

Mountain Lake Elementary School Policies

General Operations

Daily Schedule

Breakfast is served beginning at 7:45. **Students should not arrive at school before this time.** Classes begin at 8:10 a.m. and conclude at 3:00 p.m. Students who are eating breakfast are required to go to designated areas in the morning when they arrive at school. The designated areas are as follows:

Kindergarten – Enter the school and sit on the benches by their classroom.

1st Graders – Wait outside the main school doors.

2nd – 6th Graders – Wait outside the north-east entrance by the playground.

If there is inclement weather (rain or extreme cold) all students will be able to sit inside the school (beginning at 7:45). Students should not arrive before this time as staff aren't available for supervision.

At the end of the day, all students who walk home need to be clear of the school grounds before buses move out. The less confusion we have at the bus loading area, the less chance we have of accidents. If a student needs to come back into the building after dismissal, he/she must check-in at the Elementary Office.

Closing School Due to Weather

When weather prevents the holding of classes, announcements will be made using the Honeywell Alert System as well as on WCCO (830 AM) and KDOM (1580 AM or 93.4 FM) Radio and KARE 11 and KEYC 12 TV.

Please listen to your radio when the weather is bad. Should an early dismissal be necessary, this too, will be announced. Weather related announcements may also be obtained by calling the school 507-427-2325 and choosing Option 7.

Attendance

When your child will be absent from school for any reason, *please* notify the school before 8:00 a.m. by calling the elementary office 427-2325 Ext. 108. We will notify the classroom teachers.

If an absence occurs and we receive no word from home, a phone call will be made to the home. This will ensure your child's whereabouts and safety.

If your child feels up to it, you may contact the office and arrange homework to be picked up in the office. This makes returning to school easier for your child.

For more information, see page 41 "Attendance."

Late to School

Upon arrival at school, a student who is late (arrives after 8:10) must report to the office to pick up a tardy slip.

Student Sign-out

There are occasions when students need to be picked up from school during the day for family emergencies, doctor and dental appointments, court appearances, funerals, etc. A parent or guardian needs to sign the student out at the elementary office.

After a parent has signed out their child, a call will be made to the classroom to dismiss the student. The staff would appreciate knowing in this fashion so that maximum class time can be maintained. We value your cooperation.

Playground Behavior

The decision as to whether students will remain inside or go outside at noon is made at approximately 11:00 a.m. each day. Rain or wind chill below zero are determiners.

Children are expected to play cooperatively. Students are not to interfere with other classes. Students are expected to respect the supervisor(s) and follow the directions that are given. Unless otherwise excused, all students must go outside.

Recess Playground Equipment

Due to potential injuries, baseballs, softballs, and bats are not permissible as playground equipment for recess. Rag balls or tennis balls should be used instead. Should baseballs, softballs, and bats be brought out to the playground during recess, they will be kept with the playground staff and can be collected by the parents from the elementary office.

Dress Code***The school expects:***

1. Tennis shoes are required for the gym. If they are worn full-time, they should have smooth soles so dirt is not brought into the gym.
2. Clothing should be worn that is age appropriate.
3. Pants that expose underwear or have revealing holes are not permitted. No undergarments should be exposed.
4. Clothing must be modest in appearance.

For more information, see p. 14 "Dress Code."

Student Responsibilities

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
2. To make necessary arrangements for making up work when absent from school
3. To dress and groom in a manner which meets standards of safety and health
4. To recognize and respect the rights of others.

General Rules of Conduct*

1. Keep hands, feet, and objects to yourself.
 2. Cooperate with children and adults.
 3. Use appropriate language and actions.
 4. Walk in the hallways.
 5. Be prepared for class.
- **Individual classrooms may have additional rules.**

Disciplinary action may include, but is not limited to:

1. Student conference
2. Parent contact and/or conference
3. Loss of school privileges
4. Noon and/or after school detention
5. Assignment to alternative programs
6. Referral to in-school support services
7. Referral to community service or outside agency service
8. Suspension under the Pupil Fair Dismissal Act
9. Exclusion/Expulsion under the Pupil Fair Dismissal Act
10. Reference to police or other law enforcement agencies
11. In-school suspension

For more information, see p. 46 “Student Responsibilities,” p. 47 “Code of Student Conduct,” p. 50 “Disciplinary Action.”

Transportation

Transportation

Students may not ride a bus other than his/her own bus without permission. Please call the school office or send a note with your child (the bus driver will be notified). When the bus is full, no one else may ride.

A reminder from parents about proper conduct while riding the bus will reinforce the bus safety education program your child receives at school.

School Bus Rules

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Remain seated while the bus is in motion.
4. Talk quietly and use appropriate language.
5. Keep all parts of your body inside the bus.
6. Keep your arms, legs and belongings to yourself.
7. No fighting, harassment, intimidation or horseplay.
8. Do not throw any object.
9. Maintain a clean bus-riding environment.
10. Do not bring any weapons or dangerous objects on the school bus.
11. Do not damage the school bus.

Failure to follow these procedures and rules will involve a meeting with the Principal and a loss of transportation privileges.

Curriculum

Field Trips

During the school year, each grade has the option of taking a field trip, which reinforces an area of study. Children earn the privilege to go on this field trip with their class. A student whose behavior has a negative impact will be required to stay at school. Students who do not attend the field trip will be involved in a meaningful in-school project. Parents are encouraged to volunteer as chaperones on their child's field trip. Due to safety issues, liability, space, and age appropriateness, ***preschool siblings will not be allowed to accompany parents on field trips.***

Report Cards

Report cards are issued every nine weeks. Please read and discuss this report with your child.

Whenever questions arise about your child's progress, please feel free to contact his/her teacher(s). School progress requires mutual understanding and cooperation between the home and school.

Parent-Teacher Conferences

You will be notified of the day and time of your fall scheduled conference(s). Ideally, both parents should be present at the conference. In addition, parents are encouraged to confer with their child's teacher throughout the school year. Simply call to make arrangements.

Request for Translator

Should a parent and/or teacher need a translator, please contact Amy Hartzler, 427-2325, Ext. 110. A minimum of 24 hours notice is appreciated if at all possible.

Retentions

It may become necessary to consider grade retention for your child. Retention is considered after careful examination of the child's needs. It is important that the home and school work closely together on this matter.

Parent Requests for Classroom Teacher

Parent requests for classroom teachers will be honored only in exceptional situations. For example, an exceptional situation would be if two siblings are in the same grade and the parent would like them in the same classroom. If you believe you have such a situation submit your request in writing to the building principal by **April 1**. Serious consideration is given to creating class lists that are equitable and honor the rights of all students.

Miscellaneous

Visitors – You are welcome!

Because the safety of our students is one of our highest priorities, all visitors are required to sign in at the elementary office.

Students should **NOT** bring non-enrolled children to visit school. We also ask that a parent **NOT** bring preschool children into the classrooms when they visit. Both can disrupt learning time.

Please contact your child's teacher before visiting so that arrangements can be made for you. If you contact the office, we will notify the teacher for you.

School Communications

Please make a habit of asking your child/children if they have notes or papers that are to be given to you. Some notes will be given to all children. Some will be given *one to a family* and always to the youngest child.

Lost/Damaged School-Owned Material

Please see that good care is given to library books and other school-owned materials your child brings home. You will be asked to cover the cost of repair or replacement if these materials are lost or damaged.

Pets

Pets should be brought to school only with the teacher's prior approval. An adult should accompany the pet and take it home after it has been shown to the class (unless other

arrangements have been made with the teacher). No pets may be transported to school on the school bus (Minnesota Statutes 3520.2400, Subd. 2).

Swapping Merchandise in School

Students are not allowed to trade or swap personal items in school unless under the direction of the school.

Electronic Devices

Electronic devices, whether or not they are in working order (radios, headsets, CD players, pagers, iPods, MP3 players, cellular telephones, etc...), will not be permitted to be in possession of a student in the school building.

Lockers

Lockers, as provided by the school district, are purchased, furnished, and maintained by the school district and remain the property of the school district.

A student shall not place, keep, or maintain any article or material in a school-owned locker, which is of a non-school nature.

Elementary students may not place individual personal locks on their lockers. Student lockers are subject to periodic inspection by administrative personnel.

Telephone Usage

A telephone for students to use is located in the main entry. It is to be used for local, necessary calls only. ***It is not to be used for party or play arrangements.*** Students may not receive telephone calls during the school day. If it becomes necessary to call home, permission from the teacher or office must be granted.

Messages will be taken by the office and conveyed to students.

Off School Property

The school is not legally responsible for behavior to and from school of those students who provide their own transportation to school. The school may, however, intervene if conduct occurs which is injurious to the school or its reputation.

Pictures

Student portraits are taken every year. This is done as a special service for families. Because it is done through the school, the photographer charges a reduced fee. This year pictures will be taken in the fall on Thursday, September 14th and then again in the spring. The fall pictures offer the traditional setting while the spring pictures suggest a more casual setting with different purchase plans available. **No purchase is required.**

School Programs

1. Students are expected to be courteous.
2. There will be no talking or horseplay during the program.
3. Appreciation of performers will be shown in a proper manner (no whistling, booing, or shouting).
4. At the end of the program, students will remain seated until their teachers escort them to the classroom.

Bicycles

Bicycles are to be parked in the racks provided. All students riding their bicycles to school are to abide by the directions of the staff members in charge. **Before and after school bicycles are to be walked on school property.**

Lost and Found

Every year we collect lost clothing. These are kept in a lost and found box and disposed of if not claimed in a year's time. These items are donated to a local store.

If your child loses something at school, please send a note to the classroom teacher describing the lost article. **LABELING** all of your child's clothing is very helpful.

Valuables

Items brought to school are the student's responsibility. It is suggested that valuable items **NOT** be brought to school.

Sending Money to School

There are a few occasions when you will want to send money to school. This money should be placed in an envelope. The child's name, classroom teacher's name, the amount, and its purpose should be written on the outside of the envelope. We discourage children from having money at school.

Classroom Parties

The Elementary students traditionally have three classroom parties each year – Halloween, Christmas, and Valentine's Day. Surprise parties for teachers are discouraged and allowed only upon approval of the administration.

Classroom Treats

Many classrooms observe birthdays and special occasions by having food items as part of the celebration. All treats provided for students are to be commercially made and wrapped.

Vending Machines

Elementary students may not access food and beverage vending machines.

Pupils Who Are Moving

If you move from this district, please provide the school with:

1. New addresses, home and school
2. Date of last day in our school
3. A signed “release of record form”

The signed “release form” is required in order to send your child’s record to the new school. The new school will request any additional records they need.

Student Council

The Elementary Student Council is made up of students from grades 3-6. A faculty advisory committee works with the student council in preparation of the yearly activities. The goal of the Student Council is to plan special all-school events. These planned events help make our elementary school a fun place to be.

Pledge of Allegiance

Students who do 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.

Age of Admission

In order to enter the Mountain Lake Public Elementary School Kindergarten Program, children must have reached the age of 5 years on or before September 1 of the current school year (Minnesota Statute 120.06).

Your child must be immunized against polio, tetanus, mumps, measles, rubella, and hepatitis B before he/she will be permitted to enroll in any school in Minnesota.

School Lunches

The JMC lunch module program is based on every family in the district having a specific family account. Every student in the district will be assigned a Personal Identification Number (PIN). This PIN is unique to each student and will be directly linked to the family account. All individual purchases made by a student can be monitored based on their PIN.

Each student will be issued a lunch card with their PIN and a bar code. Students will have their lunch card scanned by a cashier in the lunch line. Elementary students will keep their lunch cards in their classrooms when not in use.

School breakfasts and lunches for elementary students are purchased in the elementary office. Breakfast is served at no charge and lunch is \$2.45. Extra milk may be purchased for \$0.45. For adults wanting to eat lunch at school with their child the cost is \$3.60.

Each family will be informed when their family account reaches a positive \$10. This will allow a 4-meal cushion before running into a negative balance. Everyday the high school

office will generate a negative balance report. Negative notices will be mailed home to parents so they can keep their accounts current.

Often a child does not understand account finances and balances, so please do your part to keep account balances current. You can monitor your family account status on the Mountain Lake School web site under the lunch section using your password.

School hot lunches are a necessary and beneficial part of the child's school day. Please encourage your children to eat what is served. Meals are carefully planned and nutritious. A nourishing lunch helps students study efficiently.

We are on an "offer vs. serve" program. Our program offers at least five choices; a child must choose three. Our recommendation is "take what you will eat and eat what you take".

Children bringing bag lunches to school may purchase milk for \$0.40 per carton. Please deposit money in the student's account so that all charges are accounted for and recorded.

Student Safety and Health

Safety

Please do not send glass jars to school. Bugs and other small animals fit well in covered non-glass containers, such as coffee cans or margarine containers.

Accidents and Illnesses

Should an accident or illness require the immediate attention of a doctor, an ambulance will be called and the parents will be notified.

Less serious accidents and illnesses will be dealt with first by the school nurse and then by calling the home. Parents will be asked to pick up their child.

If a call to a home is made and there is no answer, the designated person to call in case of emergency will be called.

If a child is not feeling well, or has an injury and should not participate in gym, a parent should send a note to the teacher. If an injury or illness will keep a child from participating in gym class more than two days, a doctor's statement and signature should be included with the note to the teacher.

Accident Insurance

All parents are urged to enroll their child in the private group student accident insurance plan, which provides basic coverage at a nominal cost. Information about insurance will be sent home on the first day of school.

Dental Health

A yearly dental check-up is encouraged.

Student Health Services

Kindergarten students are required to have a physical examination before entering school.

Parents/guardians who request that prescription medication be administered by school staff during the school hours are required to provide:

1. A statement from a physician
2. A parental release
3. The medication in the original, properly labeled pharmacy container

The school nurse can administer non prescription medication (ex. Tylenol) after correct paperwork has been turned in.

A child who is not feeling well, and requires aspirin or other nonprescription medication, should remain at home.

Minnesota's Immunization Law (Section 123.70.):

A statement, which indicates compliance within the provisions of the law, must be submitted to the principal or other supervisory person before the child may enroll in any public, private, or parochial elementary school, day care center, or nursery school. This statement must indicate at least one of four alternatives: Clause (1) that the child is completely immunized against each of the stated disease categories, Clause (2) that the child has been immunized against measles, mumps, and rubella, and has begun, but is still in the process of completing, a schedule of immunization against hepatitis B, diphtheria, tetanus, pertussis, and or polio, Clause (3) that the child has a medical contradiction to receiving a particular vaccine or vaccines, and or Clause (4) that the parent or guardian objects to the child receiving a particular vaccine or vaccines because of their personal beliefs.

Parents should maintain health records of immunizations and communicable diseases for their children. The school keeps health records; if there is a need for this information, contact the school.

Minimum Regulations Concerning Communicable Diseases

Chicken Pox	Remain home 7 days after rash appears. Scabs must be dry
German Measles	Remain at home 4 days after rash appears.
Measles	Remain at home for 5 days after rash appears.

Mumps	Remain at home until swelling subsides.
Scarlet Fever, Scarletina, Epidemic Sore Throat	Remain at home until the physician advises return to school.
Whooping Cough	Remain at home until the physician advises return to school.
Infectious Hepatitis	Remain at home until the physician advises return to school.
Impetigo	Remain at home until the lesions are healed or by permit of a physician.
Pink Eye	Remain at home until the physician advises return to school.
Ring Worm	Remain at home until the physician advises return to school.
Pediculosis (lice)	Remain at home until treated. Please report cases to school.
Scabies	Remain at home until mites and eggs are destroyed. Entire family should be treated.

Students who have come in contact with patients that have any of the above communicable diseases may continue in school while under observation by parents and school personnel.

Student Dress and Appearance Policy – MLPS Policy 504

Purpose

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

General Statement of Policy

1. It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).
2. Appropriate clothing includes, but is not limited to, the following:
 - a. Clothing appropriate for the weather

- b. Clothing that does not create a health or safety hazard
 - c. Clothing appropriate for the activity (i.e., physical education or the classroom)
3. Inappropriate clothing includes, but is not limited to, the following:
- a. “Short shorts,” skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
 - b. Clothing bearing a message that is lewd, vulgar, indecent or obscene
 - c. Apparel promoting products or activities that are illegal for use by minors.
 - d. Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - e. Any apparel or footwear that would damage school property.
4. Hats are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).
5. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, and defamatory, profane or do not advocate violence or harassment against others.
6. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

Procedures

1. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents/guardians will be notified.

2. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
3. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Appropriate Appearance

Students are allowed reasonable freedom in what they wear to school. Individual choice in dress is protected. Responsibility for maintaining suggested standards rests with the parents. The School Board or its representative shall prescribe rules related to wearing apparel, which are consistent with law. The school expects students to use good judgment and dress appropriately. Styles in dress or grooming, which jeopardize safety or disrupt the learning process, will not be allowed. Students who violate this will have to call their parents to bring acceptable clothing, be sent home to change clothing, or face disciplinary action.

The school expects:

1. Clothing which disrupts the educational process, is dangerous to the safety and welfare of self and others, or causes others to react in a violent or illegal manner, is not allowed.
2. The length of shorts and skirts need to be longer than the middle finger tip when a student is “standing at attention.”
3. Blouses and/or shirts that do not cover the navel area, that expose bra straps, that expose the midriff or cleavage are not permitted.
4. Head coverings (caps, stocking caps, visors, bandanas, hoods, etc.) are not permitted and must be stored in lockers during the school day.
5. T-shirts where the arms have been ripped out so there is more chest than shirt showing are unacceptable.
6. Heavy winter coats, oversized outerwear, trench coats may not be worn during the school day or to class without special permission from the teacher.
7. Clothing may not display words or visuals, which are obscene, abusive, libelous, slanderous, or discriminatory.
8. Clothing may not advertise narcotics, alcohol, or drugs.
9. Students will wear shoes at all times.

10. The school district does not allow students to write on themselves. If this is done, the student will be asked to wash it off.
11. It is helpful if your child has an extra pair of jeans and socks in his/her locker during the winter months.

Gang-Related Appearance

The school will not allow the wearing of the following “gang related” apparel.

Apparel identified by law enforcement/national crime prevention organizations as “gang related” is viewed as hazardous to the health and safety of the school environment and educational process.

(Definition of “gang-related”: “Criminal gang means any ongoing organization, association or group of three or more persons whether formal or informal that:

1. Has one of its primary activities the commission of one or more of the offenses listed in Minnesota Statute section 609.11, Subd. 9;
2. Has a common name or common identifying sign or symbol; and
3. Includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.” The list of crimes in Minnesota Statute Section 609.11, Subd. 9, involves murder, burglary, kidnapping, false imprisonment, robbery, criminal sexual conduct and a host of others.)

No gang-related hand signs, monikers, temporary tattoos, signs, names, or symbols will be permitted on school property. Music, art, or dress that glorifies the gang lifestyle is prohibited. Anything that depicts items that are illegal or obscene may not be worn in school. All gang-related material or clothing that has been confiscated from students will only be released to parents.

District #173 Nondiscrimination Policy

General Statement

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

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

Policy and Notice of Nondiscrimination

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

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

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

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

All Policies Coordinator	Title IX Coordinator	Elementary Section 504/ADA
Bill Strom Superintendent of Schools PO Box 400, 450 12 th Street Mountain Lake, MN 56159	Jody Lepp K-12 Counselor PO Box 400, 450 12 th Street Mountain Lake, MN 56159	Karl Wassman Principal PO Box 400, 450 12 th Street Mountain Lake, MN 56159

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

Student Disability Nondiscrimination Policy (Section 504 Notice)

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

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

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

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

Section 504 services can be requested by the students, his/her parents or guardians, or by the faculty and administration. Pre-determination meetings are held to determine the nature of the disability and the plan that will be put into place. Parents will be asked to come to a yearly meeting to review the plan.

The following person has been designated the School District's appointed Elementary Section 504/ADA Coordinator to coordinate and handle inquires regarding the School District's Elementary Section 504 policies:

Jon Schwaegerl
Principal
PO Box 400, 450 12th Street
Mountain Lake, MN 56159

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

A. Identification and Referral

1. Any student who needs or is believed to need accommodations in order to receive a

free appropriate public education is referred to the appropriate school team (Child Study, 504) for identification and evaluation of the student's individual education needs.

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

B. Evaluation

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

1. The 504 team identifies the student's suspected disability and its impact on the student's education. This evaluation includes considering any behaviors that may interfere with the student's participation in the educational program or activities. The evaluation may consider family history, medical, psychological, social/emotional, and other relevant data.
2. The 504 team makes the final decision about eligibility and informs the parents or guardian of the student. Parents or guardians will be given notification of the Section 504 procedural safeguards available to them, including the right to an impartial hearing and review.

C. Plan for 504 Accommodations

1. When student eligibility for 504 accommodations has been decided, the 504 team determines what accommodations are needed.
2. The parents or guardian are invited to participate in the 504 team meeting where accommodations for the student are determined.
3. The 504 team develops a written Individual Accommodation Plan (IAP), describing the disability and the necessary accommodations. The plan specifies how the accommodations will be provided, and by whom.
4. The 504 team may decide that no special accommodations are needed for the student.

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

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

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

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

Physical Arrangements of the Room

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

Lesson Presentations

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

Assignment and Worksheets

1. Giving extra time to complete tasks
2. Simplifying complex directions
3. Handing worksheets out one at time.
4. Reducing the reading level of the assignments
5. Requiring fewer correct responses to achieve grade
6. Allowing student to tape record assignments/homework
7. Providing a structured routine in written form
8. Providing study skills training/learning strategies
9. Giving frequent short quizzes and avoiding long tests

10. Shortening assignments; breaking work into smaller segments
11. Allowing typewritten or computer printed assignments
12. Using self-monitoring devices
13. Reducing homework assignments
14. Not grading handwriting

Test Taking

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

Organization

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

Behaviors

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

Special Considerations

1. Suggesting parenting program(s)
2. Monitoring student closely on field trip
3. Inservicing teacher(s) on student’s handicap
4. Providing social skills group experiences

5. Developing intervention strategies for transitional periods (e.g., cafeteria, physical education, etc.)
6. Alerting bus driver
7. Suggesting agency involvement
8. Providing group/individual counseling

Internet Acceptable Use and Safety Policy – MLPS Policy 524

Purpose

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable and safe use of the Internet, including electronic communications.

General Statement of Policy

In making decisions regarding student and employee access to the school district computer system and the Internet, including electronic communications, the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students and employees to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Limited Educational Purpose

The school district is providing students and employees with access to the school district computer system, which includes Internet access. The purpose of the system is more specific than providing students and employees with general access to the Internet. The school district system has a limited educational purpose, which includes use of the system for classroom activities, educational research, and professional or career development activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited-purpose network.

Use of System Is a Privilege

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unacceptable Uses

1. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - a. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:
 - i. Pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
 - ii. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - iii. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - iv. Information or materials that could cause damage or danger of disruption to the educational process;
 - v. Materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
 - b. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
 - c. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
 - d. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
 - e. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
 - f. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work

access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

Filter

All computers equipped with Internet access and available for student use at each school site will be equipped to restrict, by use of available software filtering technology or other effective methods, all student access to materials that are reasonably believed to be obscene, child pornography or harmful to minors under state or federal law.

1. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - a. Obscene;
 - b. Child pornography; or
 - c. Harmful to minors.
2. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
3. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

Consistency with Other School Policies

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

Limited Expectation of Privacy

1. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should

expect only limited privacy in the contents of personal files on the school district system.

2. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
3. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
4. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
5. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
6. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Internet Use Agreement

1. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.
2. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
3. The Internet Use Agreement form for students must be read and signed by the user, the parent or guardian, and the supervising teacher. The Internet Use Agreement form for employees must be signed by the employee. The form must then be filed at the school office. As supervising teachers change, the agreement signed by the new teacher shall be attached to the original agreement.

Limitation on School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes

in or interruptions of service or miss deliveries or non-deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

User Notification

1. All users shall be notified of the school district policies relating to Internet use.
2. This notification shall include the following:
 - a. Notification that Internet use is subject to compliance with school district policies.
 - b. Disclaimers limiting the school district's liability relative to:
 - i. Information stored on school district diskettes, hard drives or servers.
 - ii. Information retrieved through school district computers, networks or online resources.
 - iii. Personal property used to access school district computers, networks or online resources.
 - iv. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - c. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - d. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - e. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - f. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - g. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be

taken.

- h. Notification that all provisions of the acceptable use policy is subordinate to local, state and federal laws.

Parents' Responsibility; Notification of Student Internet Use

1. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
2. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - a. A copy of the user notification form provided to the student user.
 - b. A description of parent/guardian responsibilities.
 - c. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - d. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - e. A statement that the school district's acceptable use policy is available for parental review.

Implementation; Policy Review

1. The school district administration may develop appropriate user notification forms, guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines, forms and procedures shall be an addendum to this policy.
2. The administration shall revise the user notifications, including student and parent notifications, if necessary, to reflect the adoption of these guidelines and procedures.
3. The school district Internet policies and procedures are available for review by all parents, guardians, staff and members of the community.
4. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Student Sex Nondiscrimination Policy – MLPS Policy 522

Purpose

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

General Statement of Policy

The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.

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

The school board hereby designates Jody Lepp, jlepp@mountainlake.k12.mn.us, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.

Jody Lepp
High School Guidance Counselor
PO Box 400; 450 12th Street
Mountain Lake, MN 56159

Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

Reporting Grievance Procedures

1. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex

discrimination toward a student directly to a school district human rights officer or to the superintendent.

- 2. **In Each School Building.** The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- 3. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- 4. The school board hereby designates Jody Lepp, School Counselor, 507-427-2325 ext 109, jlepp@mountainlake.k12.mn.us, and Bill Strom, bstrom@mountainlake.k12.mn.us, as the school district human rights officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

Bill Strom
 Superintendent of Schools
 PO Box 400; 450 12th Street
 Mountain Lake, MN 56159

Jody Lepp
 K-12 Counselor
 PO Box 400; 450 12th Street
 Mountain Lake, MN 56159

- 5. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- 6. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter’s future employment, grades or work assignments.
- 7. Use of formal reporting forms is not mandatory.
- 8. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district’s legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

Investigation

1. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
4. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged unlawful sex discrimination toward a student.
5. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action

1. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

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

Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law, or contacting the Office of Civil Rights for the United States Department of Education.

Dissemination of Policy and Evaluation

1. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
2. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Student Parental, Family, and Marital Status Nondiscrimination Policy – MLPS Policy 528

Purpose

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

General Statement of Policy

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

The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the

basis of such students’ pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery there from, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.

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

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

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

The school board has designated Jody Lepp, School Counselor, 507-427-2325 ext 109 jlepp@mountainlake.k12.mn.us, and Bill Strom bstrom@mountainlake.k12.mn.us, as its Title IX coordinator. This employee coordinates the school district’s efforts to comply with and carry out its responsibilities under Title IX.

Bill Strom
Superintendent of Schools
PO Box 400; 450 12th Street
Mountain Lake, MN 56159

Jody Lepp
K-12 Counselor
PO Box 400; 450 12th Street
Mountain Lake, MN 56159

Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.

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

School Weapons Policy – MLPS Policy 501

Purpose

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

General Statement of Policy

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

Definitions

1. "Weapon"
 - a. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
 - b. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 - c. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
2. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
3. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

Exceptions

1. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
2. It shall not be a violation of this policy if a non-student (or student where specified) falls within one of the following categories

- a. Active licensed peace officers;
 - b. Military personnel, or students or non-students participating in military training, who are on duty performing official duties;
 - c. Persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
 - d. Persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - i. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms that are carried or possessed as curiosities or for their historical significance or value.”
 - ii. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 - e. Firearm safety or marksmanship courses or activities for students or non-students conducted on school property;
 - f. Possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 - g. A gun or knife show held on school property;
 - h. Possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 - i. Persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
3. Policy Application to Instructional Equipment/Tools – While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to non-students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work

equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

4. Firearms in School Parking Lots and Parking Facilities – A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to non-student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

Consequences for Student Weapon Possession/Use/Distribution

1. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
 - a. Immediate out-of-school suspension;
 - b. Confiscation of the weapon;
 - c. Immediate notification of police;
 - d. Parent or guardian notification; and
 - e. Recommendation to the superintendent of dismissal for a period of time not to exceed one year.
2. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
3. Administrative Discretion – While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Consequences for Weapon Possession/Use/Distribution by Non-Students

1. Employees
 - a. An employee who violates the terms of this policy is subject to disciplinary action, including non-renewal, suspension, or discharge as deemed appropriate by the school board.

- b. Sanctions against employees, including non-renewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
 - c. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.
2. Other Non-students
- a. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
 - b. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

Attendance

General Policy

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

Attendance

The School Board of Independent School District No. 173 believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunity for important communication between teacher and student, and establishes regular habits of dependability.

Absence for anything other than illness or family trips is discouraged. We ask that family trips be scheduled during vacations built into the school schedule.

Attendance records are kept on each child. In order to be counted for a full day's attendance, a child must be in school when the attendance is taken in the morning and in the afternoon.

Tardiness

Students are required to be in class at designated times. A tardy student must get a pass from the elementary office before being admitted to class.

Attendance Problem - Truancy

Truancy is absence from school or class without the approval of school personnel.

If a student develops a pattern of tardiness or absenteeism, disciplinary action will be taken. Students are not to leave the school grounds during school hours without permission from school personnel.

Cottonwood County Truancy Policy

According to Minnesota Statute 120.101, Subd. 5, students under the age of eighteen (18) must attend school. Mountain Lake Public School, in cooperation with Cottonwood County Family Services, the Cottonwood County court system, and local law enforcement agencies have developed and enforce the following Truancy Diversion Policy:

1. **Step One:** After three (3) unexcused absences a Certified Letter Return Receipt Requested is sent to the parent of the truant student. Included in this letter will be:
 - a. Copy of State Truancy Law
 - b. Copy of School Truancy Policy
 - c. Present Truancy Diversion Steps
 - d. Invitation for parents to meet with school personnel.
2. **Step Two:** Upon the fourth (4th) unexcused absence the County Attorney will be updated on the matter.
3. **Step Three:** Upon the fifth (5th) unexcused absence a mediation meeting will be held.
4. **Step Four:** Upon the seventh (7th) unexcused absence a Child In Need of Protective Services petition will be filed with the Court.

Attendance at School Activities

Mountain Lake Public School is pleased to sponsor a number of athletic and fine arts extra-curricular activities where the public is invited.

Parents and families are encouraged to attend these activities. Younger children should not attend these events unless accompanied by a parent or a responsible adult and should remain under family supervision at all times. Please avoid using these activities as a “play time” or “child care service.”

General standards of conduct will be enforced at public events.

1. Students must have a ticket (or athletic pass) to get into the activity.
2. Unsupervised younger children/students may be denied admittance if unaccompanied

by an older family member. Loitering will not be permitted.

3. “Spectator sportsmanship” is expected.
4. Students should show respect during the playing of the National Anthem.
5. Students who leave the activity while it is in progress may not return unless accompanied by an adult.

Student Behavior

Student Discipline Policy – MLPS Policy 506

Purpose

The purpose of this policy is to ensure that students are aware of and comply with the school district’s expectations for student conduct. Such compliance will enhance the school district’s ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

General Statement of Policy

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child’s dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from an environment that provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student’s educational experience. This

discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

Areas of Responsibility

1. **The School Board** – The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
2. **Superintendent** – The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
3. **Administrator** – The school administrator is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The administrator shall give direction and support to all school personnel performing their duties within the framework of this policy. The administrator shall consult with parents of students conducting themselves in a manner contrary to the policy. The administrator shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. An administrator, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
4. **Teachers** – All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
5. **Other School District Personnel** – All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is

necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

6. **Parents or Legal Guardians** – Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
7. **Students** – All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
8. **Community Members** – Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

Student Rights

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

Student Responsibilities

All students have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. To make necessary arrangements for making up work when absent from school;
5. To assist the school staff in maintaining a safe school for all students;
6. To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
7. To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
8. To be aware of and comply with federal, state and local laws;
9. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
10. To respect and maintain the school's property and the property of others;

11. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
12. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
13. To conduct themselves in an appropriate physical or verbal manner; and
14. To recognize and respect the rights of others.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy.

This policy applies to all school buildings, school grounds, and school property; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions.

This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing, which is an act against a student (or coercing a student into committing an act) that creates a risk of harm to a person including but not limited to physical brutality, initiation into an unauthorized organization, acts which are demeaning in nature, and activities promoting disrespect for school or community. Students guilty of this activity could face detention, suspension, or expulsion;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;

7. Using, possessing, or distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs, or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;
10. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
12. Violation of the school district Weapons Policy;
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
15. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
19. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
20. Violation of school bus or transportation rules or the school bus safety policy;
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;

22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
29. Impertinent or disrespectful language toward teachers or other school district personnel;
30. Sexual and/or racial abuse and/or harassment;
31. Actions, including fighting or any other assault-type behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats including, but not limited to, the staging or reporting of

dangerous or hazardous situations that do not exist;

36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies, or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Disciplinary Action Options

It is the general policy of the school district to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district.

At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning.

The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district.

Disciplinary action may include, but is not limited to, one or more of the following:

1. Student conference with teacher, administrator, counselor or other school district personnel, and verbal warning;
2. Parent contact;
3. Parent conference;
4. Removal from class;
5. In-school suspension;
6. Suspension from extracurricular activities;
7. Detention or restriction of privileges;
8. Loss of school privileges;

9. In-school monitoring or revised class schedule;
10. Referral to in-school support services;
11. Referral to community resources or outside agency services;
12. Financial restitution;
13. Referral to police, other law enforcement agencies, or other appropriate authorities;
14. A request for a petition to be filed in district court for juvenile delinquency adjudication;
15. Out-of-school suspension under the Pupil Fair Dismissal Act;
16. Preparation of an admission or readmission plan;
17. Saturday school;
18. Expulsion under the Pupil Fair Dismissal Act;
19. Exclusion under the Pupil Fair Dismissal Act; and/or
20. Other disciplinary action as deemed appropriate by the school district.

Removal of Students from Class

Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents.

When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy.

"Removal from class" and "removal" mean any actions taken by a teacher, administrator, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;

3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

Removal from class is a serious consequence for a rule violation. It should not be taken lightly by any of the parties involved. Teachers are encouraged to use the following strategies as a response to behavior before it requires removal from class:

1. Warn the student
2. Telephone parent
3. Check with student's cumulative folder
4. Consult with the Principal, school social worker, or guidance counselor
5. Consult with special education personnel
6. Detain student after school
7. Send further written reports to student's home
8. Suspend from extra-curricular activities

The Principal will provide custodial care of students that are removed from the classroom and will see that the policies and provisions of this section are observed.

In any referral, if the Principal feels that violation is serious enough, a student may be suspended from all classes under the provision of the Pupil Fair Dismissal Act.

A student may be removed from a class (or an activity period, or received an in-school suspension) AFTER the teacher consults with and receives approval from the Principal or her or his designee.

Initial consultation with the Principal typically involves teachers calling the office before sending the student to the office. The Principal (or the designee) should agree on the manner in which the student will be sent to the office before the student is released from the classroom.

The teacher shall provide the Principal with the following information when making the initial notification of a removal:

1. Specific grounds for removal
2. Length of the period of removal
3. Any request for immediate administrative support

Students will be sent to the Principal's office or another area clearly designated by the Principal.

Requiring students to stand outside of the classroom in the hallway for periods that do not exceed one full class period does not constitute a removal from class. In such situations, students remain under the custodial care of the teacher.

Extended removal can take place with administrative approval and an informal conference involving the teacher, administrator, and student. The length of time beyond the initial removal shall be the decision of the administrator after consulting with the teacher. A reasonable attempt to contact the student's parent or guardian shall be made before the informal conference occurs.

The teacher shall make reasonable attempts to contact the parent(s) or guardian by telephone and provide them with the following:

1. Specific grounds for removal
2. Length of period of removal
3. Conditions for reentry (i.e. must meet with the teacher, work out a contract, must have student parent conference, etc.)

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

Chemical Abuse Policy and Program

1. A Chemical Dependency Pre-assessment Team will deal with referrals made to it from teachers, parents, law enforcement, students or others who are concerned that a student may have a chemical abuse problem. The team is composed of the Principal, counselor, the school nurse, and other relevant personnel. The purpose of the team will be to determine what action is appropriate in regard to the referred student. The

team cannot and will not make medical or health determinations regarding chemical dependency, but may make referrals.

2. Staff members, students, parents, law enforcement officials and others may make referrals. Anyone making a referral may do so by filling out the REFERRAL form and or contacting the Principal, counselor, school social worker, or the school nurse,
3. By law, teachers must refer any students they witness abusing chemicals, or any students they suspect are abusing chemicals.
4. The Minnesota State High School League rules on alcohol, tobacco, drugs, and marijuana will apply to all extra-curricular activities and to co-curricular activities as applicable.

Dismissal

“Dismissal” means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding, which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

Suspension Procedures

1. “Suspension” means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a

reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission, which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.

The requirements of the individual education plan team meeting apply when:

- a. The parent requests a meeting;
- b. the student is removed from the student's current placement for five (5) or more consecutive days;
- c. The student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative

conference shall be conducted for each period of suspension.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to

surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must

be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

Admission or Readmission Plan

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

Notification of Policy Violations

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, administrator or other school district official may provide additional notification as deemed appropriate.

Student Discipline Records

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline

records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

Disabled Students

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Where a student is dismissed for five (5) or more consecutive days, or has accumulated more than ten (10) days of dismissal over the course of the school year, the school district will convene a meeting to determine whether the student's educational program is appropriate and to review all relevant information in order to determine whether the behavior subject to discipline is a manifestation of the student's disability. Such a meeting must be held within ten (10) school days of the school district's decision to remove the student from his or her current educational placement and must be held before commencing an expulsion or exclusion of the student. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior. If the student was placed in a 45-day interim alternative educational setting pending the manifestation determination, the student will be returned to the placement from which the student was removed unless the student and school district agree to a change of placement as part of the modification of the behavioral intervention plan.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

Open Enrolled Students

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of sixteen (16) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

Distribution of Policy

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each administrator's office.

Review of Policy

The administrator and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Discipline

Effective learning requires reasonable order/discipline. Good discipline makes it possible for children to learn. Teachers should devote the majority of their time to teaching, not reprimanding.

We expect parental cooperation in maintaining an atmosphere conducive to learning. We expect appropriate behavior from all students. The ultimate goal of discipline is individual responsibility and self-discipline.

Schools have a responsibility to parents and students that goes beyond the educational program. Every precaution will be taken to safeguard students while on the school grounds and on school-related activities away from school grounds

Disciplinary action may be taken against any student for behavior, which is disruptive or violates the rights of others.

1. Violations Against Persons:

- a. ***Physical Assault:*** Physical assault is an act, which intentionally inflicts or attempts to inflict, bodily harm upon another. This includes fighting or attacks with a weapon.
- b. ***Threatened Assault:*** (Verbal or written) This is an act of harassment.
- c. ***Sexual Assault:*** This is an act of illegal sexual conduct and includes indecent exposure.
- d. ***Verbal Assaults:*** Verbal assaults are abusive, threatening, profane, or obscene language either oral or written by a student toward a staff member or another student, and includes conduct which degrades people because of their race, religion, ethnic background, or physical/mental handicaps.

2. **Damage to School or Personal Property:**

- a. ***Vandalism:*** Damage to or destruction of school property or property of others by students is vandalism.
- b. ***Theft:*** Theft is an act of intentionally, and without claim of right taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

3. **Dangerous, Harmful and Nuisance Substances and Articles:**

- a. ***Alcohol:*** Students are prohibited from using, possessing, or being under the influence of alcoholic beverages at school, on school grounds, or at school-sponsored activities.
- b. ***Drugs:*** Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, at school-sponsored activities, and on school grounds.
- c. ***Use of Tobacco:*** Tobacco use by students is prohibited at school, at school-sponsored activities, and on school grounds.
- d. ***Harmful or Nuisance Articles:*** The possession or use of articles that are nuisance, illegal, or that may cause harm to persons or property is prohibited at school and at school-sponsored activities.

4. **Threats and Disruptions**

- a. ***Dangerous Threats:*** Threats to normal operation of school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.
- b. ***School Disruptions:*** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action. Examples of improper acts: setting of fire alarms, bomb threats, or failure of a student to identify oneself to a school employee.

5. **Violation of School Bus or Transportation Rules**

- a. School bus transportation is governed by regular school regulations and policies. The building Principal is in charge of the school bus transportation procedures and rules.
- b. Transportation policies are established and reviewed annually with students

and bus drivers.

- c. All violators will be referred to the Principal.

Disciplinary Action

1. Disciplinary action may include, but is not limited to:

- a. Student conference
- b. Parent contact and/or conference
- c. Loss of school privileges
- d. Suspension from extra-curricular activities
- e. Noon and/or after school detention
- f. Assignment to alternative programs
- g. Referral to in-school support services
- h. Referral to community service or outside agency service
- i. Suspension under the Pupil Fair Dismissal Act
- j. Exclusion/Expulsion under the Pupil Fair Dismissal Act
- k. Reference to police or other law enforcement agencies
- l. In-school suspension

1. Removal from class:

- a. Removal from class is the short-term expulsion of a student from school during which the school retains custody of the student. Students removed from class are the responsibility of the principal or the lawful designee. The removal of a student from class shall not exceed three one-hour periods. Students shall be removed from class (upon agreement of the appropriate teacher and principal) after an informal administrative conference where it has been determined that the student creates an immediate and substantial danger to him/herself or to persons or property around him/her. Under these conditions, the classroom teacher has full authority to remove the student from the classroom. The teacher is to direct the student to the office and to notify the office via telephone that the student will be coming to the office.
- b. Suspension, exclusion, and expulsion shall be utilized in accord with the Pupil Fair Dismissal Act of 1974 as amended.

2. *Removal from class will be based on the following grounds:*

- a. A student's willful conduct, which materially and substantially interferes with the rights of others to an education.
 - b. A student's willful conduct, which endangers school district employees, other students or the property of the school.
 - c. A student's willful violation of any rule of conduct established in the discipline policy adopted by the Board.
3. **Suspension** – Suspension is the short-term exclusion of a student from school in which the school is relieved of custody of the child.
- a. ***In-School Suspension*** – In-school suspension is a consequence for violating school rules or policies. A responsible adult will supervise students serving in-school suspension.
 - b. ***Out-of-School Suspension*** – The pupil may be suspended to his/her home for serious or repeated breach of discipline. No student may be suspended without an informal administrative conference with the student. A written notice containing grounds for suspension, a statement of the facts, a readmission plan, and a copy of the “Pupil Fair Dismissal Act” shall be served upon the pupil and parent within 48 hours. However, suspension procedures do not apply for removal from school less than one day.
 - c. Students suspended from school will receive unexcused absences for the duration of the suspension. Students are allowed to make up work missed because of suspension.
4. **Expulsion** – Expulsion is an action taken by the School Board prohibiting a student who has been enrolled from further attendance in the public school or from participating in part of the school program. Any student with repeated suspensions may be brought to the School Board by the principal to consider an expulsion. The School Board will follow the Pupil Fair Dismissal Act of 1974 in considering expulsion.

Hazing Policy

Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times. Hazing is an act against a student (or coercing a student into committing an act) that creates a risk of harm to a person including but not limited to physical brutality, initiation into an unauthorized organization, acts which are demeaning in nature, and activities promoting disrespect for school or community. Students guilty of this activity could face detention, suspension, or expulsion.

Policy on Harassment and Violence – MLPS Policy 413

Purpose

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

General Statement of Policy

1. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
2. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
3. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
4. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

Religious, Racial, and Sexual Harassment and Violence Defined

1. Sexual Harassment Definition
 - a. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - i. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- ii. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - iii. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 - b. Sexual harassment may include but is not limited to:
 - i. Unwelcome verbal harassment or abuse;
 - ii. Unwelcome pressure for sexual activity;
 - iii. Unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
 - iv. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - v. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - vi. Unwelcome behavior or words directed at an individual because of gender.
- 2. Racial Harassment Definition
 - a. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - i. Has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - ii. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - iii. Otherwise adversely affects an individual's employment or academic opportunities.
- 3. Religious Harassment Definition
 - a. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

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

4. Sexual Violence Definition

- a. Sexual violence is a physical act of aggression or force or the threat thereof, which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- b. Sexual violence may include, but is not limited to:
 - i. Touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - ii. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - iii. Coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - iv. Threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

5. Racial Violence Definition

- a. Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.

6. Religious Violence Definition

- a. Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

7. Assault Definition

- a. Assault is:
 - i. An act done with intent to cause fear in another of immediate bodily harm or death;
 - ii. The intentional infliction of or attempt to inflict bodily harm upon another; or

- iii. The threat to do bodily harm to another with present ability to carry out the threat.

Reporting Procedures

1. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
2. **In Each School Building.** The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
3. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
4. **In the District.** The school board hereby designates the K-12 Counselor & the Superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.

Bill Strom
Superintendent of Schools
PO Box 400; 450 12th Street
Mountain Lake, MN 56159

Jody Lepp
K-12 Counselor
PO Box 400; 450 12th Street
Mountain Lake, MN 56159

5. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
6. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
7. Use of formal reporting forms is not mandatory.
8. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

Investigation

1. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
2. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
3. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
4. In addition, the school district may take immediate steps, at its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
5. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

School District Action

1. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.
2. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Right to Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse, which may include filing charges with the Minnesota Department of Human Rights, initiating civil action or seeking redress under state criminal statutes and/or federal law.

Harassment or Violence As Abuse

1. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. § 626.556 may be applicable.
2. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.

Dissemination of Policy and Training

1. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
2. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
3. This policy shall appear in the student handbook.

4. The school district will develop a method of discussing this policy with students and employees.
5. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
6. This policy shall be reviewed at least annually for compliance with state and federal law.

Student Records

Student Records and Information

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

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

We ask your support and cooperation with these new procedures. If you have questions or comments on any of these matters, please call the Superintendent.

“Tennessee Warning” to Students and Parents

Parents would be advised that:

1. Students attending school in the school district will be asked to supply information to school personnel. Examples of such information requests include homework assignments and teacher questions asked of students during the course of classroom activities.
2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to his or her educational program, to maintain discipline within the school, and to determine the student's needs and preferences relating to his or her educational program.
3. Students are not required by any law or regulation to supply data. However, the school district expects and requires that students will participate fully in their educational program by completing homework assignments and tests. Moreover, the student's refusal to supply data may prevent the school district from assessing the student's needs and incorporating the student's preferences in the student's educational program. Refusal to supply information used to evaluate a student, including homework assignments and tests, will result in a failing grade for the assignment. Continued failure to supply information will result in a failing grade for a quarter/grading period and a failing grade for the year. Refusal to supply information to a school district employee investigating an alleged rule violation may result in action being taken without benefit of information the student could have provided.

Data collected will be provided to school personnel having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

Student Information Collected by Schools

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

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

What Is Considered Public Information?

Director information (name, address, school, birth date, dates of attendance, awards, extracurricular information) is public information and may be released. *(Note: Forms for restricting this information may be obtained by calling the Superintendent's office.)*

Location of Student Records

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

Who May See Student Records

Access is limited to the following:

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

How Long Are Records Kept?

Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one year. Contents of the Cumulative Record Folder (less the

permanent records) usually are destroyed within five years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.

What Happens to Records When Students Leave a Public School?

When a student leaves the school system (graduates, moves away, withdraws) contents of the Cumulative Record Folder are forwarded to other school systems, colleges, vocational institutes, at parent or adult student request unless the parent or adult student signs a form specifically directing the public school not to release information to other schools. This form may be obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.

What Are Your Rights Regarding Student Record Information?

State and federal laws governing school records allow parents, legal guardians, and adult students (age 18 and over) to examine and/or obtain copies of their records or those of their children upon proper identification. The law requires release of student information to a non-custodial parent. Exceptional circumstances should be referred to the Superintendent. You may challenge the accuracy of the record. After consultation, school officials may decide whether to alter the record. If you disagree, you have the right to a hearing.

Person(s) to Contact Regarding Questions on Records Procedures

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

Special Educational Support Services

Ability and achievement tests, given by the school psychologist and a special education staff member, determine if a student is in need of special support services. After the student qualifies for a program, an Individualized Education Plan (IEP) is written to meet the student's individual needs. Special support services are as follows:

1. **Speech and Language:** Students needing speech therapy are identified according to state guidelines. Therapy sessions are based on a child's individual needs. The therapist works closely with the home so that follow-up is maintained.
2. **Early Childhood Special Education (ECSE):** The ECSE program provides classes for student's ages 3-7 that may have special learning needs. Children can be referred to the program by a parent, day care provider, relative, another preschool program care giver or person involved with that child. Eligible students must have a delay in 2 or more areas of development (including: social, cognitive, communication, motor, or

functional skills). An assessment will be used to determine eligibility. The ECSE program provides involvement with the local speech therapist, occupational therapist, psychologist, school nurse, and kindergarten staff as needed. The student participates in all appropriate school activities.

3. **Specific Learning Disability (SLD):** A specific learning disability is demonstrated by a significant discrepancy between expected and actual performance/achievement in one or more of the following areas: oral expression, listening comprehension, written expression, basic reading skills, reading comprehension, mathematical calculation, and mathematical reasoning. After the student qualifies for the program, an Individualized Education Plan (IEP) is written to meet the student's individual needs.
4. **Developmental Cognitive Disability (DCD):** This program serves students who have a general intellectual disability, which requires special education instruction and related services. Determination is based on academic competencies and independent/social functioning.
5. **Emotional/Behavioral Disorder (EBD):** This program is for students with emotional/behavioral disorders that affect educational performance and progress, and the ability to build or maintain interpersonal relations with peers, teachers, and others.
6. **Occupational Therapy (OT):** Occupational therapy services address gross, fine, visual, and perceptual motor skill development as these elements relate to the educational setting, i.e., reading, writing, and math. All of these areas require left to right sequencing, spatial orientation, and the stable support of appropriate posture and refined hand movements.

Additional Educational Programs

The following programs are available to students. If you feel that your child could benefit from any of these special services, please call the office so that this possibility can be discussed with you.

1. **Title I Program:** Title I is a federally-funded program that provides additional high-intensity instruction in reading and math. This assistance is in addition to regular classroom instruction and may be given in the classroom or in a small group outside the classroom. We work very hard to assure children of their ability to do well in school.
2. **School Counselor:** The School Counselor works with students, parents, and school staff to ensure student success. The School Counselor meets with students individually and in groups to improve educational and life skills vital to achievement. The School Counselor also provides life skill development in the classroom setting at various times throughout the school year.

3. **School Social Worker:** The School Social Worker works with students, families, and school staff in order to: coordinate services for families and service providers, connect families with services, provide early intervention and prevention services, and work with school personnel as part of the special education team. The goal of the School Social Worker is to assist families in resolving educational, social, behavioral and family issues that may be preventing a child from achieving. This service has been made available through funding from the Cottonwood County Family Services Collaborative, while the Red Rock Ridge Special Education Cooperative holds the contract for the position.
4. **Psychological Services:** The elementary school receives psychological testing and counseling service from the Red Rock Ridge Special Education Cooperative in Windom. The psychologist consults with teachers about programs for students. He/She may meet with students or parents to discuss a positive program for educational development.

Asbestos Management Plan

EPA inspectors for building materials containing asbestos have inspected all buildings owned or leased by the school district. Since all original buildings were found to contain asbestos, the district prepared a comprehensive management plan for asbestos removal, repair work, operations and maintenance (approved by the State). A list of the location(s), type(s) of asbestos-bearing materials found and a description and timetable for the abatement of each is available from the District Office. The Mountain Lake Public School shall continue to maintain a safe and healthy environment for its students and employees.

Employee Disability Nondiscrimination Policy and Notice

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

The School District will not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability.

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

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

Jon Schwaegerl
Principal
PO Box 400, 450 12th Street
Mountain Lake, MN 56159

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