MOOSE LAKE HIGH SCHOOL

PARENT and STUDENT HANDBOOK
2026-2027

This Student Handbook belongs to:

Name _____

Grade _____

Moose Lake
COMMUNITY SCHOOL
Excellence for Life

Moose Lake Community Schools
4812 County Rd 10
Moose Lake, MN 55767

HS Phone: 218-485-4435

Board Approved Pending

MOOSE LAKE HIGH SCHOOL FACULTY

(phone extension in parentheses)

FACULTY

Megan Nielsen (1714)	Math / Interventionist	Greg Eliason (1610)	Science
Matt Niedzielski (1717)	Math	Arika Weaver (1612)	Science
Adam Whelan (1715)	Math	Jason Schnoll (1614)	Science
Caitlin Miller (1718)	English	Scott Totten-Hall (1704)	Special Education
Wes Cummins (1719)	English	Ann Finifrock (1125)	Special Education
Shelby Lonne-Rogentine (1716)	English / Interventionist	Madeleine Manahan (1708)	Special Education
Rebecca Jackson (1711)	Social Studies	Dawn Holte (1128)	Special Education
Lee Stephenson (1713)	Social Studies	Noah Jurek (1410)	Phy Ed/Health
Andy Dahl (1710)	Business	Tyler Fish (1127)	Phy Ed/Health
Genevieve Berthelot (1505)	Vocal Music	Spencer Walton (1510)	Instrumental Music
Mary Deyoung (1608)	Art	Nahin Gatica (1712)	Spanish
Grant Kaihoi (1617)	Industrial Technology	Jeremy Weaver (1103)	Principal

STUDENT SERVICES

Gloria Hoffmann (1101)	HS Secretary	Jason Syrett (1801)	Bus Supervis
Pam Litsey (1601)	Counselor	Carmen Jokimaki (1604)	Head Cook
Sondra Fischer (1114)	School Nurse	Kelly Dorman (1703)	LMC
Kate Nelson	Psychologist	Eli Richards (1415)	Technology
Ashley Cummins (1503)	Social Worker	Laura Sieben (1129)	Family Support

Suicide Prevention Information:

Contact information for the Suicide and Crisis Lifeline is: **988** If you are in an immediate crisis please contact 911. The phone numbers for the county mobile crisis services are as follows:
Carlton County: 1-844-772-4724 or Pine County: 1-800-523-3333

Grading Periods

SEMESTER 1

1st Quarter	September 8 – November 6	Mid Quarter October 7
2nd Quarter	November 10 – January 21	Mid Quarter December 11

SEMESTER 2

3rd Quarter	January 26 – April 2	Mid Quarter February 24
4th Quarter	April 6 – June 3	Mid Quarter May 5

2026-2027 MLHS Bell Schedule

Monday,Tuesday, Friday

8:20 Warning Bell	
Period 1	8:25 – 9:20
Period 2	9:25 – 10:15
Period 3	10:20 – 11:10
Period 4	11:15 – 12:05
JH Lunch	12:05 – 12:35
JH 5th Period	12:40 – 1:30
HS 5th Period	12:10 – 1:00
HS Lunch	1:00 – 1:30
Period 6	1:35 – 2:25
Period 7	2:30 – 3:20

Wednesday, Thursday

8:20 Warning Bell	
Period 1/2	8:25 – 9:40
*Wednesday first period starts at 8:35	
Period 3/4	9:45 – 10:55
Flex 1A	11:00 – 11:25
Flex 1B	11:25 – 11:50
JH Lunch/HS Advisory	11:50 -12:20
HS Lunch/JH Advisory	12:25-12:55
Period 5/6	1:00 – 2:08
Period 7/Flex2	2:12 – 3:20

School Board Policies

All school board policies may be accessed by using the school district website (www.mooselake.k12.mn.us). Choose the District tab located at the top of the page. On the drop down menu, select District Policies.

The Moose Lake Community Schools does not discriminate 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.

Complaints: Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint at the building level where appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

STUDENT/PARENT COMMUNICATION PROTOCOL

This communication protocol was developed to help promote direct communication so that problems and concerns can be addressed quickly, efficiently, and effectively between the parties

involved. We are asking students and parents to follow this protocol when issues arise throughout the school year. Moose Lake Community School staff is committed to student success and will listen to concerns, maintain confidentiality and return calls/emails in a timely manner.

TEACHER

Students are encouraged to express their concerns directly to their teacher. Parents can contact teachers in person, via telephone or email. Teachers will make every effort to get back to you as quickly as possible, but it may be a day or two.

SCHOOL COUNSELOR

If appropriate and the concerns are not resolved, then the student or parent should discuss the matter with the Counselor. Counselors can help with concerns that deal with academic planning, goal setting, academic & behavioral supports, progress reporting and records.
Issues pertaining to teacher practices should be expressed to the Principal.

PRINCIPAL

Most concerns will be resolved by this point. However, if you still need to speak with someone about your situation, please contact Principal, Jeremy Weaver at 218-485-4435 ext 1103.

SUPERINTENDENT

If your concern has not been resolved through the Principal's office, please contact Superintendent, Eric Butche at 218-485-4435 ext 1108.

COACH/ADVISOR/DIRECTOR

Students are encouraged to express their concerns directly with their coach/advisor first. Students can contact the coach/advisor via

VARSITY HEAD COACH/HEAD ADVISOR

If the concern is not resolved, then the student and/or parents should discuss the matter with the Varsity Head Coach or head advisor. If the head coach/head advisor is the person you contacted previously, please proceed to the next step.

MSHSL & ATHLETICS ATHLETIC DIRECTOR

If a student or parent is dissatisfied with the response of the head coach/head advisor, please contact Athletic Director, Andy Dahl at 218-485-4435 ext 1710.
Activities/clubs not regulated by MSHSL contact the Principal.

PRINCIPAL

Most concerns will have been resolved by this point. However, if you still have concerns after speaking with the Activities Director, please contact Principal, Jeremy Weaver at 218-485-4435 ext 1103.

SUPERINTENDENT

If your concern has not been resolved through the Principal's office, please contact Superintendent,
Eric Butche at 218-485-4435 ext 1108

Meals: Continuing this school year **2026 - 2027**, all K-12 students will be able to receive one free breakfast and one free lunch from the school cafeteria. Any "a la carte" items, milk only, a second milk, or second meals are not included and will be available for purchase. Students will be allowed to purchase a second breakfast or lunch if the student has already selected a reimbursable breakfast or lunch at a cost as listed below.

Second Breakfast Cost 2026-2027	**Second Lunch Cost 2026-2027**
Full Breakfast: $2.50	Full Lunch: $5.00
Additional Side: $1.00	Additional Side: $1.00
Milk: $0.50	Milk: $0.50
	Second Entree $3.00
	Soup/Breadstick $3.00

*Please refer to Policy 534 regarding payment procedures and meals for more details.

Food Deliveries: Students are encouraged to plan ahead by bringing money to purchase a school lunch or packing a lunch from home. The main office will not accept food dropped off for students from outside vendors during the school day. Parents or guardians may drop off food for their child. Only an individual lunch (purchased or homemade) may be delivered. The office will not interrupt class or notify students for deliveries. Deliveries can be picked up from the office during passing or lunch time.

CODE OF CONDUCT

Welcome to Moose Lake High School! The high school staff is committed to helping students learn successfully. We strive to promote a quality learning environment which will foster student achievement and promote positive interaction among our students. In addition, we believe that all persons in our school community have the right to a safe, respectful and productive learning environment. The maintenance of this quality educational climate requires expectations, behavior guidelines, and consequences for inappropriate behavior. Students should be familiar with the information in this handbook. Knowing the expectations will help students be successful learners. These expectations, behavior guidelines, and consequences are in effect on school grounds, during school hours, and at all school sponsored activities.

*Eighteen-Year-Old Students: The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and this handbook.

EXPECTATIONS

Moose Lake High School students are expected to:

- Attend school regularly and be in class on time with the proper materials, prepared to learn.
- Respect the rights and property of others.
- Behave in a manner that promotes a positive teaching/learning environment.
- Be respectful, courteous, and cooperative with school personnel and other students.
- Maintain a clean and safe school environment.

ATTENDANCE

Regular attendance is necessary for a good education. Classroom attendance and academic success are directly related. Students have a responsibility to attend class regularly and to follow the correct procedure when absent from school.

COMPLETION OF MAKEUP ASSIGNMENTS FOR EXCUSED ABSENCES: One day is allowed for each day absent up to five consecutive days. Absences over five days will be handled on an individual basis.

EXCUSED ABSENCE PROCEDURE

Acceptable reasons for excused absences: (The complete list can be found in Policy 503)

- Personal illness
- School related activities
- Professional appointments (excluding hair appointments)
- Funerals/Family emergencies
- Out of town trip **if prearranged**
- Administrative decision

Please note that all excused absences count towards the 15 day total allowed by district policy.

1. Written verification of student absence or a phone call from a parent/guardian shall be submitted to the secondary office upon the student's return to school. Such verification shall identify the dates of the absences and indicate the absence is approved by the parent/guardian. Information relating to health data should be included, as such data is referred to the school nurse. It should be noted that oversleeping is not considered to be an excused absence by the school. Students may be assigned ½ hour detention for not submitting the appropriate verification to the office upon return to school.
2. Students returning to school after an absence shall report directly to the secondary office for administrative clearance and admission back into school. Each student shall receive an admittance form that must be presented to each assigned instructor.
3. Each student is required to personally contact his/her assigned instructors and obtain specific makeup work assignments and identify the date such work is to be turned in to the appropriate staff members.
4. Students that are eighteen years old or older must adhere to all school regulations, they must also produce written verification from a parent/guardian when absent.
5. Students participating in school-sponsored activities during school time will not be counted absent nor will they lose class points or be required to do makeup work beyond normal class assignments.
7. Students with ongoing health issues that may result in excessive absences will be required to bring a note from a physician either at the start of the school year or when the health issues first arises. The note shall state the health reasons the student may miss school. A note from a parent or guardian will also be required for each absence in order to be excused. Concerns about excessive absences will be dealt with by the principal on an individual basis in compliance with Policy 503.
8. MLHS students will not be excused to attend elementary school events such as concerts, track & field, class plays, etc. that occur during the school day.

EXCESSIVE ABSENCES- We reserve the right to request a doctor's note for absences. We reserve the right not to excuse an absence. Any absences in excess of 15 days will only be excused if the student has a doctor's note or is sent home by the school nurse due to illness.

After 10 total absences (not including doctor excused)

- Notification letter sent to parents informing them of the 10 absences and a request to speak with the High School Principal.

After 15 total absences (not including doctor excused)

- Notification of a referral to the Truancy Officer will be sent home.
- The High School Principal will work in conjunction with the Truancy Officer, the student, and the student's parents to devise a plan to improve school attendance.

EXTRA-CURRICULAR PARTICIPATION ATTENDANCE REQUIREMENTS: Students participating in all approved extra-curricular school activities must be in attendance, for a minimum, a half a day when such an event is scheduled. No student is eligible to participate in such events if such student is not in attendance for the time prescribed above. The principal or athletic director will evaluate extenuating conditions, such as a doctor's appointment, on an individual basis. Student athletes with unexcused absences will be ineligible for the next scheduled contest.

ILLNESS AT SCHOOL: Should a student become ill while at school and unable to attend classes, the student must report to the principal's office for referral to the nurse. If necessary, the office will make arrangements for the student to go home. Under no circumstances should a student leave for home without checking out through the office. If this happens, it will be treated as truancy. When appropriate, a teacher may send a student directly to the nurse's office with a hall pass.

PERMISSION TO LEAVE SCHOOL DURING THE REGULAR SCHOOL DAY: When it is necessary for a student to leave school during the regular school day, written authorization from the parent/guardian shall be required. When possible such a written permission shall be presented to the secondary office prior to 8:25 a.m. on the day of such request. If that is impossible for some reason, the written permission must in any case be presented before the student leaves the school. Students requesting permission to leave school because of illness shall obtain approval from the secondary office prior to departure. No student shall leave school and/or regular scheduled classes without parent/guardian and secondary administrative approval. Failure to comply with such procedure will be treated as truancy.

TARDINESS: Students are required to be in class on time. Teachers or secondary office personnel will decide whether a student is considered tardy and will determine the consequences for tardiness to class. Students will be considered tardy within the first 10 minutes of class. After that 10 minutes, a teacher may designate the student with an unexcused absence or truant. Excessive use of the bathroom during class may result in a student being designated as tardy during the class period.

TRUANCY: Truancy is defined as an absence not approved by the parent/guardian or school district personnel for any part of a regular school day. Students will receive a zero for class work and tests missed while truant. Truant students will be referred to the Attendance Review Board and may be referred to the Carlton or Pine County Court Systems.

TRUANCY PROCEDURE:

Three unexcused absences

- Notification letter sent to parents.
- School gives a copy to the truancy officer if they want the truancy officer to work with the student.
- Truancy officer may meet with student to develop an attendance contract if necessary.

Seven or more unexcused absences

- Referral sent to Truancy Officer requesting a meeting with parents, student and or other school officials.
- Truancy officer makes referrals to school resources and outside resources for the student or their family when appropriate.
- Truancy officer may file a truancy petition.
- The school district may rescind open enrollment in situations of excessive absenteeism.

BEHAVIORAL GUIDELINES

ACADEMIC DISHONESTY: Submitting assignments created through generative AI as one's own work in the absence of proper citation will be viewed as plagiarism. The use of AI to complete assignments and tests

may be considered academic dishonesty by the assigning teacher. Students will receive a zero on the assessment/assignment and hour of detention for academic dishonesty. Repeat offenders may have additional consequences.

AFTER SCHOOL HOURS: Students are not to be at school after hours unless they are here for a specific purpose under the direct supervision of an advisor.

AUDITORIUM CONDUCT AND SEATING: Students are expected to demonstrate appropriate conduct when attending programs in the auditorium. Individuals or entire classes will be removed if behavior is distracting or not in good taste. Students will sit in their assigned areas with teacher supervision when attending programs in the auditorium.

BACKPACKS, PURSES OR OTHER BAGS: Backpacks, purses, or other bags must be left in the student locker during the instructional day from 8:25 - 3:20. The only exception to this rule is with special permission that must be approved by the High School Principal.

BULLYING PROHIBITION: Moose Lake High School is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. For detailed information, see the school district's "Bullying Prohibition" policy 514 located at the end of the student handbook.

BUS DISCIPLINE PROCEDURE: Minnesota statutes require that transportation be provided to eligible students to and from school. It shall be the policy of the Moose Lake School to comply with statutes, however it shall be the policy of the school district not to place the school in liability. While the law requires the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves at the end of the school day. Once a child boards the bus – and only at that time – does he/she become the responsibility of the school district. In view of the fact that a bus is an extension of the classroom, the Board shall require children to conduct themselves on the bus in a manner consistent with established standards of classroom behavior. In such cases when a child does not conduct himself/herself properly on a bus, such instances are to be brought to the attention of the building principal. Children who become serious disciplinary problems on the school bus may have their riding privileges suspended. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely. The safety and welfare of transported students is an absolute necessity. The action or conduct of any individual, which is contrary to this principle, shall be reported to the administration for disciplinary action. Misconduct in the following areas will be cause for disciplinary action. Misconduct is understood to be, but not limited to, the following:

1. Failure to remain seated facing forward
2. Refusing to immediately obey directions of the driver
3. Disruptive behavior
4. Not respecting the rights of others
5. Bringing any weapon or dangerous object on the school bus
6. Fighting, harassment, intimidation or horseplay
7. Throwing objects out of or on the bus
8. Hanging out of windows or not keeping aisles free and clear of book bags and instruments
9. Eating, drinking, using tobacco or drugs
10. Vandalism

If a student displays inappropriate behavior on the school bus or at the bus stop, the student will be referred by the bus driver/transportation supervisor to the principal for disciplinary action. In severe situations, the bus driver will hand deliver a written referral to the principal. The following discipline may be given:

1st offense- Warning
2nd offense- 5-day suspension from riding the bus
3rd offense- 10-day suspension from riding the bus
4th offense- 20-day suspension from riding the bus/meeting with parent
5th offense- Suspended from riding the bus for the remainder of the school year

Administration reserves the right to apply any length suspension from riding the bus in specific circumstances that may require specific consequences.

CONFISCATED MATERIALS- Any materials that can cause a distraction in the classroom may be confiscated by the teacher or administrator. The school district is not responsible for the loss of any confiscated materials.

CHEMICAL VIOLATIONS: Use or possession of alcohol, toxic substances, medical cannabis, non intoxicating cannabinoids (including edible cannabinoid products), and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited. If a student possesses or has consumed alcohol or other mood-altering chemicals, i.e. drugs, or other substances as indicated above, on school grounds or at school activities, or has consumed like drugs prior to coming to school or school activities, the school district will take the following action:

1. Parents will be called
2. Police will be immediately contacted followed by a written report of the incident
3. Student disciplinary action may include, but is not limited to, a suspension, exclusion, or expulsion.
4. The Pre-assessment Team will meet to discuss the incident and submit a written report, including recommendations
5. Students will meet with the counselor to discuss chemical use. Assessment of use by an outside agency may be recommended. Results of assessment may lead to a treatment program. Parents will be contacted to discuss findings.
6. Students will lose eligibility from MSHSL, extra-curricular, and any other school sponsored activities.
7. Current statute states that law enforcement agencies must inform the school district's Pre-assessment Team when a district student is charged with a drug-related offense outside of the school setting. A written report must be submitted to the district within two weeks of the incident. Because the incident took place outside the school setting, the student will not be suspended from school. All other operating procedures will be in effect. Violations that occur during the summer vacation will also affect the student's MSHSL eligibility.

Athletic and Extracurricular Eligibility Requirements: The Minnesota State High School League rules will be followed with the following additions:

A. First Violation Penalty:

1. The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.
2. Moose Lake High School's 14 calendar day or two contest suspension, whichever is greater, will begin on the date of the first or next available contest.

This means the total number of days and contests will extend beyond the MSHSL minimum penalty.

B. Second Violation Penalty:
    1. The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
    2. Moose Lake High School's 21 calendar day or six contest suspension, whichever is greater, will begin on the date of the first or next available contest. This means the total number of days and contests will extend beyond the MSHSL minimum penalty.

C. Third or Subsequent Violation Penalty:
    1. The third and subsequent chemical/tobacco use violation will result in one year, 365 days, of ineligibility.
    2. Possession of tobacco, alcohol or mood-altering drugs on school grounds will be treated the same as use regarding MSHSL rules. Ineligibility will carry over to the next school year.

Category II Activities: During the calendar year, regardless of quantity, a student shall not use or possess tobacco/nicotine or alcoholic beverages; use or consume, have in possession, buy, sell or give away any other controlled substance, including anabolic steroids. Possession of tobacco/nicotine or alcohol on school grounds will also be in violation of this policy. Category II activities include: Robotics, Art, Math League, Knowledge Bowl, Student Council, One-Act, Plays, Speech, Debate, Band and Choir activities outside the classroom, excluding the (4) four local major performances.

A. First violation: After confirmation of the first violation the student shall lose the privilege of participating in all Category II activities for a period of two weeks from the date of violation or the start of the season. The student will not participate in practices or events during the two week suspension. A student will be eliminated from all participation in the One-Act Play or school play if under a suspension.
B. Second violation: After confirmation of the second violation the student shall lose the privilege of participating in Category II activities for a period of six weeks from the date of the violation. A student will be eliminated from all participation in the One-Act Play or school play if under a suspension.
C. Third and subsequent violations: After confirmation of the third and subsequent violations, the student shall lose the privilege of participating in Category II activities for a period of one calendar year.

CLOSED CAMPUS: Students may not leave campus during the day without parent permission. During lunchtime a parent must physically come in to check out their child at the high school office in order for the student to be excused.

DISRUPTION: Disruptive behavior in school or at school functions will not be tolerated. The following behavior is considered disruptive and could be grounds for disciplinary action: fighting, vandalism, theft, discharge of fireworks, false fire alarms, lighters, use of obscene language, wearing of chains, etc. Any item found to be disruptive to the school environment will be confiscated.

DRESS CODE: Clothing should be neat and appropriate for school. Clothing must cover genitals, buttocks and nipples with opaque fabric. Shirts must have fabric in the front, back, and sides under the arm. Headwear and hoods are allowed. Jackets may not be worn inside the school building once the school day has begun and should be stored in student lockers. Inappropriate clothing includes, but is not limited to, the following:

1. Clothing or jewelry that displays objectionable symbols, signs, words, objects or pictures that communicate a racist or sexist message, or provokes violence against other individuals or groups.
2. Clothing that depicts violent images or language.
3. Clothing or jewelry that promotes alcohol, tobacco or other controlled substances that are illegal for minors.
4. Accessories that can be used as a weapon or considered dangerous.

These dress code guidelines will apply to regular school days and summer school days.

FALSIFYING DATA: Students who forge documents such as notes from parents, passes, or assignments may be suspended one to three days from school.

FIELD TRIPS: Field trips that involve transporting students in town (ie., ice rink, bowling, school forest) for curriculum purposes will not require signed permission slips from parents.

HALL PASSES: All students may be required to have a pass when in the halls during regularly scheduled classes. Failure to produce a pass may result in a student being designated as truant for that class period.

HARASSMENT, VIOLENCE, & DISCRIMINATION, : It shall be a violation of policy for any pupil, teacher, administrator or other school personnel to inflict, threat to inflict, or attempt to inflict religious, racial, or sexual discrimination, harassment or violence upon any person. Any person who believes they have been the victim of discrimination, harassment or violence should report the alleged acts immediately to an appropriate school district official. The school district will act to investigate all complaints that relate to discrimination, harassment or violence. Appropriate disciplinary action will be given to any person violating this policy. Such action may include, but is not limited to, suspension or expulsion.

HARASSMENT- CONTACT PERSON: The school district's harassment policy prohibits any form of harassment. It shall be a violation of school policy for any student or employer of School District No. 97 to harass a student or an employee through conduct or communication of a sexual, religious, or racial nature as defined by this policy. Any violation of this policy should be immediately reported to an administrator or counselor.

HAZING: Engaging in any behavior which constitutes 'hazing' is a violation of this school policy and may subject students to disciplinary action. 'Hazing' means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. 'Hazing' is a violation of school policy regardless of the time or place it occurs.

INSUBORDINATION: The deliberate refusal to follow the reasonable request of a school staff member will be considered insubordination. Insubordinate behavior will always be treated seriously and could be grounds for disciplinary action. A direct attack upon a staff member or employee, whether physically or verbally, is an assault in nature and will be turned over to legal authorities.

INTERNET USE: Using the Internet is a privilege not a right. There is no guarantee of privacy when using any school technology. All students are expected to abide by the Moose Lake Community Schools Internet Acceptable Use Policy. Personal student devices will not be allowed onto the network.

*Exceptions may be made in the case of a specific educational purpose and then must be pre-approved by the principal and technology coordinator.

LOCKER ROOM USE: Students will use the locker room for physical education classes and athletic activity purposes only. The lockers are to be used to store sports equipment and active clothes for class and/or practice. Locker room use is limited to before or after a student's physical education class and/or athletic game or practice. Students cannot go into the locker room during their other classes or at other times during the school day. Locker room behavior should be consistent with behavior in the classroom. CELL PHONES, CAMERAS, AND DEVICES WITH CAMERAS ARE STRICTLY PROHIBITED IN THE LOCKER ROOMS. If a phone is seen out in a locker room, it will be confiscated. Administration reserves the right to apply any length suspension from use of the locker room in specific circumstances that may require specific consequences.

LOCKERS: Each is assigned a locker. Students are to use only the locker assigned to them. The student who is assigned a locker is responsible for keeping his/her locker orderly and free from writing, marking and inappropriate pictures. Students are not allowed to affix or display anything on the outside of the lockers. The school is not responsible for any valuables that are placed in lockers and lost. Students bringing valuables to school should check them into the office for safekeeping. Locks are recommended. They can be rented through the High School office for $7.00. The $7.00 rental fee will be refunded when the lock is turned in prior to the last day of the school year. If a non "school rented lock" is purchased it is recommended that the combination or extra key to the locker is shared with the High School office. School authorities may, for any reason, conduct an inspection of the interior of lockers at any time without notice, without student consent, and without a search warrant per school district policy 502. Any non "school rented lock" may be clipped in the event that an inspection of the interior of that locker needs to be inspected.

MEALS: Meals are to be eaten in designated areas only. Students have a responsibility to keep the lunch area clean. After completion of lunch, all students are requested to:

1. Place paper products in trash cans and recyclables into proper containers.
2. Scrape trays.
3. Stack trays and place eating utensils in the proper areas.

MOTOR VEHICLES: Students parking on school grounds will be required to park in designated parking spaces. The designated parking area for students is the main parking lot in the front of the school. The first two rows of parking spaces nearest the building are reserved for staff only. Students who do not have their cars parked in designated spaces will have their car towed off school grounds at the student's expense. Violations of policy will result in disciplinary action. Also, school officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

PERSONAL ELECTRONIC DEVICES: In an effort to improve student focus on learning and reduce distractions during school, Moose Lake Elementary and High School participate in "Away for the Day", which means that students will not have access to their cell phones or other personal electronic devices from the first bell until the last bell of the school day. This includes passing, lunch and other activity times. Removing cell phone use from the classroom will increase student engagement, learning, and social interactions, and limit the negative impacts of social media. We ask that families help by reinforcing this message at home. As always, our school has a landline phone in every class and office space so that important messages or emergency communication can be delivered to a student during the day. The first violation of this policy will result in the student's phone being turned into the office and returned to the student at the end of the day. Subsequent infractions will result in a parent or guardian picking up the phone from the high school office.

Students are encouraged not to bring any electronic devices to school (iPods, earbuds/wireless headphones, personal computers, cell phones, smart phones, etc.). District employees will not be responsible for storing, safeguarding or troubleshooting any student's personal electronic device. Neither the district nor its employees will be responsible for the theft loss data loss damage destruction misuse or vandalism of any student personal electronic device brought into the district or on school property or on school buses. Locks for lockers can be rented from the high school office or a student can purchase their own lock adhering to the lockers policy above.

Students who choose to bring a personal device to school assume all responsibility for the use of personal devices, including internet access and data transmission. Parents are advised that cellular devices are not subject to the district's internet filters and responsibility for ensuring appropriate access to the internet rests with the individual student and family.

It is a violation of our disciplinary code for a student to video, record, or otherwise photograph anyone without his/her written permission or the principal's permission.

PLAGIARISM- Students caught plagiarizing school assessments or homework will receive a zero on the assessment/assignment and hour of detention. Repeat offenders may have additional consequences.

PLEDGE OF ALLEGIANCE: The Pledge of Allegiance will be recited at least one time per week. Students are encouraged to participate. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice.

PROM: A student must be in at least the 10th grade and younger than 20 years old on the date of prom to participate in prom. A student that doesn't attend Moose Lake High School intending to attend prom must follow the set guidelines for approval before attending prom.

REASONABLE FORCE: Staff will follow the district's Restrictive Procedures Plan. The use of reasonable force is allowed by a teacher, school employee, bus driver, or other agent of a school district when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another. This does not authorize corporal punishment, which is prohibited by M.S. 121A.58, nor aversive and deprivation procedures, which are prohibited by M.S. 121A.67.

THEFT: Any student caught stealing may be suspended out of school and a referral to law enforcement will be made. The school is not responsible for any personal property stolen from desks, lockers, music storage areas, etc.

TOBACCO: No student, regardless of age, may use or possess tobacco or nicotine (including e-cigarettes and tobacco/nicotine lookalike products) in the building, on school grounds including the area surrounding school property to a distance of 300 feet or one city block, on the school bus, or at school activities. Students violating this policy will face disciplinary action and be referred to law enforcement. Court involvement may include a tobacco citation, community service, or completion of tobacco awareness classes that are conducted at the student's expense.

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

under Minnesota law. A violation of this policy does occur when any student is found to be using tobacco for recreational purposes.

VANDALISM: Any student who vandalizes school property will receive disciplinary action including, but not limited to detention, suspension, or restitution. Vandalism is defined as violations against property including, but not limited to, damage, destruction, arson, breaking and entering, theft, robbery, extortion, trespassing, unauthorized usage or vandalism of school property, property of school district visitors, or property belonging to school staff and students (including property of the family members of school staff and students), even if the property is off school grounds; violations regarding failure to compensate for damage or destruction of such property; and possession of any stolen property.

VENDING MACHINES: All students share the responsibility of keeping the machines in good condition and putting the pop cans in recycling bins. Beverages (excluding waters) are not allowed,in the LMC, the auditorium, or the gym areas. Individual teachers may set their own guidelines to whether non-water beverages are allowed in the classroom. Be advised that the machines are not maintained by school staff and therefore refunds for malfunctioning machines will not be given through the office.

VISITORS: Any persons other than Moose Lake students, staff or school board members are regarded as visitors and must report to the office before going anywhere in the building. Students from other schools are not permitted to visit school except under special circumstances and only if pre-approved by the principal with a minimum of 24 hours notice.

WEAPONS: Students are forbidden to use, possess, or distribute any item that could threaten or harm persons or property. The possession, use, or distribution of an identifiable weapon or "look-alike" weapon may result in consequences ranging to a one-year expulsion. The possession, use or distribution of a gun will result in suspension and a recommendation for expulsion. The possession of an object/substance used in an aggravated assault or used to threaten bodily harm will result in consequences ranging to expulsion. A police referral will be made for any type of weapon violation. Students are expected to report harmful, threatening or suspicious situations to an adult immediately. Failure to do so may result in disciplinary action.

CONSEQUENCES

The school has developed consequences for those who show inappropriate or disruptive behavior. Consequences for behavior violations are assigned in an effort to correct or change behavior that is not acceptable. Disciplinary action may include, but is not limited to: restorative practices, conference with the principal/parent/teacher, detention, loss of school privileges, dismissal from class, bus suspension, referral to legal system, restitution, modified school program, in-school suspension, out-of-school suspension, exclusion, or expulsion.

DETENTION: Students assigned detention may serve this time after school from 3:25 – 4:25 pm on designated nights. Students are expected to arrange for their own transportation home immediately following the detention. Students who fail to serve their detention will be assigned In-School Suspension. Students assigned detention must report immediately to the detention room by 3:25 PM.

*The amount of detention assigned for behavior infractions may be increased for repeated offenses or doubled for incidents that involve behavior in a classroom supervised by a substitute teacher.
*Teachers may assign classroom detention.
*It is the student's responsibility to see an administrator to inquire about a detention date change if there is an emergency or a legitimate reason that warrants a change.

Rules for Detention

- Be on time. Detention begins at 3:25. Students will not be permitted to stay if they are late and the next level of infraction will be given.
- Upon arriving at the detention room, students should check in with the teacher, so that their name may be marked off.
- Students are expected to do schoolwork during the entire hour. All needed materials (books, paper, pencil, etc.) should be brought to detention. Students may be allowed to use a computer if available and if necessary to complete an assignment. Computers are not to be used for entertainment.
- Students will not be permitted to use the bathroom, to go to their lockers, or to see another teacher once the detention hour has started. Students should take care of these matters before arriving at the detention room.
- There is no whispering/ talking, writing notes, playing on cell phones, or trying to communicate in any other way with any other student during the detention hour.
- No sleeping.
- No eating or drinking.
- No music will be allowed during detention.
- No student will be permitted to leave early. Students will not be excused from detention to participate in or attend an athletic or extracurricular event or because of employment. The supervisor will dismiss the students when it is time to leave.
- If a student is told to leave detention for not obeying the rules, it will be recorded as a skip. Skipping detention will result in one additional hour of detention.

SUSPENSION (In-school and Out-of-school): The administration may suspend students when it is determined that their conduct does in fact undermine good order, threaten the welfare of the school, disrupt the educational process or deprive other students of an effective opportunity to pursue their own education. Students may be placed on in-school or out-of-school suspension by the principal for truancy, misconduct, and violation of school rules. Students placed on either out-of-school suspension or in-school suspension may not be on school property or attend any school-sponsored activities on the day(s) of the suspension.

SUSPENSION (MSHSL): A student whose character or conduct violates the Student Code of Responsibilities or is suspended or expelled is not in good standing and is ineligible for a period of time as determined by the principal. While a student is not in good standing, a student may not serve any penalty for MSHSL Bylaw violations.

RESTORATIVE PRACTICES: When appropriate, Moose Lake High School may recommend a restorative response to disciplinary violations to provide a restorative, responsible community based approach to challenges and conflict. With parental consent, facilitators trained in restorative philosophy may be permitted to provide assistance in regards to restorative practices.

"Restorative practices" is a framework for a broad range of restorative approaches that proactively build a school community based on cooperation, mutual understanding, trust and respect, and respond to conflict by including all people impacted by challenges or conflict in finding solutions that restore relationships and repair the harm done to the school community. These practices can be used to implement positive behavior in classrooms and on school campuses.

Moose Lake High School shall actively create a positive school climate for all members of the school community through the regular and ongoing use of classroom and school-wide restorative practices that build community, strengthen relationships, promote inclusiveness, and enhance communication and problem solving skills.

In response to disciplinary infractions or conflict, schools may use a continuum of strategies that are restorative rather than punitive. MLHS may use restorative and other positive responses except for the most serious and dangerous offenses when exclusion from school is absolutely necessary to protect the safety of the school community.

The continuum of strategies may include but are not limited to:

- **Restorative Chat** – One-on-one informal conversations that are held as an immediate response or follow up to an action that has somehow caused harm to help the student correct the behavior in the present and future.
- **Restorative Circles** – The talking circle is a framework which allows participants to better understand each other, build and strengthen community, and solve community conflicts and challenges. Participants are guided by a circle keeper who uses a talking piece to generate conversation.
- **Restorative Conferencing** – Conferencing is a process which brings together those impacted by harm to explore the situation, decide what needs to be done to make things right, and take action to prevent reoccurrence. A facilitator leads the conversation.
- **Apology Letter** – A document prepared by a student involved in a restorative process which documents harm caused and a willingness to make amends.
- **Restorative Education** – A restorative classroom assignment or activity designed to provide instruction about how the student's behavior impacts the student, others, and the school community.

ACADEMIC INFORMATION

CLASS RANK: A full time student shall be enrolled in four mainstream courses (or the equivalent if enrolled in college courses) for a letter grade per trimester to be included in class rank. A student must be enrolled at MLHS for a minimum of one year to have an official class rank. Credits earned through homeschool education will not be calculated into an MLHS grade point average.

COMMENCEMENT CEREMONY- Students must fulfill all Moose Lake graduation requirements in order to participate in the commencement ceremony. Students who are short credits because of unusual circumstances should address the school board before the April board meeting to request permission to participate in the commencement ceremony. Students must also have paid any outstanding lunch balances/fees/fines before being allowed to participate in commencement.

COUNSELING AND GUIDANCE: The Moose Lake counseling and guidance area offers various services to the students. An "open door" policy encourages students to make use of materials and information in the guidance office. Students have access to post-secondary educational information plus career and occupational materials are also available for student use. The counselors, as part of the student services team, provide the following assistance to students and parents: academic counseling, career and educational guidance, help with personal problems, and an intermediate person for assistance. Discussions with the counselors are kept in strict confidence and we encourage the students to use this service. The goals of the guidance department are primarily to help students feel good about themselves, help them prepare for future goals, and help them recognize the importance of healthy interpersonal relationships.

DAILY ANNOUNCEMENTS: Daily announcements will be read at the beginning of each day. The daily announcements will also be available in the secondary office for students to pick up. Announcements should

be turned in to the secondary secretary by 8:15 a.m. each day. Any announcements turned in by students require advisor's approval. All students are responsible for knowing the contents of announcements.

DROP/ADD PROCEDURE: Students may request a change in their schedule the first week of each trimester and shall discuss the proposed add/drop with the guidance counselor. The following procedure must be followed:

- A drop/add form must be obtained and completed.
- Parents, principal, and all instructors influenced by the drop/add must sign off on the form
- The completed form must be returned to the guidance office and the appropriate record changes made.

    - ❖ The exceptions are students who are registered in a college level class. They have until the college's drop date.

E-LEARNING DAYS (school cancellation for snow/weather/state tournaments): The first two days that school is canceled, whether due to snow/emergency/state tournament, will not result in e-learning days. E-learning days will only be considered for any snow/emergency/state tournament days on the third canceled school day and beyond. Any instant alerts that go out to families regarding emergency cancellations will explicitly communicate whether or not the day will be an e-learning day.

ENROLLMENT OPTIONS: Information on the Open Enrollment Program, High School Graduation Incentives, Area Learning Centers, Alternative Schools, and Post-Secondary Enrollment Options can be obtained in the Guidance Office.

HONOR ROLL: The Honor Roll will be calculated and published each trimester. Determination of Honor Roll is based on the following scale: A=4.0, A-=3.667, B+=3.333, B=3.0, etc. Honors - 3.0 to 3.666; High Honors - 3.667 and above.

HONOR SOCIETY REQUIREMENTS: Membership in the Honor Society is open to seniors, juniors and sophomores. These students must maintain a cumulative grade point average of 3.50 (gr. 9-12) to be eligible for consideration as a member of the Honor Society. Students must also meet NHS requirements in the areas of leadership, participation, and service.

IMMUNIZATION REQUIREMENTS: Students entering 7th grade need the following immunizations before they can begin classes in September: Tdap (Tetanus, Diphtheria & Pertussis) booster , 2nd MMR (Measles, Mumps, Rubella), Hepatitis B series (3 shots over a period of 6 months) / Varicella – 2 doses, & Meningococcal vaccine (new requirement September 2014).

INCOMPLETES: Two options for incomplete grading exist.
Option A: A student receiving an incomplete will have two weeks beyond the marking period in which to make up the required work. If the incomplete is the final mark at the end of the school year, the student must make up all the work during the first two weeks of school in the fall. If the incomplete is not removed in the required time, a "0" will be given for work missed.
Option B: A grade of "NP" (No Pass) may be given if a student does not satisfactorily complete a teacher designated major course project by the end of the trimester. Teachers will determine grade reduction if the project is late.

INDEPENDENT STUDY: This option is open to juniors and seniors who would like an advanced study in a particular discipline. The student and the advising teacher must come to an agreement on the curriculum that will be offered. This curriculum will be presented to the principal for approval before the study will be accepted. Independent study will be taken for pass/fail and will count as a .5 credit towards graduation.

LIBRARY MEDIA CENTER: The LMC is open before school and during the school day for borrowing books and performing research for class assignments. All materials borrowed from the LMC must be returned three weeks after checkout or the material is considered overdue. Students may renew materials if needed longer than two weeks. Reimbursements for any lost or damaged materials will be the responsibility of the student. Food and beverages are not allowed in the media center. Water is allowed in the LMC in a non-spill container.

PASS/FAIL: A student may sign up for only one class pass/fail per trimester. Business-OJT will not count against a student for this policy. A student must declare their intentions to take a class pass/fail before the midterm of the class.

REPORT CARDS: Quarter 1 and Quarter 3 report cards will be handed out to parents at parent/teacher conferences. Quarter 2 and Quarter 4 report cards will be mailed home after each semester. Parents are encouraged to utilize the parent portal to access report card grades.

TEACHER ASSISTANT PROCEDURE: Students must identify their interest in a teaching assistant position to the guidance counselor. All teaching assistant placements should be completed during the first week of the trimester. Teaching assistant positions will be taken pass/fail and will count as a credit towards graduation. A maximum of 1.5 student aide credits will count towards graduation. A student can take a maximum of one teaching assistant position per trimester.

TITLE IX – GUIDANCE COUNSELOR, CONTACT PERSON: Title IX forbids discrimination on the basis of sex in any service rendered by any educational institution or public service. The contact person is Ms. McGee. She can be reached at Ext. 1023.

WEIGHTED GRADING: The school district offers a weighted grade scale for courses that are taken via postsecondary enrollment options (PSEO) or College in the Schools (CITS). A weighted grading scale enables a student to earn a full letter grade higher on the report card than the percent indicated on the traditional Moose Lake High School grading scale.

EXTRA-CURRICULAR PARTICIPATION

ELIGIBILITY for ATHLETIC & CATEGORY II ACTIVITIES:

- Students participating in Athletics and Category II activities must maintain satisfactory progress toward graduation.
- A student must maintain a trimester GPA of 2.0 or a cumulative GPA of 2.0 to be eligible to participate in athletics.
- A student receiving an F at the end of a trimester will be ineligible to participate in competition for two weeks or two events, whichever is greater, from the date the Athletic Directors receive notification. A student receiving two F's will be ineligible for four weeks.
- Students who sign up for and withdraw from a PSEO class that receive a W, regardless of their reason, will receive the same penalties as a "Failing" grade. A student will be ineligible to participate in competition for two weeks or two events, whichever is greater, from the date the Athletic Directors receive notification. A student who withdraws from 2 classes will be ineligible for four weeks.
- Incompletes will result in ineligibility until they are made up. Prolonged excused absences will be dealt with on an individual basis and will be handled by the high school principal and athletic director.
- The GPA criteria will not apply to Junior High athletes in grades 7-8. The Failing Grade and Incomplete criteria will apply to Jr. High athletes in grades 7-8.

- Students who are considered “ineligible” may participate in team practices at the discretion of the coach.
- Students who raise their GPA to 2.0 at mid- trimester will have their eligibility restored.

FEE SCHEDULE:

FALL SPORTS

Football	Grades 9-12 = $80	Grades 7-8 = $70
Volleyball / Cross Country	Grades 9-12 = $70	Grades 7-8 = $60
Cheerleading	Grades 9-12 = $70	

WINTER SPORTS

Hockey	Varsity/JV = $80	
Basketball	Grades 9-12 = $70	Grades 7-8 = $60

SPRING SPORTS

Baseball / Softball / Golf / Track	Grades 9-12 = $70	Grades 7-8 = $60

* Second Sport in the same season = additional $20 (example track & golf = $90)

* $140 Family Max per season

* Fees subject to change based on the ML-WR Athletic Cooperative

Moose Lake Community School
Chromebook Handbook

This handbook provides information concerning Chromebooks used at Moose Lake Community School. We selected a device that will have a positive impact on learning and is cost effective. Chromebooks meet the above expectations and provide a solid base for a one-to-one learning environment.

Benefits of Chromebooks to schools include:

- Chromebooks will be configured remotely through the Google Administrative software. There is no software to install, no imaging needs to be done.

- Chromebooks provide 21st Century technology skills to students.
  - ➢ " 21st century skills include teamwork, creativity, ethics, resilience, curiosity, and time management skills. Minnesota should support efforts to teach and assess those and other skills that give a truer picture of the varied talents of our students. These skills are critical in the jobs of the 21st century, and build upon Minnesota's good work in social emotional learning."
  - ➢ Walz/Flanagan's Statement for Due North Education Plan for Minnesota 21st Century Education for Every Child
- Chromebooks enhance classroom lessons and they add to students' interest and intrigue in a variety of topics.
- Chromebooks shift classes from a direct instruction model to an interactive base model; students are required to think independently, create, and collaborate. This includes increased use of Internet research tools and online publishing.
- Chromebooks provide low-cost, yet up-to-date technology for schools. Chromebooks also boot up in 7 seconds and hold battery charge of approximately 8 hours.
- The Chromebooks and Google Apps open ways for students to learn; preparing students for higher education and today's workforce. Thousands of school districts across the nation and around the world have switched to Google Apps and Chromebooks. Many colleges and universities have switched over to Google Apps.

Taking Care of Your Chromebook

Students are responsible for the general care of the Chromebook which they have been issued by the school.
Chromebooks that are broken or fail to work properly must be taken to the Technology Department for inspection. If a loaner Chromebook is needed, one will be issued to the student through the Library Media Center until their Chromebook can be repaired or replaced. The Library Media Center staff will sign out the loaner Chromebook and sign it back in when it is returned.

General Precautions:

- No food or drink is allowed next to your Chromebook while it is in use.
- Cords, cables, and removable storage devices must be inserted carefully into the Chromebook.

- Students should never carry their Chromebook while the screen is open unless directed to do so by a teacher.
- Chromebooks should be shut down when not in use to conserve battery life.
- **Chromebooks should never be shoved into a locker or wedged into a book bag as this may break the screen.**
- Do not expose your Chromebook to extreme temperatures or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the laptop.
- Always bring your Chromebook to room temperature prior to turning it on.

Carrying the Chromebook:
The protective shell of the Chromebook will only provide basic protection from everyday use. It is not designed to prevent damage from drops or abusive handling. Carrying the Chromebook in a padded backpack or padded book bag is acceptable provided the backpack or book bag is handled with care. For example, you shouldn't toss the bag or drop the bag if your Chromebook is inside. It is recommended that students carry the AC Adapter power cord in the same bag as the Chromebook.

Screen Care:
The Chromebook screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on top of the Chromebook. Do not place anything near the Chromebook that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Do not poke the screen.
- Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, notebooks).
- Clean the screen with a soft, dry anti-static, or micro-fiber cloth.

Care
One of the best features of your Chromebook is the fact that it is portable. It enables you to take your homework and information wherever you go. When transporting your Chromebook there are a few simple things you can do to protect it.

- Keep your Chromebook dry, and protect it from rain and snow and any liquid.
- Do not eat or drink near where you are using your Chromebook .
- **Close the lid of your Chromebook before carrying it from one location to another.** This ensures all mechanical and moving parts are not damaged during transit. Moving the Chromebook with the lid open also makes it more difficult to handle.
- Remember, it is fun to use, but it is a computer
- Close your Chromebook carefully-from the center of the screen---don't slam it shut!
- Do not use your Chromebook as a folder to store papers.
- Use your Chromebook on a flat, hard, stable surface.
- Do not insert things, especially metal objects, into the openings of your Chromebook .
- Plug in your Chromebook when you get home from school or before you leave school so that your battery is fully charged for the next day.

- **No stickers, painting or defacing issued chromebook. Others may have to use it too.**

Cleaning
- Wipe surfaces lightly with a clean, soft cloth.
- Do NOT use water on your Chromebook.
- To keep the screen clean, do not touch the screen with your fingers.

Power Cable
- The Power Cable should be lined up straight with the connector when inserting and removing.
- Be careful not to jerk / pull / twist your Chromebook around when the cables are attached.

Wireless Internet
- Your Chromebook is a wireless only device.
- A wireless network is required to use the device
- If there is not WiFi in the home, students can still use the device offline. Any changes will sync once back on the network at school.

Using Your Chromebook

At School:
The Chromebook is intended for use at school each and every day. In addition to teacher expectations for Chromebook use, school messages, announcements, calendars, academic handbooks, student handbooks and teacher webpages can be accessed using the Chromebook. Students must be responsible for bringing their Chromebook to all classes, unless specifically advised not to do so by their teacher. Students are responsible to make sure that the Chromebook is fully charged each evening to make sure it is ready for the next day's class lessons at the start of each day.

At Home:
Chromebooks must be brought to school each day in a fully charged condition. If fully charged at home, the battery should last throughout the day. Students need to charge their Chromebooks each evening. If students leave their Chromebook at home, they should check a loaner out.. Repeat violations of this policy will result in referral to administration and possible disciplinary action.

Personalizing the Chromebook

Chromebooks must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of Moose Lake Community School . Spot checks for compliance will be done by administration or Moose Lake Community School Technicians at any time.

Students may add **school-appropriate** music, photos, and videos to their Chromebook, if allowed by their teacher(s). Personalized media are subject to inspection and must follow the Moose Lake Community School acceptable use policy (AUP).

Software on Chromebooks

Originally Installed Software:
Chromebook software is delivered via the Chrome Web Store. These are web-based applications that do not require installation space on a hard drive. Some applications, such as Google Drive, are available for offline use via the Google Drive Synch app. The software originally installed on the Chromebook must remain on the Chromebook in usable condition and easily accessible at all times.

All Chromebooks are supplied with the latest Google Chrome Operating System (OS), and many other applications useful in an educational environment. The Chrome OS will automatically install updates when the computer is shutdown and restarted.

From time to time the school may add software applications for use in a particular course, based upon administrator/teacher requests. This process will be automatic with virtually no impact on students. Applications that are no longer needed will automatically be removed by the school as well.

Virus Protection:
Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Additional Software:
Students are unable to install additional software on their Chromebook other than what has been approved by Moose Lake Community School.

Inspection:
Students may be selected at random to provide their Chromebook for inspection. The purpose for inspection will be to check for proper care and maintenance as well as inappropriate material being carried into the school.

Procedure for Restoring the Chrome OS:
If technical difficulties occur, technical support staff will typically use the "5-minute" rule. If the problem cannot be fixed in 5 minutes, the Chromebook will be restored to factory defaults. In a One-to-One environment it is impossible for support staff to maintain a working environment for all if too much time is spent fixing every glitch that may arise. Restoring the Chrome OS will restore the device to the state in which the user originally received it. All student created files stored on an external miniSD card, USB flash drive, or Google Drive will be intact after the operating system is restored. **All files saved on the Chromebook that have been synced to Google Drive will be intact. However, all other data (music, photos, documents) *stored on internal memory that has NOT been synced* will not be restored.**

Protecting & Storing Your Chromebook

Chromebook Identification:
Chromebooks will be labeled in the manner specified by the Moose Lake Community School . Chromebooks can be identified in the following ways:

- Record of serial number
- Individual's Google Account username

Under no circumstances are students to modify, remove, or destroy identification labels.

Storing Your Chromebook:
Nothing should be placed on top of the Chromebook, when stored in the locker. Students need to take their Chromebook home with them every night. The Chromebook should be charged fully each night at the student's home. Chromebooks should ***never*** be stored in a vehicle.

Storing Chromebooks at Co-Curricular Events:
Students are responsible for securely storing their Chromebook during extra-curricular events.

Chromebooks Left in Unsupervised / Unsecured Areas:
Under no circumstance should a Chromebook be stored in unsupervised areas. Unsupervised areas include the school grounds and campus, the cafeteria, unlocked classrooms, library, locker rooms, dressing rooms, hallways, bathrooms, extra-curricular bus, in a car, or any other entity that is not securely locked or in which there is no supervision.

Repairing or Replacing Your Chromebook

Chromebooks Undergoing Repair:

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair at the Moose Lake Community School High School Library Media Center.
- Repaired Chromebooks will end up with the original factory image as first received. It is important that students keep their school data synced to cloud drives so documents and class projects will not be lost. Personal information that cannot be replaced should be kept at home on an external storage device.
- Students and parents will be charged for Chromebook damage that is a result of misuse or abusive handling. Such misuse includes major scratches and damage to the unit itself, etc. Parents will be billed for parts and necessary labor required in such circumstances.

Lost/Damaged Device and Accessories:
A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property.

- Damaged beyond repair: Reimbursement for original cost of chromebook up to $225 Chromebook repair costs will be determined after an evaluation of the damage.

(prices are subject to change without notice)

Insurance

Insurance for damage to your Chromebook can be purchased for $25 for an individual or $50 for a family for the school year. This is voluntary, you are not required to purchase insurance. Insurance must be purchased by 10/1 of the school year. Below is a summary of coverage:

Accidental Damage*: Pays for accidental damage caused by liquid spills, drops, cracked screens, or any other unintentional event.

- **Theft or Vandalism:** Pays for loss or damage due to theft or vandalism. The claim requires a police report to be filed within 48 hours.
- **Fire:** Pays for loss or damage of the Chromebook due to fire. The claim must be accompanied by an official fire report from the investigating authority.
- **Electrical Surge:** Pays for damage to the device due to an electrical surge.
- **Natural Disasters:** Pays for loss or damage caused by natural disasters.

***Note:** Students who have 3 or more accidental repairs in one year will be referred to the office. This referral may result in voiding insurance and/or disciplinary consequences if negligence is determined.

Exclusions from coverage:

- **Dishonest, Fraudulent or Criminal Acts:** Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent or criminal act.
- **Intentional or Negligent Damage:** Will not cover repairs which are the result of intentional or negligent actions. This includes but is not limited to the removal of keys, removal of screws, removal of any of the plastic casing or other parts of the device.
- **Cosmetic:** Damage that does not affect the functionality of the device. This includes but is not limited to scratches, dents, and broken plastic ports or port coverings.
- **"Jailbreaking"** or otherwise voiding the manufacturer's warranty by altering the software.
- **Loss:** Families will be liable for any device which is lost by the student.

***Non-Covered item replacement costs:** AC Adapter

NO INSURANCE

Families may choose to not insure the Chromebook and will be responsible for the full value of the Chromebook or repairs. Replacement or repair fees will be assessed for lost or damaged Chromebooks up to the full cost of Chromebook replacement, not to exceed $300.

Substitution of Equipment:

Report the problem immediately. In the event the computer is inoperable, Moose Lake Community School has a limited number of spare Chromebooks for use while the computer is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. The student may NOT opt to keep a broken computer or avoid using the computer due to loss or damage. Please note that if the student forgets to bring the computer or power adapter to school, a substitute **may not** be available.

Moose Lake Community School reserves the right to charge the student and parent the full cost for repair or replacement when damage occurs. The student or parent may not purchase replacement parts, cases, or other items issued to the student on their own; payment shall be made to the Moose Lake Community School in accordance to the schedule previously mentioned and equipment will be purchased by Moose Lake Community School to ensure interoperability and uphold terms dictated by the equipment warranty provider.

Student Use of District-Provided Technology and Accounts

- District-issued technology and accounts are provided to students for educational purposes only. They are not to be used for personal purposes that are not related to school.
- Use of district-issued technology and accounts is a privilege, not a right. The school district reserves the right to restrict or eliminate a student's ability to use district-issued technology or account if the student fails to use them properly.
- Students have no expectation of privacy with respect to their use of district-issued technology accounts. The school district and its representatives have the right to search the contents of district-issued devices and accounts at any time for any reason.

- Students may be subject to discipline, up to and including suspension or expulsion, for any misuse of any district-issued technology or account or any misconduct committed through the use of the technology or account.

DEPARTMENT OF EDUCATION

Statewide Assessments: Parent/Guardian Participation Guide and Refusal Information

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

Assessments Connect to Standards

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

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

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

ACCESS and Alternate ACCESS for English Learners

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

Statewide Assessments Help Families and Students

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

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

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

Taking Statewide Assessments Helps Your Student's School

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

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

Student Participation in Statewide Assessments

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

7 period day

Consequences of Not Participating in Statewide Assessments

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

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



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

Additional Information

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

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

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

DEPARTMENT OF EDUCATION

Statewide Assessment: Parent/Guardian Decision Not to Participate

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

Student Information

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

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

School: _____ District:_____

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____ Date: _____

Reason for Refusal:

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

- ☐ MCA/MTAS Reading
- ☐ MCA/MTAS Science
- ☐ MCA/MTAS Mathematics
- ☐ ACCESS/Alternate ACCESS

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

Adopted: *March 21, 2005*
Revised: *February 21, 2006*
January 26, 2009
December 12, 2012
August 18, 2014
November 23, 2015
January 23, 2017
December 16, 2019
January 19, 2021
January 24, 2022
July 24, 2023

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

1. on the school premises, at the school functions or activities, on the school transportation;

2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or

3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

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

C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or

other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

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

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

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

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

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

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

I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;

2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;

4. The relationship between the parties involved; and

5. The context in which the alleged incidents occurred.

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

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

Consequences for other individuals engaging in prohibited acts of bullying

may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

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

1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

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

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

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

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;

2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

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

cruelty or delighting in cruelty.

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

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

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

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

IV. REPORTING PROCEDURE

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

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

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

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make

reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

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

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

V. SCHOOL DISTRICT ACTION

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

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.

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

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

B. The school district shall require ongoing professional development, consistent with Minnesota Statutes section 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;

2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

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

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

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

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

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

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

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

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

VIII. NOTICE

A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.

B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each

school.

C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. Each school must develop a process for discussing this policy with students, parents of students, independent contractors, and school employees.

G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.

IX. POLICY REVIEW

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

Legal References:
Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)

MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)