. Students will remain in the school until parents come to get them or release them.
  - a. Parents can arrange for a place in town for each of their children to stay in case the buses are not able to get the students home.

If school is not held at all because of inclement weather, students can assume that **all** programs and activities have been postponed until a later date.

Parents and caregivers will be notified of school closings through the JMC notification system. The High School Office provides assistance with setting up an account for all students and staff. Please call the High School Secretary for more information. Announcements concerning school closing, late starts or early dismissals will also be made on the following stations:

WCCO-830 AM radio  
KARE 11 television

KDOM-1580 AM radio  
WCCO television

KEYC television  
KSTP television

The weather-related announcements can also be accessed on the Mountain Lake Public School phone system by calling 427-2325 and pressing (7) for school related announcements. **If no reports are heard, it can be assumed that school will be in session and on time.**

All vehicles left on public roads will be dealt with according to the laws and ordinances of the City of Mountain Lake. Should you have any questions regarding parking issues, please contact the office staff of the City of Mountain Lake.

## Attendance Procedures (Limitations/Excused/Unexcused)

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120A.22, the students of District No. 173 are **required** to attend all assigned classes and/or study halls every day school is in session. The School Attendance Policy 503 will be followed.

1. **School Notification.** Absentees must have their parent(s)/guardian(s) call the school at 507-427-2325 option 4 **before 8:30 a.m.** to inform the office of the reason for an absence. A voicemail message center is attached to our telephone system. You may call at any time (24/7) to leave a message regarding your child's absence. When calling please give the 1) student's name, 2) reason for absence, and 3) your relationship to the student. If a parent is at work, please call during a break.
2. **Anticipated Absences.** It is the responsibility of students and parents/guardians to inform the school of anticipated absences whenever possible. (For example: vacations, medical/dental appointments, etc.)
3. **College Visits.** Parents are asked to inform the Guidance Office of their intention to make a college visit with their child. Seniors and juniors are allowed 2 days for college visits. Students must provide documentation from the college visited and the absence will be considered a school related activity. College visits beyond the days allowed will be excused absences.
4. **Leave Without Permission.** Any student who leaves school without permission from the building administrator or their designee for any purpose will receive an unexcused absence and may face other disciplinary action as determined by the high school principal.
5. **Attendance Hours.** The Mountain Lake Public School requires 120 hours of attendance (30 hours per quarter) and a passing grade to receive credit for a course. Classes are 50 minutes in length. Any student absent from a class more than seven (7) times during a quarter may not receive credit for that class for that quarter.
6. **Student Violations Notification.** Parents or guardians will be notified following the student's 4<sup>th</sup>, 6<sup>th</sup>, and 7<sup>th</sup> absences of the quarter. A certified letter will be sent after the 7<sup>th</sup> absence if the district is denying the student credit and making the student/parent aware of the appeal process. For unexcused absences, additional notifications are sent. Please refer to the section on Truancy Policy.
7. **Attendance Limitations.** A limit of seven (7) class periods per quarter are allowed for all non-school absences- excused or unexcused. On the eighth (8<sup>th</sup>) absence, the student **may** be dropped from the class with loss of credit. Each situation is reviewed by the Principal and decided on a case-by-case basis.
8. **No Credit Limitation.** A student **may** not receive credit for any class in which absences reach beyond seven (7) days of parent-excused absences per quarter. All absences will be counted in the accumulation of the maximum number of parent excused absences. All absences, whether excused or unexcused, count toward the total of seven (7) days per quarter. Each situation is reviewed by the Principal and decided on a case-by-case basis.
9. **Consecutive Days.** A student may not be dropped from the school attendance rolls until fifteen (15) **consecutive**, full-day absences.
10. **School Sponsored Activities.** Absences due to participation in school-sponsored activities **will not** apply toward the total of seven (7) times per quarter.
11. **Grade Reductions.** Grade reductions may be used for unexcused absences and are the teacher's responsibility to determine.
12. **Unexcused Absences.** Unexcused absences include leaving school without prior school approval and/or absences not authorized by parents. The administration authorizes absences for those students not under the authority of their parents.
13. **Excused Absences.** Absences will be excused according to the list below. **Simply because a parent calls into the high school office does not mean that the absence is excused.** Examples of excused absences:
  - a. Illness of student.
  - b. Serious illness in the family.
  - c. Death in the family or close relative.
  - d. Legitimate work for parents (such as work on family farm).
  - e. Medical or dental appointments - verification necessary; excused for the time spent at the doctor's office and reasonable time to get there and back, as determined by the Principal.
  - f. School trips; state tournament spectator; if the MLA team is participating in the tournament, a student may go as a spectator if he/she has parental permission and returns with a ticket stub to the game(s) he/she was excused from school to watch.
  - g. Court appearances, driver, or permit tests, etc. excused for only the time attending with

reasonable time to get there and back, as determined by the Principal.

h. Other reasons, if approved by the Principal in advance.

14. **Unexcused Absences.** All absences not authorized by the parent/guardian or school are considered unexcused. These absences **are** counted against the total number of absences.

**Note: Unexcused absences may not be excused by a parent or guardian after the fact.**

- a. When a student is deemed unexcused, the teachers will be notified by the office staff.
- b. The unexcused student may also be required to make up the unexcused time. Make-up work is required.
- c. Grade reductions for unexcused absences may be considered at the teacher's discretion.
- d. Unexcused absences include, but are not limited to: oversleeping, skipping school, shopping, hair and tanning appointments, job interviews (unless approved by the administration), and vacations not taken with family.
- e. Exceptions need prior administrative approval.
- f. When a student accumulates 3 unexcused absences in the school year, the Truancy Policy will be followed.

15. **Leaving School During School Hours.** Students attending school for any part of the day are to remain the entire school day unless excused by the principal.

- a. If illness occurs during the day, report to the nurse's office. Do not leave the building unless excused.
- b. In all cases, students who leave the building are expected to obtain permission from the school administrator before leaving.
- c. Any student who leaves the building without permission from the building administrator or their designee will receive either In-School Suspension or Out-Of-School Suspension as determined by the school administrator.
- d. All students leaving the building (non-school activity) must sign out when leaving and sign in upon their return. Failure to do so may result in detention/suspension.
- e. When a student is requesting to leave school or coming back to school, they must sign out/in in the office and the student should provide the following information: name, date, time leaving, purpose for leaving, and time returning.

16. **Excused Educational Family Vacation.** It is the school's hope that all family vacations be taken during non-school time. In the event that this is not possible, the following criteria must be met in order for the absence to be excused.

- a. The parent/guardian must submit written or verbal application for approval of vacation days to the building administrator or their designee at least five (5) days prior to departure.
- b. Work not made up in advance must be made up upon return, if possible. If not possible, the teacher(s) may substitute similar work for work missed. A reasonable amount of time, determined by the teacher and/or school administrator, will be given. Generally speaking, one day is allowed for each day missed immediately following the student's return to school.

17. **Withdrawal from school.** All children ages 7 to 17 must attend school. According to Minnesota Statute 120A.22 subdivision 8, any student who is 17 years old who seeks to withdraw from school, and the student's parent or guardian must:

- (1) attend a meeting with school personnel to discuss the educational opportunities available to the student, including alternative educational opportunities; and
- (2) sign a written election to withdraw from school.

**Reminder: Days missed, excused or unexcused, count toward the limit of seven (7) absences per quarter.**

### **Tardiness**

Students are required to attend all classes at designated times. A tardy student must get a pass from the high school office before being admitted to class.

1. **Late to School.** Any student who is late for school must immediately report to the main office to notify office personnel that they are arriving. The student will pick up a pass for admittance to class. This pass needs to be obtained from the office. Any arrival after 8:30 is considered an unexcused absence and not a tardy.
2. Late to class. If a student arrives to class less than 10 minutes late, it will be considered tardy. If it is more than 10 minutes late, it will be considered an absence.
3. **Consequences.** The following consequences will be implemented for unexcused tardies **each quarter**:
  - a. Beginning with the fourth (4<sup>th</sup>) unexcused tardy, the student will be assigned a half hour of detention.

- b. The fifth tardy will result in another half hour of detention.
- c. The sixth tardy will be one hour of detention.
- d. Additional tardies will be one hour of detention each. Additional tardies (beyond the 6<sup>th</sup> one) may result in an unexcused absence.

***If a faculty member detains a student during the school day, the student must obtain a pass from the faculty member who detained the student, otherwise the student is tardy to the next class.***

### **Student Attendance/Activity Participation**

In order for a student to participate in an after school or evening activity, he/she must attend at least one half of a day (4 or more consecutive class periods) of school unless the absence is for a previously scheduled appointment. Verification of the appointment must be made to the high school office. If a student is not in attendance, participation is not allowed. This includes all athletic and fine arts school activities. Students who violate this guideline will not be permitted to participate in the next regularly scheduled contest or event for that activity. The Activities Director and/or the Principal will make decisions for extenuating circumstances.

Students who miss school due to a school sponsored activity are required to make up missed work. Students with planned school sponsored activities need to get the work prior to the day(s) missed for the activity and have the work completed when they return to class. In unusual circumstances, participants may be allowed additional time to make up work. A "participant" includes all those who are required to go. Questions regarding this should be directed to the Principal or the Activities Director.

### **Make-Up Work Procedure**

Generally speaking, one day of makeup work is allowed for each day missed immediately following the student's return to school. Whether absences are excused or unexcused, make-up work is expected. Reasonable exceptions to this general guideline may be worked out between the teacher and the student. Make-up work not completed within the time allowed may result in a lowered grade or no credit. Absences covered under exemptions will receive credit for work missed.

All classroom work missed because of absences must be made up, if possible. If not possible, due to hands-on activities, similar work may be substituted.

### **Attendance Appeal Process**

The student or parent/guardian may request a formal appeal process after the 7th absence. The Review Board will hold a hearing within five (5) days after the end of the quarter. All hearings must be completed within those five (5) days. Failure to appear for the appeal within these five (5) days will result in no credit for the classes. The Review Board will consist of either two (2) or three (3) teachers and a school administrator or his/her designee. The rule of the Review Board is final.

Upon the discretion of the school administrator, absences due to severe/extended illness need not be appealed. Such absences due to illness (surgery, accident, chronic condition, etc.) will require appropriate, supporting medical data. The school administrator will inform the parents of those students that an appeal will not be necessary.

An appeal will not be allowed under the following circumstances:

1. If more than half the absences were unexcused or for reasons other than illness.
2. If more than three (3) absences were due to suspension (in or out of school).

Upon parent request, a provisional grade will be supplied at the end of the quarter. This grade will be placed on the student's permanent record if the Review Board decides that credit should be granted to the student.

### **Student Health Services**

**Illness During the School Day:** Students who become ill during the school day obtain a pass from their teacher to go to the school nurse or to the high school office. If the school nurse or other school staff determines the student is too ill to remain at school, their parents will be called to pick them up from school. Parents will be contacted by the high school office staff or nurse before a student will be allowed to sign out and leave the school building.

**Extra-Curricular events:** Health services are not provided during after school events. Parents must communicate with the coach or advisor.

**Medications:** Prescription medications can be administered during the school day by school staff if the parent/guardian provides 1) statement from the physician, 2) parental release, and 3) medication in the original properly labeled container.

The school district does not provide non-prescription medications (like Tylenol, cough drops, etc.) for students. Students in grades 7-12 are encouraged to carry their own non-prescription medications. Parents/guardians must sign a permission form stating which non-prescription medications their child is allowed to self-carry. These medications should be kept in student lockers. If parents do not want their child to self carry, the school nurse can administer non—prescription medications. In this case, the parent/guardian must provide the medication and sign a release. For additional information, see district policy #516.

### **Closed Noon Period**

The Mountain Lake School provides an appropriate time for lunch for students. During this time, students have an opportunity to participate in the lunch program. Mountain Lake Public School has a closed campus during the noon period. Students are not permitted to leave the school grounds during this time. The school parking lot and vehicles parked on the street are off-limits to all students during the noon period. Should a student need to go to their car, permission needs to be granted from the high school office staff. Students are not allowed to drive during the lunch period except seniors who receive an Honor Pass.

Throughout the school year, Honor Passes will be given to seniors allowing them to have an open campus, on the last student day of the week. Honor Passes will be given to seniors who are not on the restricted list (No grades lower than a C-) as of the morning of the last student day of the week. All Honor Passes need to be signed out from the high school office and signed in and returned before fifth hour begins. Any senior not signing in upon returning or not returning on time will forfeit this benefit for the next week. An Honor Pass is a privilege, not a right.

### **Sign-Outs**

Students may not leave the building unless they receive permission from the Principal or Superintendent or their designee. Upon receiving permission students must sign-out, and in again, in the high school office on the form provided. This includes sign-outs from classes as well as from study halls. **Sign outs are for medical appointments, court appointments, funerals, etc.**

### **Building Permit to Leave**

Building permits to leave are issued at the discretion of the Administration. All teachers need to notify the high school office staff requesting that a student leave the building for a specific class purpose. If a student finds it necessary to leave the building, they must secure a blue building permit to leave from the High School Office staff.. Building permits to leave will not be issued without verbal or written contact with the student's parent/guardian. Failure to secure a blue building permit to leave will result in detention or suspension.

# Evaluation, Ineligibility, and Graduation

## Grading Periods

There are 4 grading periods in each school year. Report cards are issued at the end of each nine-week marking period. The letter grade system, “A”, “B”, “C”, “D”, and “F” is used. “I” is for “incomplete” and work must be completed by students. The grade of “Incomplete” indicates a student has two (2) weeks from the end of the grading period to complete the required work. Any missing assignments not made up during this two (2) week period will receive 0 points. Teachers will then change the Incomplete to a letter grade after the two (2) weeks and notify the office. Any exceptions must be approved by the Principal or his/her designee.

If a student is absent, he/she is usually given one day for each day absent in order to complete work that was missed. If the absence occurs near the end of the quarter/semester, the student may receive a grade of “Incomplete” on their report card until the work is completed.

## Student Progress Reports

Progress reports at mid-quarter and report cards at the end of quarter are sent out via email to the parents during the school year. Parents without email addresses or by request will have these reports mailed to them. Parental access of records information (student attendance, report cards, current grades, lesson plans, and assignments) is available online through the JMC Parent Access on the school website. For 7-12 child(ren)’s information, a username and password is required. To obtain a username and password, contact the high school office at 427-2325, ext. 104.

## Grading Scale

The following grading scale has been adopted by the School Board for use in student grading for subjects taken. This scale will apply to all students with the exception of those students who are have an education plan designating classes to be on a Pass/Fail grading system. No courses have weighted grades.

A	94 to 100	4.0	C	73 to 76	2.0
A-	90 to 93	3.8	C-	70 to 72	1.8
B+	87 to 89	3.2	D+	67 to 69	1.2
B	83 to 86	3.0	D	63 to 66	1.0
B-	80 to 82	2.8	D-	60 to 62	0.8
C+	77 to 79	2.2	F	0 to 59	0

## Honor Roll

In order to be eligible for the Honor Roll, a student must be enrolled in the equivalent of at least five (5) credit courses carrying letter grades A – F for the grading period. Students who are enrolled in work-experience programs involving credit must be enrolled in at least four (4) credit subjects for that grading period. The following guidelines will be used in determining the honor roll.

- “A” – Grade Point Average (GPA) of 3.8 or above
- “B” – Grade Point Average (GPA) of 3.0–3.79

**Courses used in determining a student’s eligibility for either the “A” or “B” Honor Rolls include any required or elective subject earning a letter grade other than Pass/Fail. “Incomplete” and missing grades disqualify you from the Honor Roll.** Any exceptions must be made by the administration.

PSEO courses earn credit by the semester. Grades from PSEO courses will be included in the honor roll for quarters 2 and 4.

Honor cords are awarded for graduating seniors with a cumulative GPA of 3.0 and above.

**Academic Eligibility and Restriction List**

The criteria for academic eligibility is to maintain a grade of sixty percent (60%) or higher throughout each quarter of the school year. Students who do not sustain the criteria for academic eligibility will be placed on the Restricted List. The Restricted List is printed every Monday by 8:10 a.m. Should a student be placed on the Restricted List due to academic failure s/he will be ineligible for that class as long as his/her name is on the Restricted List for that class. While the student is on the Restricted List, s/he is not allowed to **compete** in the activities listed below.

The school's ineligibility policy applies to all school activities and events listed below.

Baseball	Boys Track and Field	Girls Gymnastics	Knowledge Bowl
Boys Basketball	Football	Girls Hockey	One Act Play
Boys Cross Country	Wrestling	Girls Track and Field	Speech
Boys Golf	Girls Basketball	Softball	Trap Shooting
Boys Gymnastics	Girls Cross Country	Volleyball	Cheerleading
Boys Hockey	Girls Golf	MSHSL Music Activities	

1. Students in grades 7 through 12 who have received failures for the quarter will not be eligible to participate in contests or events for a **minimum** of two (2) weeks or two (2) events, whichever is greater. For grades 8-12 fall sports, 4<sup>th</sup> quarter grades from the previous year will be used to determine eligibility.
2. Students ineligible due to academic failures **may** be allowed to practice, may **not** travel with the team during the school day and may **not** dress for events.
3. If a student's academic performance is affected by insufficient time being applied to course work and assignments, students may not be allowed to practice if the teacher and principal feel that the student needs to use the practice time to make up work. A parent conference will be held either in person or by telephone to agree on action to be taken.
4. Before a student may return to competition, all teachers of that student must verify that the student is now passing. This will be verified by the restriction list and teacher confirmation, if necessary.
5. A student who receives NC (no credit) for attendance reasons for the quarter will not be eligible to participate in co-curricular contests or co-curricular events for four (4) weeks. The student is then on academic probation for the remaining weeks of the quarter.
6. A student will remain ineligible as long as her/his name is on the Restricted List.
7. When students are absent, or there are extenuating circumstances that have been discussed with teachers and the principal, and make-up work is in progress, the student will receive an incomplete for the assignment.
8. *Receiving an incomplete does not make a student ineligible.* If, however, an incomplete becomes an F, ineligibility begins on that date.

**Graduation**

Student participation in the graduation ceremony is a privilege, not a right. Graduation exercises are under the control and direction of the High School Principal and Superintendent. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline. A student who has not completed all of the graduation requirements may forfeit participation in the graduation ceremony. If it is known ahead of time that the student will be unable to meet the graduation requirements before the end of the summer immediately following the senior year, the student will not be allowed to participate in the graduation ceremony.

**Graduation Requirements**

The following **23 credits**, for grades 9 -12, are the minimum required for graduation.

- **Four** (4) of these credits must be in Language Arts/Communications 9th, 10th, 11th, and 12th grades.
- **Four** (4) of these credits must be in Social Studies, including both required and elective subjects in this area.

- **One and one-half** (1.5) of these credits must be earned in Physical Education/Health from the 9th to the 12th Grade.
- **Three** (3) credits of Science are required: Science 9, Biology, and 4 quarters of Chemistry or Physics.
- **Three** (3) credits of Mathematics are required. Geometry, Algebra II, and 4 additional quarters of math at the high school level.
- **One (1)** credit of fine arts is required.
- **Students entering 9th grade in 2024-2025 or later: One half (0.5)** credit of Personal Finance
- **Six and one-half** (6.5) credits must be earned in elective course work for students entering grades 10, 11, and 12 in 2024-2025. **Six** (6.0) credits must be earned in elective course work for students entering 9th grade in 2024-2025.
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## **Student Records and Transcripts**

### **Student Records and Information**

Establishing a safeguard to protect the right to privacy may cause some delay in getting information to the source requesting it. However, the school district has an obligation to protect the right to privacy for all individuals.

All public notices and data privacy must be sent to parents of students ages birth through twenty-one (21) and must be published in languages, other than English, appropriate to the population.

### **Student Information Collected by Schools**

By state law, Minnesota Public Schools must collect school census information on all students in public and private schools if the parents reside in their district. Census information includes student and parent names, address, telephone, schools attended, grade, school transportation information, social security number and special education program assignments. Other information typically collected for public school students includes district wide testing data, subject marks, attendance and in some instances, with approval, special tests or evaluations by professional staff.

Financial aid to the school district is based on census and other information sent to the State Department of Education.

### **Location of Student Records**

While a student is enrolled in a public school, official school records are kept in the student's Cumulative Record Folder. This folder holds the official student records and other data school officials believe is needed to provide the best instructional services for each student.

### **Who May See Student Records**

Access is limited to the following:

1. Parents or legal guardians of the student who present proper identification
2. Students age 18 and over must present their proper identification to review their personal records
3. Staff members of the public school, such as the administrator, teachers, counselors, school social workers, nurses and other authorized professional personnel
4. Other schools, upon request, when a student graduates, transfers, or withdraws, unless otherwise restricted.
5. Other third parties (employers, social agencies, law enforcement, etc.) may have access to records only with written permission of adult students, parents, or legal guardians

### **Person(s) to Contact Regarding Questions on Records Procedures**

The superintendent is the person authorized by the district to receive concerns about student records and may be contacted at the Superintendent's office.

## Student Photos

Occasionally students' photos will be used in connection with the Mountain Lake Schools. If you would prefer your child's photo not be used, you must submit a request in writing before October 1st to: Mountain Lake High School, PO Box 400, Mountain Lake, Minnesota 56159.

Persons having questions regarding records may contact the principal or the school counselor.

## Directory Information

Mountain Lake School District Policy 515 states that directory information regarding students is public information. Directory information includes but is not limited to student name, address, telephone, email address, birth date, participation in extracurricular activities, honors and awards received, parent name, parent address, and parent phone number. Directory information does not include a student's social security number or a student ID number. It does not include any educational records. According to policy, if you do not want directory information disclosed, the parent or student (if age 18 or older) must make a written request. The written request must include the name of student and parent, home address, and category of information that is not to be disclosed.

## Frequently Asked Questions (FAQ)

- **What information is considered public information?** Directory information (name, address, school, birth date, dates of attendance, awards, extracurricular information) is public information and may be released. NOTE: Forms for restricting this information may be obtained by calling the Superintendent's office.
- **How long are records kept?** Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one (1) year. Contents of the Cumulative Record Folder (less the permanent records) usually are destroyed within five (5) years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.
- **What happens to records when students leave a public school?** When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Public School not to release information to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.
- **What are your rights regarding student record information?** State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification. The law requires release of student information to a noncustodial parent. Exceptional circumstances should be referred to the superintendent. You may challenge the accuracy of the record. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

## Curriculum, Schedules, and Technology

### Curriculum

The curriculum philosophy of Mountain Lake High School is one of making available to students many different courses, of varying length, both required and elective, that will give students the opportunity to explore various interest areas. Course description booklets are available in the high school office and on the school website for examination.

Each parent has the option of permitting his/her child to sign up for the various elective courses that are within the student's ability range. In addition, each parent has the option of providing alternate instruction for specific units that are taught in the required classes and should contact the high school principal for information and procedures.

### Class Schedule Changes

Because the master schedule is built and predicated on student choices and the curriculum offerings of the high school faculty, it is important that student schedules remain as originally prepared at the time of registration. Students must assume responsibility for their academic choices after receiving guidance from school and home.

Changing from one course to another after school begins will not be permitted except under unusual circumstances and then only with input from the principal, counselor, teachers, and parent/guardian. *For year long classes, changes must be made by the end of the 4<sup>th</sup> day of scheduled classes at the beginning of the year. For semester classes, changes must be made by the end of the 4<sup>th</sup> day of scheduled classes of the semester.* Changes made after this time **may** be considered under unusual circumstances. The principal may grant an exception to this for unusual circumstances.

Students enrolled in the PSEO program – see the PSEO section regarding grades and schedule changes.

### Class Advisors

These are staff members who are appointed to supervise, administer, and guide all activities undertaken by the class as a whole. The class advisor sponsors supervised class elections, activities, social functions, and the financial support of these activities. The purpose of these activities is to teach students how to work together democratically. They are also there to advise on other phases of citizenship training.

### Parent/Teacher/Student Conferences

Parent/Teacher/Student conferences are scheduled each fall. Conferences will be held periodically throughout the school year at the request of the parent, the teacher, or the student for the purpose of helping the student.

Parents are encouraged to make appointments for conferences with teachers, the Counselor, or the Principal by calling the high school office.

### Career Counseling Services

The counseling personnel are here to aid students with academic problems and with future plans. Education and occupational files are located in the Counseling Office and students are encouraged to check out these materials. Test scores covering achievement, ability, and aptitudes are located in the Counseling office. Students interested in their scores are asked to make individual appointments.

1. Juniors and seniors are given the opportunity to talk to admission officers and counselors from colleges and trade schools during the school day.
2. Procedures for visits with college representatives:
  - Juniors may visit with college representatives beginning in March of their junior year. The student must have spoken with the counselor before visiting with college or other representatives.
  - Seniors may visit with college representatives anytime during the school year. Seniors must sign up in the office by 3:30 p.m. the day before the representative will be in Mountain Lake High school. A senior must also receive a pass from the office to see the representative. A list of the seniors who will be visiting with a representative will be communicated through the daily

- announcements the day of the visit.
3. Juniors and seniors should make every effort to attend career night at surrounding schools or visit colleges on non-school days.
  4. Juniors and seniors are allowed **two (2) days per year for college visits**. These absences are considered a school-related activity.
  5. Students who anticipate a college visit must discuss the visit with the counselor prior to absence.
  6. The guidance counselor may take the sophomore or junior class on college or career days when they are offered in the surrounding area.

In addition to our local services, we have the service of the Cottonwood County Family Service Agency, Southwest Mental Health, and SW/WC Service Cooperatives for special testing and counseling.

### **Study Hall Guidelines**

Each student is required to take classes for either six (6) or seven (7) periods per day each quarter. Students may have no more than one study hall per day. In rare circumstances (typically due to an unavoidable scheduling conflict) a student may have more study halls than is typically allowed. Prior permission is needed by the Principal.

1. **Attendance:** Each student will be assigned to a seat and is to be quiet.
2. **Behavior:** Students are not to engage in any disruptive or inappropriate behavior. Students must not disturb others in the study hall by talking or using other forms of distraction. Electronic Communication Devices (see ECD section on page 42) are not allowed in study hall.
3. **Work:** Students are to bring class work or a book to read each day. Study hall teachers will notify students of missing and make-up work.
4. **Restricted List:** Students who have ability, but do not maintain a “D-” average or better in each of their subjects will be **restricted to the study hall**. If the student is on the restricted list, s/he may leave the study hall only if s/he has a pass from the teacher who is collecting the grade data. Leaving the study hall for other reasons will not be permitted for students who are on the weekly restricted list. **Restricted list students must bring work to do to the study hall before the period begins.**
5. Honor Study Hall - Students in grades 10-12 who earned Honor Roll status for the previous quarter are eligible to be in Honor Study Hall. Students in Honor Study Hall who receive a discipline referral may lose Honor Study Hall eligibility for a time determined by administration.. After the Honor Roll is published for the previous quarter, Honor Study Hall roster will be adjusted.

### **Computer Use**

Chromebooks are used throughout the school for coursework. Access to technology and an Internet account is a privilege offered to students and staff. All students and parents must sign the Technology Use Agreement form. Chromebooks and computers are to be used for school related work only. Personal printing will cost 10 cents for black/white and 25 cents for color.

Damaged or lost Chromebooks are the responsibility of the student and his/her parent/guardian. Violation of the Acceptable Internet Use policy may result in the loss of a Chromebook without supervision by school staff.

### **Publications**

A student may not produce any/or distribute petitions or other printed documents of any kind, or sort or type that is disruptive to the conducting of school. A student shall not produce and/or distribute any petitions or documents of any kind or sort on school premises during the school day without the specific approval of the administration.

NOTE: The Mountain Lake Public School District encourages participation in the publication of student yearbooks, literary magazines and similar supervised publications as learning and education experiences. These publications have qualified faculty advisors and strive to meet high standards of journalism.

### **Class Membership**

Students will be listed on class lists according to the number of credits they have completed, not the

number of years they have been in school.

Grade 10	Accumulation of 4 credits
Grade 11	Accumulation of 9 credits
Grade 12	Accumulation of 14 credits

### **Post Secondary Enrollment Options**

Post Secondary Enrollment Options (PSEO) is a statewide program that allows students in grades 10, 11, and 12 to take courses through a post-secondary institution while in high school provided they meet the criteria set by the state. Courses for 10<sup>th</sup> grade are limited to career and technical education courses. The school counselor informs students in grades 9, 10, and 11 and their parents (by email) by March 1 about the PSEO program for the following year. Any student desiring to take courses through the PSEO program must inform the school counselor by May 30 for Fall semester or by October 30 for Spring semester of their intent to do so. A pupil is bound by notifying or not notifying the school counselor by May 30 or October 30. The school counselor will meet with the student and parent to explain the program and give the necessary forms.

Since post-secondary institutions grant credit by the semester and not by quarter like MLHS, PSEO courses do not count towards honor roll for 1<sup>st</sup> quarter or 3<sup>rd</sup> quarter.

Students who take a PSEO class and withdraw from the course after 2 weeks of the semester of the post-secondary institution will have the course on their high school transcript with a grade of F. In the calculation of the grade point average (GPA), the F will count as 0 grade points. The high school principal may exempt a student from this rule in special circumstances. If withdrawal from the PSEO course results in the student having less than 6 classes daily, the student will be enrolled in a high school course and expected to complete work to earn the credit for the course.

See additional PSEO information and policies on the school website.

### **Statewide Testing**

Students in grades 7, 8, 9, 10, and 11 participate in statewide testing. The statewide assessments are how Minnesota as a state measures that curriculum and daily instruction in schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. A testing schedule is posted on the school website in the fall of each school year. Additional information is given in the Parent/Guardian Guide at the end of this handbook. Parents choosing to opt out of statewide testing must complete the form in the guide by January 15.

## Extra-Curricular Activities

### Activities

Athletics, publications, music, dramatics, and clubs provide a varied program for interested students. A student becomes a part of the school by participating in these activities. A student should choose their activities wisely and give their best to those they choose. Some of the activities listed should appeal to every student. In case you have questions about any activity, see the activity advisor, a coach, the Activities Director, or the counselor.

### Minnesota State High School League Activity Ineligibility and Probation

Please refer to the Minnesota State High School League Official Handbook.

### Activity Participation Rules

All students (grades 7-12) who represent Mountain Lake High School in any school-sponsored activity must understand and adhere to the following requirements in order to protect their eligibility in that activity. In order to further clarify and remove all questions in the minds of both students and parents, the following definitions of activities sponsored by the school is offered:

1. All contests and competitions between Mountain Lake and any other school in athletics, music, speech, drama, knowledge bowl, etc.
2. All public appearances of any kind where a student is representing the school or some organization in the school.
3. All club activities, school service activities, and school publications activities.
4. All school sponsored dances, parties, picnics, proms, contests, etc. not open to the general public.

#### I. **Scholarship**

- a. Regulations set forth by the Minnesota State High School League are minimal in regard to academic standards and it is the right of each local school district to require additional standards. For any situation in question, the information and circumstances will be presented to the administration and a final determination will be on a case-by-case basis.

#### II. **Chemical Eligibility** – See MSHSL Bylaw 205 at [www.mshsl.org](http://www.mshsl.org)

1. Bylaw: At any time during the calendar year, a student shall not, regardless of the quantity:
  - A. use or consume, have in possession a beverage containing alcohol;
  - B. use or consume, have in possession tobacco; or,
  - C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
  - D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. “Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
  - E. use or consume, have in possession, buy, sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.
- i. The bylaw applies continuously from the first signing of the student eligibility brochure.
- ii. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student’s own use by her/his doctor.
2. Penalty for Category I Activities: Athletic Activities and Fine Arts activities (Debate, Speech including One Act Play)
  - A. First Violation: The student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
  - B. Second Violation: The student shall lose eligibility for the next six (6) consecutive

interscholastic contests or three (3) weeks, 21 calendar days, whichever is greater in which the student is a participant.

- C. Third and Subsequent Violations: 1) The student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant. 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all the of following conditions are met: 1) student has been assessed as chemically dependent, 2) enters treatment voluntarily, and 3) the director of the treatment center certifies that the student has successfully completed the treatment program. 4) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has been satisfied must still be served in full.
- D. Applying the Penalty. 1) Penalties shall be progressive beginning with the student's first violation and continuing through the student's high school career. Penalties shall be served consecutively. 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing. 3) Counting Weeks: The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days. For the purpose of this bylaw, a week is 7 calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified. At the beginning of the season, practice and conditioning weeks are counted. The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty. 5) Practices, jamborees, interschool scrimmages, and previews are not interscholastic contests and may not be counted. However the student is eligible to participate. 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates. 7) Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

### **Extra Curricular Activity Behavior**

Mountain Lake Public School is pleased to sponsor a number of extra curricular activities where the public is invited. The many activities include: baseball, basketball, choir/band concerts, cross country meets, football games, gymnastics, hockey, musicals and plays, softball, speech meets, track meets, volleyball, wrestling meets, etc.

Parents and families are encouraged to attend these activities. However, children through 6<sup>th</sup> grade should not attend these events unless accompanied by a parent or a responsible adult. Therefore, in order to make these events enjoyable to all, children through 6<sup>th</sup> grade should remain under family supervision at all times.

While school activities are a great time for students to get together with friends to see their favorite Wolverine team in action, please avoid using these activities as a "play time" or "child care service." General standards of conduct as outlined in the student handbook will be enforced at public events. In addition to the handbook policies, the following is required:

1. Students must have tickets (or athletic pass) to get into the activity.
2. Unsupervised younger students may be denied admittance if an older family member does not accompany them. Loitering will not be permitted.
3. Good "spectator sportsmanship" toward the home team, visiting teams, and guests is expected.
4. Students should show proper respect during the playing of the National Anthem.
5. Students who leave the activity while it is in progress may not return to the event unless

accompanied by an adult.

### **Dances/Parties**

All high school dances/parties (not including prom) will be held in the high school. All requests for school dances/parties are made out by written application and submitted for administrative approval.

The dances/parties are for the students currently enrolled in MLHS (grades 7-12). All dances are set up through the Student Council or other school organizations. Dance times will be scheduled by the advisors. Upon administrative approval, a dance may allow outside dates. Permission forms from outside dates must be completed when outside dates are allowed.

Dances are considered to be a school activity and will be subject to those rules and policies affecting activities. Students will not be permitted into a school dance without school identification.

Doors will be locked one (1) hour after opening. No one will be admitted after this time unless **prior permission is granted** by the assigned faculty advisors. Students leaving the dance will not be allowed to re-enter.

### **Junior/Senior Prom**

Prom is a special formal dance hosted by the junior class. All Mountain Lake juniors and seniors who are enrolled in at least 5 classes in 3<sup>rd</sup> and 4<sup>th</sup> quarters through MLHS are invited to attend. Invitees may bring a guest as a date. Guests of school age must be in grade 9 or higher. A Mountain Lake junior or senior may bring an outside date to this event pending approval from administration and completion of an outside date form. All attendees must be under the age of 21. The prom may be held on or off campus as determined by the junior prom committee and advisors. The prom will be supervised by junior class advisors.

Non-Student Information Requirement: The Mountain Lake High School Administration has the right to deny attendance to any individual. Picture identification, such as a photocopied driver's license, will be required for all—non Mountain Lake students when the ticket is purchased. All guests, even over 18 years of age, must adhere to MLHS rules and policies. No one twenty-one (21) years of age or older will be allowed to attend prom.

### **Student Council**

The Student Council is responsible for various activities within the school. Membership on the Student Council consists of 3 students from each grade. In addition, 3 senior students serve as President, Vice-President, and Secretary/Treasurer. All members are selected by voting in May for the following year. Student Council members must be enrolled in the Mountain Lake High School full time and take at least 5 classes each semester on site at Mountain Lake High School.

### **Minnesota Honor Society**

The MLHS Chapter of the Minnesota Honor Society was created to stimulate an enthusiasm for scholarship, a desire to render service, to promote leadership, and to develop character in our students.

#### ***Membership***

1. Membership in this chapter will be based upon scholarship, service, leadership, and character.
2. Membership of this chapter will be known as active, honorary, and graduate. The graduate members have no vote. Active members become graduate members at graduation.
3. To be eligible for membership in this chapter, the candidate must have been in attendance for a period equivalent to one semester in this school.
4. Candidates eligible for election to this chapter must be members of the junior or senior class. Candidates eligible for election to the chapter will have a minimum grade point average (GPA) of 3.2. This scholastic level of achievement will remain fixed and will be the required minimum scholastic level of achievement for admission to candidacy.
5. The faculty council reserves the right to award honorary membership to school officials, principals, teachers, MHS advisers, adults, students with disabilities, or foreign exchange students in

recognition of achievement and/or outstanding service rendered to the school in keeping with the purposes of the Minnesota Honor Society. Honorary members will have no voice or vote in chapter affairs.

#### ***Selection of Members***

1. The eligible students will submit a student profile form detailing their involvement in activities that demonstrate character, service, and leadership. Students will also submit a letter of recommendation from a member of the community who can vouch for their qualifications for membership. The typed forms should be submitted by the deadline determined by the faculty council.
2. The faculty and staff will rate the students based on the areas of character, service, and leadership and also provide additional comments that will assist the faculty council in determining membership. The faculty and staff members must sign their responses.
3. The faculty council will review the student profile, recommendations, and faculty and staff ratings and input. Based upon the information, the council will determine by majority vote the students' eligibility for membership in the Minnesota Honor Society.
4. The faculty council will then give the names to the principal and or superintendent for approval.
5. Students will be notified of their acceptance into or their failure to meet the criteria of the Minnesota Honor Society. Students who are not inducted as members may submit a profile the following year.
6. An active member of the Minnesota Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the adviser.
7. An active member of the Minnesota Honor Society or the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter but must maintain the membership requirements for this chapter in order to retain his/her membership.

#### ***Dismissal of Members***

1. Any member who falls below the standards that were the basis of his/her election will be promptly warned. If during the next regular marking period of the school the member fails to meet the standards used as a basis for his/her election to the Society, his/her case will be reviewed by the faculty council. A Minnesota Honor Society member must maintain the standards for membership in order to retain his/her membership. A member will be allowed only one warning period.
2. When a member is dismissed, he/she must be notified in writing and must return his/her membership card to the advisor. Notice of his/her dismissal must be indicated on the annual report submitted to the state headquarters at the end of the school year. Once a member is dismissed, he/she is never again eligible for membership in the Minnesota Honor Society.

## **Conduct, Appearance, and Discipline**

### **Citizenship**

Your enrollment in Mountain Lake High School increased your responsibilities. You are expected to be a good citizen both in and out of the classroom and activities. This will mean that you will cooperate with the school employees, adult community, and your fellow students in a way that will be most representative for you and your high school. When you use the downtown businesses and facilities, be a good citizen and a good representative of Mountain Lake High School and of youth. It is important that you conduct yourself so that you will be a credit to your family, to yourself, and to your school.

### **Conduct**

The Board of Education advocates that while education is a right of our youth, it is not an absolute right. It is qualified by eligibility requirements and, secondly, by performance requirements.

**General Rules** - All students, regardless of age, must assume the following obligations or will face disciplinary action for violation of the following rules and standards:

1. To apply himself or herself to the established course of study.
2. Be prompt and regular in attendance.
3. Complete school assignments on time.
4. Respect the authority of teachers and other school personnel.

5. Be willing to work at self-improvement.
6. Learn to criticize fairly and to accept criticism.
7. Respect school property.
8. Conduct himself properly in school, on school grounds, buses, and at school functions wherever they are held
9. Refrain from disruption of the normal school operation.
10. Respect the equal rights of fellow students.
11. Obey the rules of this school.

The Wolverine Way is a set of expectations for behavior that is posted throughout the school. The Wolverine Way focuses on respect and integrity by students and staff and encompasses the general rules for behavior.

**Language** - Students are expected to use appropriate language. Threatening, profane, disrespectful, or obscene language, either oral or written towards a staff member or another student will not be permitted. This includes swearing, and/or obscene gestures. Offensive language or verbal abuse of others will not be tolerated. Disciplinary action may result if the student cannot abstain from using offensive language. Students swearing in class may receive detention or up to one day of In School Suspension. Subsequent violations may also result in Out-of-School Suspension.

**Threats And Abusive Speech And Actions** - Neither students, parents of students, or persons acting for a student or students, may use any form of violence or abusive language towards any school personnel.

**Insubordination (Failure to Follow Directions)** – Consequences will be given for insubordination. Students will be expected to follow reasonable rules, directions, instructions, and requests when the student is under the proper authority of school personnel. This includes following a teacher’s classroom discipline plan as well as the schools general behavior guidelines spelled out in the handbook. This also includes directions and requests presented in the classroom or at school sponsored events.

**Disruption of Class** - Students will be expected to behave in such a way that they do not disrupt classroom activities. This includes conduct that disrupts the rights of others to an education. It includes conduct that endangers other students, school property or staff.

**Public Display of Affection** - Students are expected to refrain from displaying physical signs of affection in the school and on school grounds. . Examples of public displays of affection may include kissing, excessive handholding, and other excessive physical displays of affection. Any staff member may warn couples who are seen displaying inappropriate behavior. School consequences may be given if the behavior does not cease.

**Fighting and Physical Assault** - Students shall not act in such a way as to cause fear of immediately physical harm in another person (student or staff). Nor shall students intentionally cause or attempt to cause physical harm to another student or staff member.

**Hazing** – No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, condone, tolerate, aid, or engage in hazing. This policy applied to behavior that occurs on or off school property and during and after school hours. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

**Loitering** - Loitering is defined as remaining in the school building or on school property for no school-related purpose. This includes “hanging around” after school to meet with other students. All students must leave the building after school unless they are under proper supervision by a faculty or staff member. If necessary, the local law enforcement authorities will be called to remove students who are loitering. Students may not occupy unauthorized parts of the school building (i.e. custodial areas, offices, closets, etc.) without permission.

**Trespassing** - Trespassing is the act of being in any district facility (building, property, vehicles, etc.) when it is closed to the public, will not be allowed.

**Cheating and Plagiarism** - No student shall cheat on a test or assigned work or knowingly allow their work to be used by other students to cheat. Plagiarism is the act of taking the works (i.e. exact words and writings) of another and submitting it as if it were one's own. This will not be tolerated. If cheating or plagiarism becomes habitual, a parent/student/administrator meeting will be held.

**Emergency Alarm System** - Intentionally giving a false alarm (fire, etc.), or tampering with or interfering with the schools emergency alarm system will not be permitted.

**Unauthorized Use of Vehicle** - Occupying or using vehicles during school hours (including noon hour) without permission from the principal is not permitted.

**Theft and Damage to School Property** - A student shall not intentionally cause or attempt to cause damage to school or private property, or steal or attempt to steal school or private property.

Theft is the case of intentionally and without claim of right taking, using, transferring, concealing, or retaining possession of movable property or another without his consent and with intent to deprive the owner permanently of the property. Also, includes the finding of lost property and not making reasonable effort to find the owner. Students caught stealing may be reported to the local police department.

Violation of the above rule may result in action under MINNESOTA STATUTE, 121A.40 to 121A.56 (commonly known as the "Pupil Fair Dismissal Act."), AND CRIMINAL CODE.

Students damaging school property accidentally or intentionally may be **assessed replacement value** of the item damaged.

## **Student Dress and Appearance**

### **Purpose**

It is the District's desire to spend time on educational needs rather than dress code issues. We recognize we must sometimes make decisions about borderline inappropriate student attire. We ask you as parents and students for your assistance maintaining the guidelines. Students have the right to choose their manner of dress and personal grooming unless it represents a clear danger to the student's health and safety, causes a substantial disruption with work, violates the school dress code, or creates classroom or school disorder.

### **General Statement**

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

- A. Appropriate clothing includes, but is not limited to, the following:
  - a. Clothing appropriate for the weather
  - b. Clothing that does not create a health or safety hazard
  - c. Clothing appropriate for the activity (i.e., physical education or the classroom)
  - d. Clothing should be worn so that there is an uninterrupted line of clothing covering the body from the shoulders to the legs. Clothing should cover all undergarments.
  - e. Footwear is required.
  - f. Shorts are allowed and the length of the shorts should be consistent with good taste and proper judgment.
  - g. The administration reserves the right to ask any student to change his/her clothing. Students who wear clothing deemed inappropriate will choose one of the options: 1) change into alternative clothing from their possessions, 2) call their parents to bring acceptable clothing to change into, 3) change into alternative clothing offered from the office or 4) be sent home to change their clothing. Failure to do so will result in disciplinary action including but not limited to detention or suspension
- B. Inappropriate clothing includes, but is not limited to, the following:
  - a. Tank tops that expose bra straps or have large arm holes which expose a significant

- amount of the torso.
- b. Clothing that exposes the midriff (navel area) or cleavage including halter-tops, one-shoulder tops, and backless tops
  - c. Heavy winter coats, oversized outerwear, or trench coats
  - d. Clothing, jewelry, etc. with obscene, lewd, vulgar, profane or suggestive language, including symbols from Playboy, Hustler, Hooters, etc.
  - e. T-shirts where the arms have been ripped out so there is more chest than shirt
  - f. Pants that expose underwear or have revealing holes are not permitted
  - g. No undergarments should be exposed.
  - h. Clothing, jewelry, etc. that promotes alcohol, drugs, tobacco, or vaping products, and/or the use of any such products that are illegal for use by minors
  - i. Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
  - j. Any apparel or footwear that would damage school property
  - k. Head coverings (hats, hoods, masks) are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations; special activity)
  - l. Sunglasses are not allowed in the school building except with approval of the building principal for special situations (medically necessary, special activities).
- C. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- D. The School District, in its desire to keep students in Independent School District No. 173 free from threats or harmful influence of “gangs” or other violent groups believes that apparel identified by law enforcement/national crime prevention organizations as “gang-related” can be reasonably construed as hazardous to the health and safety of the school environment.
- a. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
  - b. Definition of “gang-related” – “Criminal gang means any ongoing organization, association or group of three or more persons whether formal or informal that:
    - I. Has as one of its primary activities the commission of one or more of the offenses listed in Minnesota Statute section 609.11, subdivision 9
    - II. Has a common name or common identifying sign or symbol; and
    - III. Includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.”
    - IV. The list of crimes in Minnesota Statute Section 609.11, subdivision 9, involves murder, burglary, kidnapping, false imprisonment, robbery, criminal sexual conduct and a host of others.
  - c. No gang-related hand signs, monikers, tattoos, signs, names, or symbols will be permitted on school property
  - d. Anything that glorifies or depicts items that are illegal or obscene, should not be worn in school
  - e. All gang-related material or clothing that has been confiscated from students should only be released to parents

## Procedures

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress

interferes with or disrupts the educational process or school activities, poses a threat to the health or safety of the student or others, or violates the school dress code the student will be directed to make modifications. Should the student refuse to make the modifications requested, the student may be suspended. Parents/guardians will be notified.

B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

## **Student Discipline**

**The following is portions of School Policy 506. See the complete policy on the school website.**

### **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.

### **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. It is the position of the school district 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.

### **Areas of Responsibility**

1. **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.
2. **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.

3. **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 the principal's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A principal shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
4. **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. A teacher, exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student to prevent bodily harm or death to the student or another. A teacher shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso.
5. **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 the person's lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student to prevent bodily harm or death to the student or another. A school employee, which does not include a school resource officer, shall not use prone restraint and shall not inflict any form of physical holding that restricts or impairs a student's ability to breathe; restricts or impairs a student's ability to communicate distress; places pressure or weight on a student's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a student's torso. For the purpose of Minnesota Statutes, section 121A.582 (Student Discipline; Reasonable Force), a school resource officer, as defined in Minnesota Statutes, section 626.8482, subdivision 1, paragraph (c) is not a school employee or agent of the district.
6. **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.
7. **Students.** All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
8. **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.

#### **Student Rights**

All students have the right to an education and the right to learn.

#### **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.

### **Code of Student Conduct**

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; 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.

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. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
  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's 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.

### **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. Students are required to participate and answer questions on investigative matters regarding student conduct that involves a violation of the student code of conduct. 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 code of conduct, 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:

1. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
2. 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
3. Parent contact;
4. Parent conference;
5. Removal from class;
6. In-school suspension;
7. Suspension from extracurricular activities;
8. Detention or restriction of privileges
9. Loss of school privileges;
10. In-school monitoring or revised class schedule;
11. Referral to in-school support services;
12. Referral to community resources or outside agency services
13. Financial restitution;
14. Referral to police, other law enforcement agencies, or other appropriate authorities;
15. A request for a petition to be filed in district court for juvenile delinquency adjudication;
16. Out-of-school suspension under the Pupil Fair Dismissal Act
17. Preparation of an admission or readmission plan
18. Saturday school;
19. Expulsion under the Pupil Fair Dismissal Act;
20. Exclusion under the Pupil Fair Dismissal Act; and/o
21. Other disciplinary action as deemed appropriate by the school district.

### **Removal of Students From Class**

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, administrator, 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.

1. 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.
2. Removal from class is a serious consequence for a rule violation. It should not be taken lightly by any of the parties involved. Teachers are encouraged to use the following strategies as a response to behavior before it requires removal from class: 1) warn the student, 2) telephone parent, 3) check with student's cumulative folder, 4) consult with the principal or guidance counselor, 5) consult with special education personnel, 6) detain student after school, 7) send further written reports to student's home, 8) suspend from extra-curricular activities.
3. The principal will provide custodial care of students that are removed from the classroom and will see that the policies and provisions of this section are observed.
4. In any referral, if the principal feels that violation is serious enough, a student may be suspended from all classes under the provision of the Pupil Fair Dismissal Act.
5. A student may be removed from a class (or an activity period, or receive an in-school suspension) AFTER the teacher consults with and receives approval from the principal or his or her designee.
6. Initial consultation with the principal typically involves teachers calling the office before sending the student to the office. The principal (or the designee) should agree on the manner in which the student will be sent to the office before the student is released from the classroom.
7. The teacher shall provide the principal with the following information when making the initial notification of a removal: 1) specific grounds for removal, 2) length of the period of removal, 3) any request for immediate administrative support.
8. Students will be sent to the principal's office or another area clearly designated by the principal.
9. Requiring students to stand outside of the classroom in the hallway for periods that do not exceed one full class period does not constitute a removal from class. In such situations, students remain under the custodial care of the teacher.
10. Extended removal can take place with administrative approval and an informal conference involving the teacher, administrator, and student. The length of time beyond the initial removal shall be the decision of the administrator after consulting with the teacher. A reasonable attempt to contact the student's parent or guardian shall be made before the informal conference occurs.
11. For students in grades 7 to 12, a Student Office Referral Form must be completed any time a

student is removed from class.

When a student is sent to the office, the student will obtain a copy of the Student Referral Form from the office staff and complete the *student section* of the form. The student is to remain in the office while filling out the form. The student may not leave the office until they are given permission.

When the *student section* of the Student Referral Form is completed the principal will meet with the student to discuss the removal. Should the principal not be available, the student is to remain in the office for the remainder of the class period. In the absence of the principal, the office staff may release the student to the next scheduled class.

When the *student section* of the Student Referral Form is completed, the principal (or office staff) will forward the partially completed form to the referring teacher.

As per the instruction on the Student Referral Form, the student will meet with the teacher (and the principal) to discuss the removal before returning to the next scheduled class for which the student was removed. The student is NOT to return to class until a teacher/student conference is held. The teacher is to complete the *teacher section* of the Student Referral Form after the conference is held and return this form to the office. The teacher shall provide the following information. 1) Specific grounds for removal, 2) length of period of removal, 3) conditions for reentry (i.e. must meet with the teacher, work out a contract, must have student-parent conference, etc.).

After consulting with the principal to determine if there are additional considerations, the teacher shall make reasonable attempts to contact the parent(s) or guardian by telephone and provide them with the following: 1) specific grounds for removal, 2) length of period of removal, 3) conditions for reentry (i.e. must meet with the teacher, work out a contract, must have student-parent conference, etc.).

The principal is to complete the *principal's section* of the Student Referral Form and is responsible to document the incident in JMC Discipline.

Special education students will be subject to the provisions of this policy if it is determined that the violation of school rules and regulations are not the result of the handicapping factors that placed them in a special education program. Consideration must be given to whether the current IEP is appropriate. The principal, the case manager and other relevant school personnel will determine this appropriateness of the IEP.

#### **Chemical Abuse Policy and Program**

- A. A Chemical Dependency Pre-assessment Team will deal with referrals made to it from teachers, parents, law enforcement, students or others who are concerned that a student may have a chemical abuse problem. The team is composed of the principal, counselor, the school nurse, and other relevant personnel. The purpose of the team will be to determine what action is appropriate in regard to the referred student. The team cannot and will not make medical or health determinations regarding chemical dependency, but may make referrals.
- B. Staff members, students, parents, law enforcement officials and others may make referrals. Anyone making a referral may do so by filling out the REFERRAL form and or contacting the principal, counselor, or the school nurse,
- C. By law, teachers must refer any students they witness abusing chemicals, or any students they suspect are abusing chemicals.
- D. The Minnesota State High School League rules on alcohol, tobacco, drugs, and marijuana will apply to all extra-curricular activities and to co-curricular activities as applicable.

#### **Dismissal**

- A. "Dismissal" means the denial of the current educational program to any student, including suspension, exclusion, and expulsion. 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:
  - a. Willful violation of any reasonable school board regulation, including those found in this policy;
  - b. 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
  - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Suspension Procedures:
  - a. 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, except as may be provided in federal law for a student with a disability.
  - b. 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 pupil’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.
  - c. 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.
  - d. In the case of a student with a disability, the student’s individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student’s current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child’s disability and the behavior subject to disciplinary action, and determine the appropriateness of the child’s education plan.
  - e. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student’s current placement for five (5) or more consecutive days; or (3) the student’s total days of removal from the student’s placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.
  - f. 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 pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
- g. 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.
  - h. 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:
    - i. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
    - ii. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
    - iii. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
  - i. 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.
  - j. 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.
  - k. 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 shall be complete upon mailing.
  - l. 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
- a. "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.
  - b. "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.
  - c. 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.
  - d. 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.
  - e. 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).
  - f. 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.
- g. 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.
  - h. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
  - i. 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.
  - j. 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.
  - k. 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.
  - l. 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.
  - m. 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 that which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
  - n. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
  - o. The student cannot be compelled to testify in the dismissal proceedings.
  - p. 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.
  - q. 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.
  - r. 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.
  - s. 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.
  - t. 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.
  - u. 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.

#### **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.

#### **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, administrator or other school district official may provide additional notification as deemed appropriate.

#### **Student Discipline Records**

It is the policy of the school district 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.

#### **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. Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. 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. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan.

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.

#### **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.

#### **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 administrator's office.

### **Review of Policy**

The administrator 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.

### **Disciplinary Office Referral Form**

*Detention.* Disciplinary procedures and/or penalties - these actions are authorized to be taken either individually or collectively by the designated school officials:

1. Detention is served after school from 3:10 to 4:00 p.m.
2. For students who skip detention, time will be doubled.
3. Detention takes priority over all other school-related activities.

*In-School Suspension.* A responsible adult will supervise students serving in-school suspension. Suspension time shall be used for constructive work. Students serving ISS will receive excused absences for the duration of the suspension.

*Out-of-School Suspension.* The pupil may be suspended to his/her home for serious or repeated breach of discipline. Students serving OSS will receive unexcused absences for the duration of the suspension. Students are allowed to make up work missed because of suspension.

If a student is on Out-of School Suspension he/she will not be allowed on school property at all for the remainder of the suspension. If the student does enter school property, it will be considered trespassing and law enforcement authorities will be contacted.

### **Building Regulations**

Over the course of one (1) school year (nine months) students will have spent approximately 1,300 hours within the school building. So that each student can continue to receive the best education possible, the school building, its contents, faculty, and staff need to be treated with the respect with which everyone wishes to be treated. Bearing this in mind, please remember to use the trash receptacles to preserve the school building and grounds.

Students are not to be in the school earlier than 7:45 a.m. unless they receive special permission from a faculty member who will supervise them. ***Any student who is in the school building before 7:45 a.m. or after 3:15 p.m. must be under the direct supervision of a teacher or coach.***

Any group wishing to use the building must have a responsible adult in attendance and in charge, and must have requested the use of the building in the high school office at least one week in advance. A facility use form is available in the high school office.

***Use of the fitness room must be under the direct supervision of a school coach or teacher.***

The posting of any notices, displays, etc. must be cleared through the high school office.

1. ***The party that puts the display up must also remove it when the activity is finished.***
2. ***Designated locations for posters/notices not from MLHS are at the water fountains in the high school building.***
3. ***Any display that is put up without approval will be removed.***

Citizenship is reflected in the way the hallways, rooms, and grounds are preserved and maintained.

***"Privileges and responsible student citizenship are directly related."***

## Transportation and Student Vehicles

### Bus Behavior

All students riding regular bus routes must abide by the following rules and guidelines:

1. After boarding the bus, be seated and remain seated until the bus stops for you to get off.
2. Speak in moderate tones and volume so as not to disturb the driver.
3. Exercise care and help others so as to prevent any accidents or injuries on the bus.
4. When leaving the bus be sure to pass in front of the bus so that the driver can see you and in this way will know when you are free of the road.
5. Please stay back from the door of the bus when the bus is arriving for you to board.
6. Be on time. You are asked to meet the bus on time when it arrives at your place of boarding.
7. The following activities are NOT ALLOWED on the bus:
  - a. fighting or rough housing,
  - b. using water guns, balloons, or devices of this kind;
  - c. swearing and unnecessary shouting and loud talk;
  - d. any activities that are disturbing to the driver and safe driving as determined by the driver.
8. Students will be allowed to bring friends to accompany them on the bus, except if prior arrangements have been made with the bus driver and the parent.
9. Students will not be permitted to eat food on the bus. No drinking of canned or bottled beverages will be permitted on the regular bus routes.
10. Students will keep the bus clean. Wastebaskets are provided and must be used for disposal of any throw away items.
11. Students are expected to cooperate with the driver at all times.
12. Students are expected to remain in their seat throughout the route.
13. Students are required to keep heads, hands and feet inside the bus.
14. When necessary, the bus driver is authorized to assign seats.
15. **Any destruction or vandalism to the bus will be assessed and charged to the individuals responsible.**

Reports made to the office on particular individuals can result in no transportation for that individual as determined by the building Principal.

The procedure will be as follows regarding a behavioral problem:

1. 1<sup>st</sup> Offense - Warning
2. 2<sup>nd</sup> Offense - One week suspension from riding
3. 3<sup>rd</sup> Offense - Two weeks suspension from riding
4. 4<sup>th</sup> offense - Removal from district transportation for the remainder of the school year

### Player/Participant Travel

Students who are participants/players on school teams will ride the team/player bus to and from practices, games, and events. Players/participants will not be permitted to ride to/from events with "friends" or drive by themselves. Students who violate this guideline will be subject to disciplinary action after consultation with the activities director, the high school principal, and the advisor or coach.

### Spectator Buses

Students, grades 7-12, may ride the spectator bus to out-of-town school events when one is provided. All students who ride the bus to out-of-town school events MUST return on that same bus. Violation of this rule will eliminate the student from future spectator busses from the date of the violation, and the student's parents will be contacted.

Sign-up for spectator buses may be initiated by the activities director, coach, cheerleading advisor, or principal. The decision to proceed with a spectator bus will be made by the activities director. This decision will be based on the number of students who have committed to ride the spectator bus.

### **Cars – Motorcycles – Bicycles – Snowmobiles**

Students are ***not permitted*** to drive or ride in cars, motorcycles, bicycles, and snowmobiles during the school day, including noon hour. Seniors with an Honor Pass will follow the Honor Pass guidelines.

***Snowmobiles should be parked in the parking lot.***

Students are ***not permitted*** to be in the school parking lot during noon hour, regular class, or study hall hours. Permission will be given by the Principal, or her designee, should students need to go to their vehicles.

A student who needs to use a motorized vehicle at any time during the school day must receive permission from the Principal before the vehicle is moved.

### **Driver's Permit/License Testing**

See the Minnesota Driver and Vehicle Services web page ([dps.mn.gov/divisions/dvs](http://dps.mn.gov/divisions/dvs)) regarding testing and scheduling the permit test or the road test.

Students may take the ***permit test*** and the ***road test*** during school time a maximum of two times in order to pass it. The student must return to school immediately after the test in order to receive an excused absence slip. It takes 1/2 to 3/4 hours to complete the test. Students are to return to school immediately after the test is taken.

The road test is about 1/2 hour long. Students are to return to school immediately after the test is taken.

Each student who wishes to take the road test must secure an authorized certificate (white card) from the Driver's Training Instructor before he or she signs out to take the test. Each student enrolled in the Driver's Training Program must pay a fee in order to receive their blue card or white card needed for their driver's license. Fee schedule is listed under Fees and Funds.

## **Student Safety**

### **Accidents and Insurance**

Accidents do happen at school or in school activities. The school district does not provide any type of health or accident insurance for injuries incurred by students at school. To help meet the costs of any accidents, a group student accident insurance plan is made available to families. All parents are urged to analyze their situation and insurance needs to determine participation in the private group student accident insurance plan. This plan provides basic coverage at a nominal fee and does offer coverage for extra-curricular activities. Students will be given enrollment information as school begins. Participation in this plan is voluntary.

### **Emergency Drills**

As per State Law, periodic emergency drills will be called for by the administration. In these situations, students and staff will be notified from the high school office that they will take cover in predetermined places. Students and staff will all remain there until the all-clear signal is given from the office.

## **Fees and Funds**

### **Athletic Season Passes for Home Events**

Mountain Lake High School will make available to residents of the Mountain Lake School District, season passes to all home athletic contests. The pass does not apply to fine arts activities, plays, etc.

The following guidelines will govern these passes:

1. Passes are good for all home regular season athletic contests played at Mountain Lake during the entire 2025-2026 school year; Fall, Winter, and Spring.
2. Passes are not good for Sub-Section or Section games or holiday tournaments.
3. Passes are not transferable.
4. Those holding passes will have priority in purchasing post-season tournament tickets when the supply is limited.
5. The cost of a season pass to these Mountain Lake High School athletic contests is:
  - a. Adult – \$50
  - b. K-12 Student – \$30
  - c. Senior Citizen Pass (Age 65 or over) – \$30.00 Annual fee
  - d. Family maximum – \$200.00
6. Senior Citizen Passes only apply to regular season home athletic contests
7. Single game adult tickets are \$7 each and single game student (K-12) tickets are \$5 each.
8. The athletic pass or a means of identification that shows he/she has purchased an activity pass must be shown before admittance will be allowed at each game. Failure to do so will result in purchasing a single game ticket at that specific game. In the event an athletic pass has been lost or misplaced, a new pass will be reissued at the high school office.
9. The passes are to be purchased at the high school office.

### **Class Funds**

Funds may not be retained by classes for use by alumni. All funds remaining in class accounts after graduation will be transferred to the student activity fund for use as directed by the graduating class; or in the absence of such direction, as the administration may determine.

### **Driver's Education**

Driver's Education will be offered through Community Education. The Driver's Education includes 30 hours of classroom instruction and six hours of behind-the-wheel training. Before taking the behind-the-wheel training, the student must complete the classroom portion and pass the driver's permit test. The cost for Driver's Education through Community Education is \$400.00 which includes classroom instruction and behind-the-wheel training. Attendance for all hours is mandatory. Hours missed will need to be made up at an additional cost (\$31/instructor time).

Students under the age of 18 wishing to take behind-the-wheel only, must have their blue card, or a driver's permit. Once students have their blue card, the blue card is submitted to the Department of Transportation officials in order to receive their driver's permit. Once a student is issued a driver's permit they can schedule the behind-the-wheel hours through Mountain Lake Community Education. Cost for behind-the-wheel only: six hours = \$300. Students under the age of 18 who need additional hours will be charged \$40/hour. Students age 18 and over who need additional hours will be charged \$50/hour. Students who schedule a behind the wheel lesson and do not show up for the lesson will be fined \$25 per time.

### **Miscellaneous Fees**

Public education in Minnesota is free to all students who are residents. However, fees may be charged to students under the following circumstances:

1. A project in a CTE course or some other course that is in excess of minimum course outline, provided that the student elects to do such projects, must be paid for. Students may provide their own materials for such projects, again with approval of the instructor.
2. Cost of school equipment or books destroyed or damaged through carelessness or failure to follow instructions, in the amount necessary to replace or restore the item involved to service.

3. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
4. Music Instruments: Percussion fee for instrument use is \$40 per year. Rental fee for other school-owned instruments is \$40 per semester. All band fees must be paid within the first semester. The family maximum for band rental fees is \$80 per semester.
5. Costs of field trips which are made available from time to time but are not required as part of a course, should the student elect to participate in the field trip.
6. Costs of the school paper, yearbook, graduation items or class rings, should the student elect to order any of these items.
7. Admission fees for concerts, plays, athletic events, and other programs or activities which the student may attend at his option.
8. Athletic fees:
  - a. 6<sup>th</sup>(playing at JH level), 7<sup>th</sup>, and 8<sup>th</sup> graders - \$50.00 per sport season
  - b. 9<sup>th</sup> through 12<sup>th</sup> graders - \$75.00 per sport season
  - c. Per family maximum - \$250.00 per school year
9. Students are required to furnish their own paper, pens, pencils, notebooks, graph paper, sketch pads, gym clothes, tennis and athletic shoes, and other items of personal equipment.
10. The charges for photocopying
  - a. Black and white - \$ .10 per page
  - b. Color - \$ .25 per page
11. These procedures are in accordance with and governed by Minnesota Public School Fee Law, MSA 120.71 - 120.76.

### **Student Bills**

An amendment to Minnesota Statutes 120.101 provides schools may charge for lost or destroyed textbooks, workbooks, or library books. Therefore the Mountain Lake School District will charge an appropriate replacement fee for textbooks, workbooks, Chromebooks, or library books lost or destroyed by students.

Bills, fees, fines, etc. that a student accumulates over a school year are expected to be paid by the end of that school year.

Any responsibility that is not paid will be carried over into the next school year and if necessary until the student graduates and requests his diploma.

Fees unpaid within 30 days after the end of the school year may be collected through action in a small claims court or other appropriate means.

### **Organization Funds**

Organization funds are deposited in the high school office and payment of bills should be by check drawn at the request of the advisor. The advisors approve all purchases made by the organizations. All purchase orders are then approved by the building Principal.

### **Lunch Program**

#### **Purpose**

The purpose of this policy is to establish consistent meal accounting procedures throughout the building in the provision of meals to students.

#### **General Statement**

1. Mountain Lake School district recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
2. It is the policy of the Mountain Lake district to offer breakfast and lunch at school. The Food Service Department strives to provide quality meals in an efficient and fiscally responsible manner.
3. Families may apply for free/reduced meals anytime during the school year. Applications are provided to all families in the district prior to the school year. In addition, applications are available

- at the district office and in all school offices.
4. To purchase À la carte items or extra milks and entrees, students must have sufficient funds in their family lunch account to cover the cost of additional purchases. Cash can also be used to pay for Ala Carte items or extra milks and entrees at the time of purchase instead of charging them to the family food account.

**Procedures for Notifying Family of Account Status**

1. The parent/guardian will be notified when the family account is at \$20.00 or less.
2. If the family account is less than adequate to pay for breakfast and/or lunch, the family will be contacted by the school office.
3. Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.

Family lunch accounts will be utilized. Lunch money will need to be brought to the high school office between 7:45 a.m.- 8:10 a.m. each day or paid online. The money will be placed in a family account. Parents can view their account balance through JMC. For JMC parent access, contact the high school office.

**Lunch** for students in grades 7-12 will be free. Ala Carte items and extra entrees and milks are not included in the free meal. Extra Milk is 50 cents.

**Breakfast** for students in grades Pre-K-12 is free. Extra milk is 50 cents.

Students are provided with an ID card with their lunch ID number. Lost or stolen ID cards can be replaced. The request for replacement needs to be made to the high school office as soon as possible. Each student is given an original photo ID card and one replacement card. Should additional ID card be needed, \$1.00 will be charged per card.

## Miscellaneous

### Backpacks

Backpacks are used to carry school materials and necessary items between home and school. During the school day, backpacks are to be stored in the student's locker. Backpacks are not allowed in classrooms or stored in the hallways.

### Electronic Communication Devices (ECD), Cell Phones, Wearable Technology

ECD, including but not limited to radios, cell phones, wearable technology, headsets, music listening devices, personal cameras, smart phones, and handheld games, have become a part of our lives. As a district, we must respond to this technology shift in society through the adoption of this policy to prevent cheating, invasion of other student's privacy, harassment, and bullying.

- **Cheating** – Academic honesty policies will incorporate discipline for cheating through the use of ECDs. Students have admitted to: using camera phones to take pictures of a test for students who will take the test later; using cell phones to text message questions and answers to one another during a test; and using web functions on cell phones to access answers for tests from the internet.
- **Cameras and Smart phones and wearable devices** – Cameras in schools create a risk that individuals can use the devices to take pictures of other students or staff members in locker rooms, bathrooms, and other places where individuals have an expectation of privacy. These covert pictures can be stored or transmitted without the subject's permission. Any use of cameras including those on smart phones or any ECD in the school must have the permission of the administration.
- **Annual Staff** – All students in the Journalism class have permission to take pictures under the direction of the faculty member teaching that class.
- **Harassment and Bullying** – School districts have an obligation to protect their students from harassment and bullying. ECDs and computers unfortunately provide a creative harasser with an enormous variety of outlets.
- **Search and Seizure of Cell Phones and Computers** – Any search or seizure that a school district conducts must be justified at its inception and reasonable in scope. School officials (any school staff member) need only to have reasonable suspicion that their actions will produce evidence showing that the student has violated a law or a school rule.
- **Other** – A person who discovers a student in possession of an ECD in violation of this policy will report the violation to the Principal or her designee.

#### 1. Rules and Procedures Regarding Electronic Communication Devices (ECD)

- a. In this section "cell phone" includes any personal device used to text, message, call, or communicate between a student and other individuals. This includes cell phones, smart watches, and other wearable technology.
- b. Students are not allowed to have cell phones during the school day. Cell phones will be collected at the beginning of 1st hour by the classroom teacher or other staff member and placed in a secure location. Students will pick up their cell phone from the classroom teacher or staff member at the end of the day.
- c. Students leaving the building prior to the end of the day get their phone back when they are leaving.
- d. Earbuds are to be removed during class period unless the teacher has given explicit permission for the student to wear the ear bud during work time.
- e. If a teacher or staff member sees a cell phone or other ECD, they will ask the student for it and turn it into the office.
- f. If the student refuses to give up a cell phone, the Principal intervenes.
- g. If the student still will not give up the cell phone, parents will be contacted.
- h. If the student still will not give up the cell phone, the student will remain in the office for the remainder of the day and lose privileges for a time determined by the principal. Failure to cooperate with this policy may result in suspension.

2. **Consequences**
- a. **Warning** – Students will receive a warning on the first day of the school year when this policy is introduced to them during the meeting with Administration.
  - b. **First Offense** – phone is confiscated for the remainder of the day. Student will serve 3 hours of detention. Parents are contacted.
  - c. **Second Offense** – Student will serve 1 day of In School Suspension. Parents are contacted and must come to school to pick up the phone. Student must report to the office for the following 3 days prior to 8:10 a.m. and turn in all electronics.
  - d. **Third Offense (and every time thereafter)** Student will serve 3 days of In School Suspension. Parents are contacted and must come to school to pick up the phone. Student must report to the office prior to 8:10 a.m. for the following 2 weeks and turn in all electronics.

### **Lockers**

- A student shall not place, keep, or maintain any article or material in a school-owned locker which is of a non-school nature that shall cause or tend to cause a disruptive activity on any school property or at any school-sponsored function.
- Money or other valuables are not to be kept in hall or phy. ed. lockers. The school will not be responsible for damage to or theft of any personal item (including all electronic devices) that students choose to bring to school.
- Student personal posters are not permitted on the outside of lockers. The outsides of lockers may only be used by school organizations for motivational posters.
- Lockers, as provided by the school district, are purchased, furnished, and maintained by the school district and remain the property of the school district. If individual personal locks are placed on a student locker, the student must leave the combination or an extra key in the high school office.
- A student is responsible for the upkeep of the student locker that is assigned to her/him and which s/he is using.
- Students are not allowed to switch lockers without permission from the high school office.
- 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 practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

### **Lost and Found**

All articles found in school or on the school grounds should be turned in to the high school office. Label your clothing used in physical education, etc. and any other items which could easily be lost.

### **Nutritional Guidelines**

Any food or beverages sold during the school day from vending machines must meet USDA Smart Snack standards.

Why are Smart Snacks Important?

- More than 1/4 of a kid's daily calories may come from snacks
- Kids who have healthier eating patterns are more likely to perform better academically
- During the school day, Smart Snacks are the healthy choice
- A federal requirement for all foods sold outside the National School Lunch Program and School Breakfast Program

To qualify as a Smart Snack, the food item must meet the following nutritional standards:

- Grains must be 50 percent or more whole grains by weight; listed as the first ingredient on the nutrition label
- The first ingredient is a fruit, vegetable, dairy or a protein item

- A combination item, containing no less than ¼ cup of fruit and/or vegetable
- Must meet nutritional standards for calories, sodium, sugars, and fat

**Pledge Of Allegiance**

The recitation of the pledge of allegiance to the United States flag is encouraged and practiced as the situation allows, but it is not required on a daily basis. Any student or staff who does not wish to participate in reciting the pledge may elect not to do so. See District policy #531.

**Telephone**

A telephone is available for student use in the high school office. No long distance calls can be made on this phone without permission from office staff.

**Vending Machines**

The Mountain Lake School District provides vending machines for students that wish to purchase snacks or beverages. These machines are in place for student enjoyment and as a source of funding for student activities.

**Visitors**

All visitors must register in the high school office upon entering the building. All visitors entering the building will be expected to abide by the school and classroom rules.

It is the recommendation of the administration that students not bring visitors or guests with them to school. Any student wishing to bring a guest to school with them must have prior approval from school administration. Approval must be given at least 2 days before the planned visit. The purpose of the visit must be academic in nature. Please feel free to contact the principal with any questions or concerns.

## District Policies

### Attendance Policy

The School Board of Independent School District No. 173 believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student and establishes regular habits of dependability important to the future of the student. Consequently, the following attendance policy is intended to be positive and not punitive. School Policy 503 Student Attendance will be followed. The following is portions of Policy 503. The full policy is located on the school website.

This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent or guardian, teacher and administrators. This policy will assist students in attending class.

***Student's Responsibility.*** It is the student's responsibility to be on time and attend all assigned classes and study halls every day that school is in session and to follow the correct procedures when absent from an assigned class or study hall. It is the student's responsibility to request any missed assignments due to an absence.

***Parent or Guardian Responsibility.*** It is the responsibility of the student's parent or guardian to encourage the student to be on time and attend school, to inform the school in the event of a student absence and to work cooperatively with the school and the student to solve any attendance problems that may arise.

Phone calls, not attendance notes are accepted at the high school. The only time a note would be accepted is if there is no telephone in the home and/or special arrangements are made with the Principal.

***Teacher's Responsibility.*** It is the teacher's responsibility to take daily (each class period including study hall) attendance and to maintain accurate attendance records in each assigned class and study hall.

It is the teacher's responsibility to familiarize himself/herself with all procedures governing attendance and to apply these procedures uniformly to avoid confusing the students.

It is the teacher's responsibility to provide any student who has been absent with any missed assignments.

Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

***Administrator's Responsibility.*** It is the administrator's responsibility to encourage students to attend all assigned classes and study halls. It is also the administrator's responsibility to familiarize himself/herself with all procedures governing attendance and to apply these procedures uniformly to all students.

It is also the administrator's responsibility to maintain accurate records on day's absences stating the status of each.

Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance and to work cooperatively with them and the student to solve attendance problems.

### Truancy Policy

According to Minnesota Statutes 120A.22, subdivision 5, students under the age of 18 must attend school. Students who are 17 years of age are allowed to "withdraw" from school with their parents' permission. If a 17 year old is in attendance, they must follow the same guidelines as students under the age of 17. A student who is absent from attendance without lawful excuse for one or more periods on three school days is considered a, "Continuing Truant." A student who is absent from attendance without lawful excuse for one or more periods on seven school days is considered a, "Habitual Truant."

Mountain Lake Public School, in cooperation with Cottonwood County Family Services, the Cottonwood County Court System and Local Law Enforcement Agencies, has developed and will follow the following Truancy Diversion Policy:

1. **Step One:** After three (3) unexcused absences a school letter is sent to the parent of the truant student. It is recommended that a Certified Letter with Return Receipt Requested is sent. The letter must contain pertinent information from M.S.A 260A.03. Included in this letter will be:
  - a. Copy of State Truancy Law
  - b. Copy of School Truancy Policy
  - c. Student's Current Attendance Report
2. **Step Two:** Upon the fourth (4th) unexcused absence a (phone call/letter)
  - a. Parent contact is made by phone call or letter.
  - b. School personnel forward the student's most current attendance report, copies of letters sent to parents, any other documentation pertinent to the student's truancy including interactions with the student and/or parents to the County Attorney's office.
  - c. The Cottonwood County Attorney will forward the appropriate information to the Cottonwood County Family Service Truancy Coordinator (CCFSTC) to begin the mediation program. The CCFSTC will obtain a release of information and contact the school if the family accepts services.
3. **Step Three:** Upon the fifth (5<sup>th</sup>) unexcused absence,
  - a. School personnel make (phone call and/or letter) parent contact.
  - b. School personnel fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information per Step Two.
  - c. Upon receipt, the county attorney will write a letter to the parent of the truant student asking them and the student to participate in a diversionary meeting.
4. **Step Four:** Upon the sixth (6<sup>th</sup>) unexcused absence, school personnel may make a (phone call and/or letter) parent contact and fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information per Step Two.
5. **Step Five:** Should the student reach seven (7) unexcused absences and an attempt has been made by the school to address the student's attendance concerns as described above; the school should notify the County Attorney for a Child In Need of Protection or Services (CHIPS) Petition.

***The same set of attendance rules apply to all students, regardless of age.***

## **Weapons Policy (Policy 501)**

### **I. PURPOSE**

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

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

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

### **III. DEFINITIONS**

- A. "Weapon"
  1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
  2. No person shall possess, use, or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
  3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts,

combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

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

D. "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm. As used in this definition, "flammable liquid" means any liquid having a flashpoint below 100 degrees Fahrenheit and having a vapor pressure not exceeding 40 pounds per square inch (absolute) at 100 degrees Fahrenheit but does not include intoxicating liquor. As used in this subdivision, "combustible liquid" is a liquid having a flash point at or above 100 degrees Fahrenheit.

#### **IV. EXCEPTIONS**

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

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minnesota Statutes section 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
4. persons who keep or store in a motor vehicle pistols in accordance with Minnesota Statutes sections 624.714 or 624.715 or other firearms in accordance with Minnesota Statutes section 97B.045;
  - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
  - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with Sections 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

[Note: Nothing prevents a school district from being more stringent in its weapons policy with respect to students and school district employees than the criminal law, except that the school district may not

prohibit the lawful carry or possession of firearms in a parking facility or parking area. Although some school districts may choose to incorporate all of the exceptions to the criminal law, other school districts may choose either not to incorporate some or all of the exceptions or to further limit them. For example, a school district may choose to require written permission from the superintendent, not just a principal, for someone to possess a dangerous weapon in a school location. This would impose a more stringent requirement than the exceptions to the general prohibition of having a weapon on school grounds set forth in Minnesota Statutes section 609.66, Subdivision 1d (f) listed in Section IV.B. above. However, a school district may not regulate firearms, ammunition, or their respective components, when possessed or carried by nonstudents or nonemployees, in a manner that is inconsistent with Minnesota Statutes section 609.66, Subdivision 1d.]

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

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

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

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students willfully possessing, using, or distributing weapons shall include:

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. The building principal shall, as soon as practicable, refer to the criminal justice or juvenile delinquency system, as appropriate, a student who brings a firearm to school unlawfully.

D. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

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

A. Employees

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

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

## **VII. REPORTS OF DANGEROUS WEAPON INCIDENTS IN SCHOOL ZONES**

The school district must electronically report to the Commissioner of Education incidents involving the use or possession of a dangerous weapon in school zones, as required under Minnesota Statutes section 121A.06.

## **Harassment and Violence Policy (Policy 413)**

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

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

A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

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 Protected Class, 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 Protected Class.

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 Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel 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, with respect to an individual who

- a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
  - 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 or discrimination 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 or discrimination 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 includes 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 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 that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes section 609.341, 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
  - 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 an individual's Protected Class.

#### **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 Protected Class 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 that 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 the below 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.

Emily Inglett (or current personnel)  
K-12 Counselor  
450 12th St., PO Box 400  
Mt. Lake, MN 56159 .  
507 427 2325  
einglett@isd173.org

Michelle Larson (or current personnel)  
7-12 Principal  
450 12th St., PO Box 400  
Mt. Lake, MN 56159  
507-427-2325  
mlarson@isd173.org

Brandon Henning (or current personnel)  
K-6 Principal  
450 12th St., PO Box 400  
Mt. Lake, MN 56159  
507-427-2325  
bhenning@isd173.org

Bill Strom (or current personnel)  
Superintendent of Schools  
450 12th St., PO Box 400  
Mt. Lake, MN 56159 .  
507 427 2325  
bstrom@isd173.org

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 targets or victims and alleged perpetrators of harassment or violence, 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 or another state or federal agency, 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 Minnesota Statutes chapter. 260E 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, selfdiscipline, 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.

## **Bullying Prohibition Policy (Policy #514)**

### **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 or 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 school 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. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must 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. Article II, paragraph D, regarding malicious and sadistic conduct, his 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 shall be conspicuously posted in the administrative offices of the school and school district in summary form.

D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.

E. 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.

F. 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 consistent with district policies and practices.

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 section 121A.031 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

### **Tobacco-Free Environment; Possession and use of tobacco, Tobacco-related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction Policy (Policy 419)**

#### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco free.

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

A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public

school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.

C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events

### **III. DEFINITIONS**

A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device include any component part of a product, whether or not marketed or sold separately. Electronic delivery device exclude drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.

C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.

D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.

E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.

F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

### **IV. EXCEPTIONS**

A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off-campus events sponsored by the school district.

C. An American Indian student or staff member may use tobacco, sage, sweetgrass, and cedar to conduct individual or group smudging in a public school. The process for

conducting smudging is determined by the building or site administrator. Smudging must be conducted under the direct supervision of an appropriate staff member, as determined by the building or site administrator.

**V. VAPING PREVENTION INSTRUCTION**

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

**VI. ENFORCEMENT**

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**VII. DISSEMINATION OF POLICY**

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

**Internet Technology and Cell Phone Acceptable Use & Safety Policy  
(Policy 524)**

**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. While not an exhaustive list, 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 “Facebook,” “Twitter,” “Instagram,” “Snapchat,” “TikTok,” “Reddit,” and similar websites or applications.

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. 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. The school district has a special interest in regulating off-campus speech that materially disrupts classwork or involves substantial disorder or invasion of the rights of others. 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 may include, but are not limited to, serious or severe bullying or harassment targeting particular individuals, threats aimed at teachers or other students, failure to follow rules concerning lessons, the writing of papers, the use of computers, or participation in other online school activities, and breaches of school security devices. 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 may have the right at any time to investigate or review the contents of their child’s files and email files in accordance with the school district’s Protection and Privacy of Pupil Records Policy. 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 Minnesota Statutes chapter 13 (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 Public and Private Personnel Data Policy, and Protection and Privacy of Pupil Records Policy.
  - 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. NOTIFICATION REGARDING TECHNOLOGY PROVIDERS**

- A. "Technology provider" means a person who:
1. contracts with the school district, as part of a one-to-one program or otherwise, to provide a school-issued device for student use; and
  2. creates, receives, or maintains educational data pursuant or incidental to a contract with the school district.
- B. "Parent" means a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or a guardian.
- C. 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.
- D. The school district must provide parents and students an opportunity to inspect a complete copy of any contract with a technology provider.
- E. A contract between a technology provider and the school district must include requirements to ensure appropriate security safeguards for educational data. The contract must require that:
1. the technology provider's employees or contractors have access to educational data only if authorized; and
  2. the technology provider's employees or contractors may be authorized to access educational data only if access is necessary to fulfill the official duties of the employee or contractor.
- F. All educational data created, received, maintained, or disseminated by a technology provider pursuant or incidental to a contract with a public educational agency or institution are not the technology provider's property.

### **XIV. SCHOOL-ISSUED DEVICES**

- A. "School-issued device" means hardware or software that the school district, acting independently or with a technology provider, provides to an individual student for that student's dedicated personal use. A school-issued device includes a device issued through a one-to-one program.
- B. Except as provided in paragraph C, the school district or a technology provider must not electronically access or monitor:
1. any location-tracking feature of a school-issued device;
  2. any audio or visual receiving, transmitting, or recording feature of a school-issued device; or
  3. student interactions with a school-issued device, including but not limited to keystrokes and web-browsing activity.
- C. The school district or a technology provider may only engage in activities prohibited by paragraph B if:
1. the activity is limited to a noncommercial educational purpose for instruction, technical support, or exam-proctoring by school district employees, student teachers, staff contracted by the school district, a vendor, or the Minnesota Department of Education, and notice is provided in advance;
  2. the activity is permitted under a judicial warrant;
  3. the school district is notified or becomes aware that the device is missing or stolen;
  4. the activity is necessary to respond to an imminent threat to life or safety and the access is limited to that purpose;
  5. the activity is necessary to comply with federal or state law, including but not limited to Minnesota Statutes section 121A.031; or
  6. the activity is necessary to participate in federal or state funding programs, including but not

limited to the E-Rate program.

D. If the school district or a technology provider interacts with a school-issued device as provided in paragraph C, clause 4, it must, within 72 hours of the access, notify the student to whom the school-issued device was issued or that student's parent and provide a written description of the interaction, including which features of the device were accessed and a description of the threat. This notice is not required at any time when the notice itself would pose an imminent threat to life or safety, but must instead be given within 72 hours after that imminent threat has ceased.

**XV. CELL PHONE USE**

The school board directs the superintendent and school district administration to establish rules and procedures regarding student possession and use of cellphones in schools. These rules and procedures should seek to minimize the impact of cell phones on student behavior, mental health, and academic attainment. These rules and procedures may be designed for specific school buildings, grade levels, or similar criteria.

**XVI. LIMIT ON SCREEN TIME FOR CHILDREN IN PRESCHOOL AND KINDERGARTEN**

A child in a publicly funded preschool or kindergarten program may not use an individual-use screen, such as a tablet, smartphone, or other digital media, without engagement from a teacher or other students. This section does not apply to a child for whom the school has an individualized family service plan, an individualized education program, or a 504 plan in effect.

**XVII. 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.

## **Mountain Lake High School Student Technology Agreement**

### **Purpose**

The Mountain Lake Public School provides educational technology learning tools for K-12 students. This agreement outlines device practices, procedures, and proper care for iPads and Chromebooks.

### **General Information regarding Use and Care of the Device**

1. The device, charger, and case are the property of Mountain Lake Public School.
2. The device and network access are provided for students to complete schoolwork which may include conducting research, homework assignments, submitting work, and communicating with others regarding school related items.
3. The supplied device is an educational tool not intended for gaming, social networking, or entertainment.
4. The supplied device must be used during classes at MLPS.
5. Teachers and administrators have the right to set guidelines and requirements, monitor the use of the device as allowed by MN and federal law, and assign consequences for misuse.
6. Students must adhere to the Student Internet Policy as outlined in the Student Handbook.
7. Misuse includes but is not limited to:
  - a. Anything in violation of the district's Acceptable Use Policy.
  - b. Physically hitting the device or handling it in a careless manner.
  - c. Refusing to reveal to staff member how device is being used.
  - d. Refusing to submit device to staff member when requested.
  - e. Refusing to close tabs when directed to close them by a staff member.
  - f. Technology staff may review files and communications to maintain system integrity and ensure student compliance with policy as allowed by MN and federal law. Inappropriate material will be deleted.
8. Students are responsible for:
  - a. Returning the device to the proper cart and plugging it in so it can charge.
  - b. Taking care of the device, charger, and case.
  - c. Cleaning the device as needed with a soft towel.
  - d. Transporting the device in the case provided when applicable.
  - e. Using the device per the Internet Acceptable Use policy.
9. Devices are not allowed to be used in the restrooms, locker rooms, or on school buses.
10. Devices are only allowed to go home when given permission by a staff member and checked out from the library.
11. This agreement gives the student(s) permission to access Google Applications for educational purposes that require parental permission (i.e. Google Classroom, Gmail, Youtube, etc).

**ISD 173 Device Fees**

The following fees will be applied for damages that occur on any school issued student device(s). These fees are applicable to students K-12th grade and will be assigned on a per-case basis. Please preview this carefully.

- Broken Screen \$100
- Broken/picked off Keys \$25
- Lost/Stolen Charger \$25
- Other Damages \$25 - Chromebook/iPad replacement fee (\$300).

**Parent Agreement**

1. I have read the Mountain Lake Public School Technology Agreement.
2. I have discussed the Mountain Lake Public School Technology Agreement with my student(s).
3. I understand that I am responsible for monitoring and guiding my child’s activity on any home internet access if applicable.
4. I understand by signing this agreement, my student(s) will be granted permission to access Google applications for educational purposes (see above- item 11).

**Student Agreement**

1. I have read and understand the Mountain Lake Public School Technology Agreement.
2. I understand that I am responsible for the use and care of the device, charger, and case when using and when in my possession.
3. I understand that it is my responsibility to use the device for educational purposes.
4. I understand that I am responsible for following the Student Internet Policy and will not use the internet or device for personal use, to access inappropriate content including, but not limited to violence, weapons, and suggestive/obscene content.

Student Name: (PRINT) \_\_\_\_\_ Grade: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Disciplinary Office Referral  
Grades 7-12**

**Student** \_\_\_\_\_ **Date** \_\_\_\_\_ **Grade** \_\_\_\_\_

**Teacher** \_\_\_\_\_ **Class** \_\_\_\_\_

**Reason For Referral:**

- |  |                              |
|--|------------------------------|
| _____ Inappropriate language                   | _____ Inappropriate behavior |
| _____ Disrespect to others                     | _____ Disrespect to teacher  |
| _____ Disrespect to school property            | _____ Disruptive in class    |
| _____ Inappropriate use of phone or technology | _____ Unprepared             |

**To the Student:**

Explain in detail the exact circumstances which resulted in you being sent from the classroom.

What did I need to do differently?

**Teacher:** Explain the details of what happened that resulted in the student being sent out of the classroom. Include any strategy used with the student prior to being sent out.

**Principal's Notes and Action:**

- |  |                                   |                               |
|--|-----------------------------------|-------------------------------|
| _____ Parent Contact                       | _____ Detention                   | _____ Conference with teacher |
| _____ Office for remainder of class period | _____ Office for remainder of day |                               |
| _____ Other                                |                                   |                               |

Notes:

## **“Tennessee Warning”**

Students and Parents are to be advised that:

1. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments, test questions and questions during the course of classroom activities.
2. The information will be collected by the school district in order to evaluate the students current level of performance with respect to his or her education program, to maintain discipline within the school, and to determine the students needs and preferences related to their educational program.
3. Students are not required by any law or regulation to supply data. However, the school district expects and requires that students participate fully in their educational program by completing homework assignments and tests. Moreover, the student’s refusal to supply data may prevent the school district from assessing the student’s needs and incorporating the student’s preferences into the student’s educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade given for the assignment. Continued failure to supply information will result in a failing grade for a particular course, and a failing grade for the year. Refusal to supply information to a school district investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.
4. Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory right to the data.

## **Mountain Lake Public School On-Line Post Secondary Education Options Policy**

1. Follow Minnesota Department of Education (MDE) Guidance (2015) and allow qualifying 10th, 11th, and 12th grade students to earn college credit while still in high school through enrollment in and successful completion of online Post Secondary Education Options college-level courses.
2. Follow Minnesota Department of Education (MDE) Guidance (2015) and allow qualifying 10th, 11th, and 12th grade students to take an unlimited amount of online Post Secondary Education Options credits.
3. Follow current Mountain Lake High School graduation requirements that include 23 credits for a student to graduate from the Mountain Lake High School.
4. The final decision about which Mountain Lake High School class(es) will be allowed to be exchanged or substituted by an online Post Secondary Education Options college courses will be made by high school administration. Mountain Lake High School students will not be allowed to substitute a particular Mountain Lake High School with online Post Secondary Education Options college courses at their (the student's) unilateral discretion.
5. Supervision of Mountain Lake High School students taking online Post Secondary Education Options college courses on site by Mountain Lake Public School staff members will be made by Mountain Lake High School administration. Students who are allowed to take online Post Secondary Education Options college courses on site will be required to follow Mountain Lake High School and online Post Secondary Education Options college course policies and rules. Failure to abide by policies and rules will result in loss of privileges including supervision of students, use of school site and use of school materials.
6. The use of classroom space and district materials by Mountain Lake High School students taking on-line courses on site by Mountain Lake Public School staff members will be made by Mountain Lake High School administration. Students would be required to follow Mountain Lake High School and online Post Secondary Education Options college course policies and rules. Failure to abide by policies and rules will result in loss of privileges including use of school site and materials.
7. Mountain Lake High School staff is not required to provide direct supervision and assistance (technical, tutorial, guidance, accountability, etc.) for online Post Secondary Education Options students to complete their online Post Secondary Education Options coursework unless such services and assistance (technical, tutorial, guidance, accountability, etc.) are required by Minnesota Department of Education (MDE) Guidance (2015) or Minnesota Statute.
8. Allow qualifying 10th, and 11th grade students at least one study hall (or class period if no study hall is available) per day (up to 1 of 7 hours) to complete online PSEO assignments.
9. Allow qualifying 12th grade students at least two study halls (or class period if no study hall is available) per day (up to 2 of 7 hours) to complete online PSEO assignments.

# Know Your Rights

## General Statement

“In accordance with federal law and U. S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

To file a complaint, write USDA, Director, Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (202) 720-5964 or (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

## Background Check for Employees and Volunteers

In accordance with District policy #404, the school district shall require that applicants for school district positions who receive an offer of employment and 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 any compensation is paid, submit to a criminal history background check.

## Notice of Non-Discrimination

It is the policy of Independent School District No. 173 that no person within the jurisdiction of the School District be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age. The School District also makes reasonable accommodations for disabled students. The School District prohibits the harassment of any individual for any of the categories listed above.

It is the policy of Independent School District No. 173 that no person within the jurisdiction of the School District be excluded from participation in, denied the benefits of, or be subjected to discrimination with regard to any employment procedure or practice on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, age, family leave care status or veteran status. The School District also makes reasonable accommodations for disabled employees. The School District prohibits the harassment of any individual for any of the categories listed above.

It is the School District’s policy to provide equal educational opportunity to all students and equal employment opportunity for all applicants for school district employment and school district employees. This policy applies to all areas of education, including academics, coursework, co-curricular and extracurricular, or other rights or privileges of enrollment. This policy also applies to all areas of education, including academics, coursework, co-curricular and extracurricular, or other rights or privileges of enrollment. This policy also applies to all areas of employment, including hiring, discharge, promotion, compensation, facilities, or privileges of employment. It is the responsibility of every school district student and employee to follow this policy conscientiously.

The following persons have been designated to coordinate and handle inquiries regarding the School District’s non-discrimination policies:

### All policies

#### Brandon Henning

Superintendent of Schools  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

### Title IX Coordinator

#### Emily Inglett

K-12 Counselor  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

### Section 504/ADA

#### Coordinator

#### Michelle Larson

High School Principal  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

For information about the school district’s procedures for addressing complaints of discrimination or harassment, please refer to the school district’s Discrimination, Harassment and Violence Policy and Procedures, a copy of which is available from the school district office. Further information on this notice of discrimination can be obtained from the Office of Civil Rights (Region V) – United States Department of Education for Civil Rights, Chicago Office, 500 W. Madison Street – Suite 1475. Chicago, IL 60661.

## **Student Disability Non-Discrimination - (Section 504 Notice)**

Section 504 of the Rehabilitation Act of 1973 is a federal mandate that protects students with disabilities. Under Section 504, it is the responsibility of the school district to identify and evaluate students who, within the intent of Section 504, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education.

Disabled students are protected from discrimination on the basis of a disability. For this policy, a student who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

Students may be protected from disability discrimination and be eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act (IDEA).

The following person has been designated the school district's appointed Section 504/ADA Coordinator to coordinate and handle inquiries regarding the school district's Section 504 policies:

Michelle Larson  
High School Principal  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

Further information can be obtained from the Office of Civil Rights (Region V) – United States Department of Education for Civil Rights, Chicago Office, 500 W. Madison Street – Suite 1475. Chicago, IL 60661. Grievances or complaints of discrimination under this policy may be filed with the school district's Section 504/ADA Coordinator pursuant to the School District's Discrimination, Harassment and Violence Policy and Procedures, a copy of which is available from the school district office or the Section 504/ADA Coordinator.

### **A. Identification and Referral**

1. Any student who needs or is believed to need accommodations in order to receive a free appropriate public education is referred to the appropriate school team (Child Study, 504) for identification and evaluation of the student's individual education needs.
2. Referrals may be initiated by parents, teachers, counselors, social workers, nurses, principals, or others concerned about the student's educational needs.
3. The school 504 team is composed of those persons knowledgeable about the student, the student's school history, the student's individual needs, the evaluation data, and the possible accommodations.
4. The school 504 team considers the referral, reviews the student's existing records (academic, behavioral, and social), and considers documentation that the student may have a disability that warrants further evaluation under the 504 procedures. The notice of procedural rights, consent for evaluation, and necessary release of information forms are sent to the student's parent or guardian.

### **B. Evaluation**

The student evaluation and development of a plan for accommodations are carried out by a 504 team. The team includes the student's teachers, and other persons knowledgeable about the student, the evaluation data, and the possible accommodations.

1. The 504 team identifies the student's suspected disability and its impact on the student's education.

This evaluation includes considering any behaviors that may interfere with the student's participation in the educational program or activities. The evaluation may consider family history, medical, psychological, social/emotional, and other relevant data.

2. The 504 team makes the final decision about eligibility and informs the parents or guardian of the student. Parents or guardians will be given notification of the Section 504 procedural safeguards available to them, including the right to an impartial hearing and review.

### **C. Plan for 504 Accommodations**

1. When student eligibility for 504 accommodations has been decided, the 504 team determines what accommodations are needed.

2. The parents or guardian are invited to participate in the 504 team meeting where accommodations for the student are determined.

3. The 504 team develops a written Individual Accommodation Plan (IAP), describing the disability and the necessary accommodations. The plan specifies how the accommodations will be provided, and by whom.

4. The 504 team may decide that no special accommodations are needed for the student. However, the 504 team must record that the student was identified as having a disability, and must state the basis for the decision that no accommodations are necessary at this time.

5. Identified accommodations will be provided to the student in the regular educational environment of the school, unless the 504 team determines that the placement is not appropriate.

6. The 504 team notifies the parent or guardian about the final plan, and also notifies all school personnel working with the student about the plan.

7. In accordance with the Section 504 guidelines, the school has agreed to make reasonable accommodations and address the student's individual needs by:

#### **Physical Arrangements of the Room**

1. Seating students near the teacher
2. Seating student near a positive role model
3. Standing near the student when giving directions or presenting lesson
4. Avoiding distracting stimuli (air conditioner, high traffic areas, etc.)
5. Increasing the distance between the desks
6. Additional accommodations:

#### **Lesson Presentations**

1. Pairing students to check work
2. Writing key points on the board
3. Providing peer tutoring
4. Visual aides
5. Providing peer note taker
6. Making sure directions are understood
7. Including a variety of activities during each lesson
8. Breaking longer presentations into shorter segments
9. Providing written outline
10. Allowing student to tape record lessons
11. Having student review key points
12. Orally teaching through multi-sensory
13. Modes using computer-assisted instruction

#### **Assignment and Worksheets**

1. Giving extra time to complete tasks
2. Simplifying complex directions
3. Handing worksheets out one at a time.

4. Reducing the reading level of the assignments
5. Requiring fewer correct responses to achieve grade
6. Allowing student to tape record assignments/homework
7. Providing a structured routine in written form
8. Providing study skills training/learning strategies
9. Giving frequent short quizzes and avoiding long tests
10. Shortening assignments; breaking work into smaller segments
11. Allowing typewritten or computer printed assignments
12. Using self-monitoring devices
13. Reducing homework assignments
14. Not grading handwriting

#### **Test Taking**

1. Allowing open book exams
2. Giving exam orally
3. Giving take-home tests
4. Using more objective items (fewer essay responses)
5. Allowing student to give test answers on tape recorder
6. Giving frequent short quizzes, not long exams
7. Allowing extra time for exam
8. Reading test item to student

#### **Organization**

1. Providing peer assistance with organizational skills
2. Assigning volunteer homework buddy
3. Allowing volunteer homework buddy
4. Sending daily/weekly progress reports home
5. Developing a reward system for in-school work and homework completion
6. Providing student with a homework assignment notebook

#### **Behaviors**

1. Praising specific behaviors
2. Using self-monitoring strategies
3. Giving extra privileges and rewards
4. Keeping classroom rules simple and clear
5. Making "prudent use" of negative consequences
6. Allowing for short breaks between assignments
7. Cueing student to stay on task (nonverbal signal)
8. Marking student's correct answers, not his or her mistakes
9. Implementing a classroom behavior management system
10. Allowing student time out of seat to run errands, etc.
11. Ignoring inappropriate behaviors not drastically outside classroom limits
12. Allowing legitimate movement
13. Contracting with the student
14. Increasing the immediacy of rewards
15. Implementing time-out procedures

#### **Special Considerations**

1. Suggesting parenting program(s)
2. Monitoring student closely on field trip
3. Providing training for teacher(s) on student's handicap
4. Providing social skills group experiences
5. Developing intervention strategies for transitional periods (e.g., cafeteria, physical education, etc.)
6. Alerting bus driver
7. Suggesting agency involvement
8. Providing group/individual counseling

## **Employee Disability Non-Discrimination Policy and Notice**

Independent School District No. 173, Mountain Lake does not discriminate against qualified individuals with disabilities because of such disabilities in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.

The school district will not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to the qualified individual known to have a relationship or association.

The school district will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.

Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact the school district's appointed Section 504/ADA Coordinator:

Michelle Larson  
High School Principal  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

Grievances or complaints under this policy may be filed with the School District's Section 504/ADA Coordinator pursuant to the School District's Discrimination, Harassment and Violence Policy and Procedures, a copy of which is available from the school district office or the Section 504/ADA Coordinator.

## **Student Sex Non-Discrimination**

### **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.

### **II. 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. 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.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates Emily Inglett School Counselor, 507-427-2325 ext 109 – [einglett@isd173.org](mailto:einglett@isd173.org), and Brandon Henning [bhenning@isd173.org](mailto:bhenning@isd173.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.

Brandon Henning  
Superintendent of Schools  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

Emily Inglett  
K-12 Counselor  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

- 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. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of

Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

### III. Reporting Grievance Procedures

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, 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. 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.** 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. 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. The school board hereby designates Emily Inglett, School Counselor, 507-427-2325 ext 109 – [einglett@isd173.org](mailto:einglett@isd173.org) and Brandon Henning [bhenning@isd173.org](mailto:bhenning@isd173.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.

Brandon Henning  
Superintendent of Schools  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

Emily Inglett  
K-12 Counselor  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. 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. Use of formal reporting forms is not mandatory.
- H. 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.

### IV. Investigation

- A. 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. 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 complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
- E. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### **V. School District Action**

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

#### **VI. Reprisal**

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who 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.

#### **VII. 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, or contacting the Office of Civil Rights for the United States Department of Education.

#### **VIII. Dissemination of Policy and Evaluation**

- A. This policy shall be made available to all students, parents/guardians of students, staff members, 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.

## Student Parental, Family, and Marital Status Non-Discrimination

### I. Purpose

Students are protected from discrimination on the basis of sex and marital status pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. This includes discrimination on the basis of pregnancy. The purpose of this school district policy is to provide equal educational opportunity for all students and to prohibit discrimination on the grounds of sex, parental, family, or marital status.

### II. General Statement of Policy

A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.

D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.

E. It is the responsibility of every school district employee to comply with this policy.

F. The school board has designated Emily Inglett, School Counselor, 507-427-2325 ext 109 – [einglett@isd173.org](mailto:einglett@isd173.org), and Brandon Henning [bhenning@isd173.org](mailto:bhenning@isd173.org) as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Brandon Henning  
Superintendent of Schools  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

Emily Inglett  
K-12 Counselor  
450 12th St., PO Box 400  
Mountain Lake, MN 56159

G. 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. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

## Asbestos

As a result of recent federal legislation, each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Mountain Lake Public Schools is in full compliance with this law and is following the spirit as well as the letter of the law. As a matter of policy, Mountain Lake Public School shall continue to maintain a safe and healthful environment for our community's youth and employees.

A concern has been raised that, with time, asbestos-containing materials could break down and allow

particles to enter the air. Because heavy exposure to asbestos particles has been linked to some cancers, an earlier federal law passed requiring school districts to identify areas in which materials containing friable asbestos were used. More recent legislation (ASHERA) requires identification of all asbestos-containing materials and a plan to remove the materials (except floor tiles) by 1999.

In keeping with the new legislation, all buildings (including portables and support buildings) owned or leased by the district were inspected by EPA accredited inspectors and samples were analyzed by an independent laboratory. Based on the inspection, the district prepared and the state recently approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

All original buildings and additions of Mountain Lake Public School were found to contain asbestos. Please consult the Management Plan for details regarding removal, repair work, and Operations and Maintenance. Federal law requires a periodic walk through (called "surveillance") every six months of each area containing asbestos. Also, the law requires for all buildings to be reinspected three years after a management plan is in effect. This will be accomplished under contract an outside agency.

Each school has a list of the location(s), type(s) of asbestos-bearing materials found in that school building and a description and time table for the abatement of each. That list and copies of the Asbestos Management Plan are available for review in the school office.

The master plan, including information about asbestos-containing materials in all buildings and halls, is available for public review in the Mountain Lake School Business Office. Copies are available at 10 cents per page. Questions related to the plan should be directed to the district office.

## **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, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting:

John Carrison  
Building & Maintenance Coordinator  
Mountain Lake Public Schools  
507 427 2325 ext.139  
jcarrison@isd173.org

## **Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing**

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

### **Why Statewide testing?**

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college. The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academic standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

### **Why does participation matter?**

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, non credit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

## **Academic Standards and Assessments**

### **What are academic standards?**

The Minnesota K-12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

### **What is the relationship between academic statewide assessments and the academic standards?**

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and districts are doing in aligning their curriculum and teaching the standards.

### **What assessments are administered?**

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

- Based on the Minnesota Academic Standards; given annually in grades 3-8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- Majority of students take the MCA.
- MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

- Based on the WIDA English Language Development Standards
- Given annually to English learners in grades k-12 in reading, writing, listening, and speaking.
- Majority of English learners take ACCESS for ELLs
- Alternate ACCESS for ELLs is an option for English learners with the most significant cognitive disabilities.

**Why are these assessments effective?**

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The reading and mathematics MCAs are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Because test content represents the academic standards as completely as possible, preparing for and taking the assessments uses the very same knowledge, processes and strategies included in the standards.

**Are there limits on local testing?**

As stated in 120B.301, for students in grades 1-6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7-12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

**What if I choose not to have my student participate?**

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

**When do students take the assessments?**

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

The MCA and MTAS testing window begins in March and ends in May

The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

**When do I receive my student's results?**

Each summer individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction. Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is less than 1 percent of instruction time in a school year. The assessments are not timed and students can continue working as long as they need.

**Why does it seem like my student is taking more tests?**

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

**Where do I get more information?**

Students and families can find out more on the statewide testing page ([education.state.mn.us](http://education.state.mn.us)>Students and Families>Statewide testing

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

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

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

Date \_\_\_\_\_ (This form is **only** applicable for the 2025-2026 school year)  
Student's Legal First Name \_\_\_\_\_ Student's Legal Middle Initial \_\_\_\_\_  
Student's Legal Last Name \_\_\_\_\_  
Student's District/School \_\_\_\_\_

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

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

<p>Reason for refusal:</p>     
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Please indicate the statewide you are opting the student out of this school year:

\_\_\_\_\_ MCA/MTAS Reading                      \_\_\_\_\_ MCA/MTAS Science  
\_\_\_\_\_ MCA/MTAS Mathematics              \_\_\_\_\_ ACCESS/Alternate ACCESS for ELLs

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

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

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

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

<p><b>To be completed by school or district staff only.</b> Student ID or MARSS Number _____</p>
--