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2015-2016 School Calendar

Aug	19	Joint District Staff Development Day
Aug	20	MLPS Staff Development
Aug	24	MLPS Staff Development (1.5)
Aug	25	MLPS Staff Development
Aug	26	First Day of School
Sept	04-07	Labor Day Break – No School
Oct	14	End of 1 st Quarter/ MLPS Staff Development – 12:45 Dismissal
Oct	15-16	MEA – No School
Nov	05	Parent Conferences 3:30-7:30
Nov	06	Parent Conferences 7:30-11:30
Nov	26-27	Thanksgiving Vacation
Dec	23	End of 2 nd Quarter/MLPS Staff Development – 12:45 p.m. Dismissal
Dec	24 –	Christmas Vacation – No School
Jan	04	
Jan	05	School Resumes
Jan	18	FLY Staff Development Day – No School
Feb	12	FLY Staff Development Day – No School – 12:45 p.m. Dismissal
Feb	15	President’s Day Holiday – No School
Mar	10	End of 3 rd Quarter/ MLPS Staff Development Day – 12:45 p.m. Dismissal
Mar	11	FLY Staff Development Day – No School
Mar	24-28	Spring Break
May	25	Last Student Day
May	26	MPLS Staff Development (.5)
May	27	Graduation – 7:00 pm

School Song

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

School Colors

Maroon and Silver

Welcome to Mountain Lake Public High School

On behalf of the faculty and staff of the Mountain Lake High School, I would like to welcome back our returning students and welcome new students entering our district. I am looking forward to an exciting school year in which each student will have the chance to discover their interests, abilities, and take advantage of many opportunities for personal growth and development furnished by public education. **All students are encouraged to become acquainted with their teachers, advisors, and the administration and are encouraged to seek assistance and guidance.**

The purpose of this handbook is to better acquaint the students of Mountain Lake High School and their parents with the school program, its offerings, rules, and regulations. Because this handbook provides guidelines by which daily decisions are made, all students, parents, and teachers are encouraged to read and keep this manual for later reference.

Mountain Lake Public School Education Philosophy

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

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

Our school has an outstanding reputation for excellence. We are a community of learners focused on providing our students opportunities to be college and career ready. Our faculty is well trained and deeply committed to student learning. We have wonderful co-curricular programs and encourage students to get involved in their school community.

A safe and positive school environment is essential. It is expected that the adults and students at Mountain Lake High School treat each other with respect and dignity. Everyone who enters our school should experience a warm and welcoming environment that is conducive to learning. We want to ensure students are allowed to learn and develop to their full potential. It is important that teachers and parents/guardians be supportive partners in an effort to maximize educational opportunities for our students. We will do everything we can to help you make the most of the 2015-16 school year at Mountain Lake High School.

I always look forward to getting to know new students and getting reacquainted with all returning students. Should you have any questions or concerns, please feel free to call, email, or stop by my office.

Have a great year,

Pamela Anderson

7-12 Principal

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To file a complaint, contact:

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

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What you can expect from Mrs. Anderson's Discipline Plan...

I believe that as all students are different, and all actions and reactions are very personal in nature, effective discipline involved a few overriding ideas rather than a long list of specific rules. Situations are dealt with as they arise, with the focus on enabling the student to grow and learn from his or her actions.

Guidelines for student behavior:

1. You may engage in any behavior that does not create a problem for you or anyone else in the world.
2. If you find yourself with a problem, you may solve it by any means that does not cause a problem for anyone else in the world.
3. You may engage in any behavior that does not jeopardize the safety or learning of yourself or others. Unkind words and actions will not be tolerated.

To make sure that the above guidelines are adhered to, I will operate with the following principles as my guide:

1. I will react without anger or haste to problem situations.
2. I will provide consequences that are not punitive but that allow the student to experience the results of a poor choice, enabling him or her to make better choices in the future.
3. I will proceed in all situations with the best interest of the whole student foremost in my mind. Academic, social, and emotional well-being will be fostered.
4. I will guide students toward personal responsibility and the decision-making skills they will need to function in the real world.
5. I will arrange consequences for problem-situations in such a way that the student will not be humiliated or demeaned.
6. Equal is not always fair. Consequences will be designed to fit the problems of individual students. The consequences may be different even when problems appear to be the same.
7. I will make every effort to ensure that, in each situation, the students involved understand why they are involved in consequences.
8. If I, at any time, act or react in a way that a student truly feels is unjust, that student need only say to me, "I'm not sure that's fair." I will arrange a private conference during which the student can express to me why he or she feels my actions were not fair. This may or may not change my course of action. I am always open to calm, rational discussion of any matter.
9. I am accountable to the Superintendent and the School Board. It is part of my job description to follow the policies established by the Mountain Lake Public School Board of Education.

General Operations and Attendance

Admission

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

Daily Schedule

<i>Period 1</i>	<i>Period 2</i>	<i>Period 3</i>	<i>Period 4</i>
8:10-9:05	9:09-9:59	10:03-10:53	10:57-11:47
<i>Noon Lunch</i>	<i>Period 5</i>	<i>Period 6</i>	<i>Period 7</i>
11:47-12:18	12:23-1:13	1:17-2:07	2:11-3:04

School Closings

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

1. All students will be sent home for the remainder of the day; or
2. Students will be transported to snow homes in Mountain Lake.

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

Parents and care givers will be notified of school closings through the **Instant Alert** notification system. The District Office provides assistance with setting up a home account for all students and staff. Please call the District Secretary for more information. Announcements concerning school closing, late starts or early dismissals will also be made on the following stations:

WCCO-830 AM radio
KARE 11 television

KDOM-1580 AM radio
WCCO television

KEYC television
KSTP television

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

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

Parents are to arrange for a place in town for each of their children to stay in case the buses are not able to get the students home.

Attendance Procedures (Limitations/Excused/Unexcused)

In accordance with the regulations of the Minnesota Department of Education and the Minnesota Mandatory Attendance Law, Minnesota Statutes Section 120.10, the students of District No. 173 are **required** to attend all assigned classes and/or study halls every day school is in session.

1. **School Notification.** Absentees must have their parent(s)/guardian(s) call the school at 507-427-2325 **before 9:00 a.m.** to inform the office of the reason for an absence. A voicemail message center is attached to our telephone system. You may call at any time (24/7) to leave a message regarding your child's absence. When calling please give the 1) student's name, 2) reason for absence, and 3) your relationship to the

- student. If a parent is at work, please call during a break.
2. **Anticipated Absences.** It is the responsibility of students and parents/guardians to inform the school of anticipated absences whenever possible. (For example: vacations, medical/dental appointments, etc.)
 3. **College Visits.** Parents are asked to inform the Guidance Office of their intention to make a college visit with their child. Once notification has been given, the college visit will be considered an excused absence.
 4. **Leave Without Permission.** Any student who leaves school without permission from the building administrator or their designee for any purpose will receive an unexcused absence and may face other disciplinary action as determined by the high school principal.
 5. **Attendance Hours.** The Mountain Lake Public School requires 120 hours of attendance (60 hours per semester) and a passing grade to receive credit for a course. Classes are 50 minutes in length. Any student absent from a class more than thirteen (13) times during a semester may not receive credit for that class for that semester.
 6. **Student Violations Notification.** Parents or guardians will be notified following the student's 7th, 10th, and 13th absences of the semester. A certified letter will also be sent after the 14th absence denying the student credit and making the student/parent aware of the appeal process. Please refer to the section on Truancy Policy.
 7. **Attendance Limitations.** A limit of thirteen (13) class periods per semester are allowed for all non-school absences- excused or unexcused. On the fourteenth (14th) absence, the student **may** be dropped from the class with loss of credit. Each situation is reviewed by the Principal and decided on a case-by-case basis.
 8. **No Credit Limitation.** A student **may** not receive credit for any class in which absences reach beyond thirteen (13) days of parent-excused absences per semester. All absences will be counted in the accumulation of the maximum number of parent excused absences. All absences, whether excused or unexcused, count toward the total of thirteen (13) days per semester. Each situation is reviewed by the Principal and decided on a case-by-case basis.
 9. **Consecutive Days.** A student may not be dropped from the school attendance rolls until fifteen (15) **consecutive**, full-day absences.
 10. **School Sponsored Activities.** Absences due to participation in school-sponsored activities **will not** apply toward the total of thirteen (13) times per semester.
 11. **Grade Reductions.** Grade reductions may be used for unexcused absences and are the teacher's responsibility to determine.
 12. **Unexcused Absences.** Unexcused absences would include leaving school without prior school approval and/or absences not authorized by parents. The administration authorizes absences for those students not under the authority of their parents.
 13. **Excused Absences.** Absences will be excused according to the list below. **Simply because a parent calls into the high school office does not mean that the absence is excused.** Examples of **excused** absences:
 - a. Illness of student.
 - b. Serious illness in the family.
 - c. Death in the family or close relative.
 - d. Legitimate (family farm) work for parents.
 - e. Medical or dental appointments - verification necessary; excused for the time spent at the doctor's office and reasonable time to get there and back, as determined by the Principal.
 - f. School trips; state tournament spectator; if the MLA team is participating in the tournament, a student may go as a spectator if he/she has parental permission and returns with a ticket stub to the game(s) he/she was excused from school to watch.
 - g. Court appearances, driver, or permit tests, etc. excused for only the time attending with reasonable time to get there and back, as determined by the Principal.
 - h. Other reasons, if approved by the Principal in advance.
 14. **Unexcused Absences.** All absences not authorized by the parent/guardian or school are considered unexcused. These absences **are** counted against the total number of absences.

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

- a. When a student is deemed unexcused, the teachers will be notified by the office staff.
- b. The unexcused student may also be required to make up the unexcused time. Make-up work is required.
- c. Grade reductions for unexcused absences may be considered at the teacher's discretion.
- d. Unexcused absences include, but are not limited to: oversleeping, skipping school, shopping, hair and tanning appointments, job interviews (unless approved by the administration), and vacations not

- e. taken with family.
- e. Exceptions need prior administrative approval.
- 15. **Leaving School During School Hours.** Students attending school for any part of the day are to remain the entire school day unless excused by the principal.
 - a. If illness occurs during the day, do not leave the building, and report to the nurse's office.
 - b. In all cases, students who leave the building are expected to obtain permission from the school administrator before leaving.
 - c. Any student who leaves the building without permission from the building administrator or their designee will receive either In-School Suspension or Out-Of-School Suspension as determined by the school administrator.
 - d. All students leaving the building (non-school activity) must sign out when leaving and sign in upon their return. Failure to do so may result in detention/suspension.
 - e. When a student is requesting to leave school or coming back to school, they must sign out/in in the office and the student should provide the following information: name, date, time leaving, purpose for leaving, and time returning.
- 16. **Excused Educational Family Vacation.** It is the school's hope that all family vacations be taken during non-school time. In the event that this is not possible, the following criteria must be met in order for the absence to be excused.
 - a. The parent/guardian must submit written or verbal application for approval of vacation days to the building administrator or their designee at least five (5) days prior to departure.
 - b. Work not made up in advance must be made up upon return, if possible. If not possible, the teacher(s) may substitute similar work for work missed. A reasonable amount of time, determined by the teacher and/or school administrator, will be given. Generally speaking, one day is allowed for each day missed immediately following the student's return to school.

Reminder: Days missed, excused or unexcused, count toward the limit of thirteen (13) absences per semester.

Tardiness

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

1. **Late to School.** Any student who is late for school must immediately report to the main office to notify office personnel that they are arriving. The student will pick up a pass for admittance to class. This pass needs to be obtained from the office.
2. **Consequences.** The following consequences will be implemented for unexcused tardies **each quarter**:
 - a. Beginning with the third unexcused tardy, the student will make up a half hour of detention.
 - b. The fourth tardy will be another half hour of detention.
 - c. The fifth tardy will be one hour of detention.
 - d. The sixth tardy will be two hours of detention.
 - e. The seventh tardy will be two hours of detention.
 - f. Subsequent tardies will be one day of ISS for each violation.

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

Student Attendance/Activity Participation

In order for a student to participate in an after school or evening activity, he/she must attend at least one half of a day of school. If student is not in attendance, participation is not allowed. This includes all athletic and fine arts school activities. Students who violate this guideline will not be permitted to participate in the next regularly scheduled contest or event for that activity.

The Activities Director and/or the Principal will make decisions for extenuating circumstances.

School sponsored activity participants will be given equal time for school days missed to make up work. Example: If a student, who is a participant, is absent two days, upon return, two days will be given to make up the work. A "participant" includes all those who are required to go. Questions regarding this should be directed to the Principal or the Activities Director.

Make-Up Work Procedure

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

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

Attendance Appeal Process

The student or parent/guardian may request a formal appeal process after the 14th absence. The Review Board will hold a hearing within five (5) days after the end of the semester. All hearings must be completed within those five (5) days. Failure to appear for the appeal within these five (5) days will result in no credit for the classes. The Review Board will consist of either two (2) or three (3) teachers and a school administrator or his/her designee. The rule of the Review Board is final.

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

An appeal will not be allowed under the following circumstances:

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

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

Illness During School

Students who become ill during the school day are to come to the high school office. Students will either be given a pass to lie down in a room provided, sent to the school nurse, or their parents will be called to pick them up from school.

Parents will be contacted by the high school office staff before a student will be allowed to sign out and leave the school building.

Closed Noon Period

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

Throughout the school year, Honor Passes will be given to seniors allowing them to have an open campus, on the last student day of the week. Honor Passes will be given to seniors who are not on the restricted list as of the morning of the last student day of the week. All Honor Passes need to be signed out from the high school office and signed in and returned before fifth hour begins. Any senior not signing in upon returning or not returning on time will forfeit this benefit for the next week. An Honor Pass is a privilege, not a right.

Students are not allowed to drive during noon period.

Sign-Outs

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

Building Permit to Leave

Building permits to leave are issued at the discretion of the Administration. All teachers need to notify the high school office staff requesting that a student leave the building for a specific class purpose. If a student finds it necessary to leave the building, they must secure a blue building permit to leave signed by the Principal or her designee.

Failure to secure a blue building permit to leave will result in detention or suspension. All building permits to leave must be picked up before 8:10 a.m. The only exceptions to obtaining a building permit to leave before school are for illnesses or for an emergency. This policy also applies to noon hour for students not returning for afternoon classes. Afternoon building permits to leave will not be issued without verbal or written contact with the student's parent/guardian.

Evaluation, Ineligibility, and Graduation

Grading Periods

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

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

Student Progress Reports

Special reports are out via email (or mailed) to the parents during the school year. Parental access of records information (student attendance, report cards, current grades, lesson plans, and assignments) is available online. In order to access your 7-12 child(ren)'s information you must have a password, as this site is secured by the password the parent/guardian provides the school. To obtain a password, contact the high school office at 427-2325.

Grading Scale

The following grading scale has been adopted by the School Board for use in student grading for subjects taken. This scale will apply to all students with the exception of those students who are in the Developmental Cognitive Disorder (DCD) program.

A	94 to 100	4.0
A-	90 to 93	3.8
B+	87 to 89	3.2
B	83 to 86	3.0
B-	80 to 82	2.8
C+	77 to 79	2.2
C	73 to 76	2.0
C-	70 to 72	1.8
D+	67 to 69	1.2
D	63 to 66	1.0
D-	60 to 62	.08
F	0 to 59	0

Teachers **may** provide an opportunity for students to do extra credit in extension of the course work if the student has completed the regular required work and wishes to improve his/her grade. All course work must be completed with a passing grade before credit is given.

Honor Roll

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

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

Courses used in determining a student’s eligibility for either the “A” or “B” Honor Rolls include any required or credit subject. “Incomplete” and missing grades disqualify you from the Honor Roll. Any exceptions must be made by the administration.

Academic Eligibility and Restriction List

The criteria for academic eligibility is to maintain a grade of sixty percent (60%) or higher throughout each quarter of the

school year. Students who do not sustain the criteria for academic eligibility will be placed on the Restricted List. The Restricted List is printed every Monday by 8:10 a.m. Should a student be placed on the Restricted List due to academic failure s/he will be ineligible for that class as long as his/her name is on the Restricted List for that class. While the student is on the Restricted List, s/he is not allowed to **compete** in the activities listed below.

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

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

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

Graduation

A student who has not completed all of the graduation requirements may forfeit participation in the graduation ceremony. If a senior student knows ahead of time that s/he will be unable to meet the graduation requirements before the end of the summer (immediately following the senior year) the student will not be allowed to participate in the graduation ceremony.

Graduation Requirements

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

- **Four** (4) of these credits must be in Communications 9th, 10th, 11th, and 12th grades.
- **Four** (4) of these credits must be in Social Studies, including both required and elective subjects in this area.
- **Two** (2) of these credits must be earned in Physical Education/Health/First Aid from the 9th to the 12th Grade.
- **Three** (3) credits of Science are required. Physical Science 9 and two semesters of Senior High Science.
- **Three** (3) credits of Mathematics are required. Algebra 9 or Algebra I and two semesters of Senior High Math.
- **Seven** (7) credits must be earned in elective course work.
- **Minnesota Graduation-Required Assessment for Diploma (GRAD) Test**
 - Beginning with the Class of 2010, students must pass the GRAD test.

Student Records and Transcripts

Student Records and Information

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

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

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.

Student Information Collected by Schools

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

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

Location of Student Records

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

Who May See Student Records

Access is limited to the following:

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

Person(s) to Contact Regarding Questions on Records Procedures

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

Frequently Asked Questions (FAQ)

- **What information 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.
- **How long are records kept?** Most records are destroyed when they no longer are needed by professional personnel to plan the most appropriate instructional programs for students. Many evaluative records are destroyed after one (1) year. Contents of the Cumulative Record Folder (less the permanent records) usually are destroyed within five (5) years of the time a student leaves the school system. However, a summary of census information along with certain grade reporting and attendance data is kept permanently when students leave the school system, as required by law. These permanent files are kept to fill requests for information from former students who later need to verify school-related information from their own records.
- **What happens to records when students leave a public school?** When a student leaves the school system (graduates, moves away, withdraws), contents of the Cumulative Record folder are forwarded to other school systems, colleges, vocational institutes, at student request unless the parent (or adult student) signs a form specifically directing the Public School not to release information to other schools. This form may be

obtained from the school at the time the student leaves. After the student leaves, the academic record and health form is forwarded to the school district's central office, where these records are preserved.

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

Curriculum, Schedules and Technology

Curriculum

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

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

Class Schedule Changes

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

Changing from one course to another after school begins will not be permitted except under unusual circumstances and then only with input from the principal, counselor, teachers, and parent/guardian. Changes must be made **before** the beginning of the tenth (10th) day of scheduled class time of each **semester**. Changes made after this time **may** be considered under unusual circumstances.

National Honor Society

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

Membership

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

Selection of Members

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

membership in this chapter but must maintain the membership requirements for this chapter in order to retain his/her membership.

Dismissal of Members

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

Class Advisors

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

Parent/Teacher/Student Conferences

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

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

Counseling Services

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

1. Juniors and seniors are given the opportunity to talk to admission officers and counselors from colleges and trade schools during the school day.
2. Procedures for visits with college representatives:
3. Juniors may visit with college representatives beginning in March of their junior year. The student must have spoken with the counselor before visiting with college or other representatives.
4. Seniors may visit with college representatives anytime during the school year. Seniors must sign up in the office by 3:30 p.m. the day before the representative will be in Mountain Lake High school. A senior must also receive a pass from the office to see the representative. A list of the seniors who will be visiting with a representative will be communicated through the daily announcements the day of the visit.
5. Juniors and seniors should make every effort to attend career night at surrounding schools or visit colleges on non-school days. **A maximum absence of two (2) days per year are allowed for school visits.**
6. Seniors who anticipate a college visit must discuss with the counselor prior to absence.

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

Study Hall Guidelines

Each student is required to take classes for either six (6) or seven (7) periods per day each quarter. A student may take a maximum of five (5) study halls per week. Students in choir and/or band may have an additional study hall on those days when band and choir do not meet. In rare circumstances (typically due to an unavoidable scheduling conflict) a student may have more study halls than is typically allowed. Prior permission is needed by the Principal.

1. **Attendance:** Each student will be assigned to a seat and is to be quiet.
2. **Behavior:** Students are not to engage in any disruptive or inappropriate behavior. Students must not disturb others in the study hall by talking or using other forms of distraction. ECDs are not allowed in study hall.

3. **Work:** Students are to bring class work or a book to read each day. Study hall teachers will notify students of missing and make-up work.
4. **Restricted List:** Students who have ability, but do not maintain a "D-" average or better in each of their subjects will be **restricted to the study hall**. If the student is on the restricted list, s/he may leave the study hall only if s/he has a pass from the teacher who is collecting the grade data. Leaving the study hall for other reasons will not be permitted for students who are on the weekly restricted list. **Restricted list students must bring work to do to the study hall before the period begins.**

Computer Labs

Students are only allowed in computer labs when there is a staff member present. **Computers are to be used for school related work only.** Absolutely no food or drink is allowed in the computer labs.

Access to technology and an Internet account is a privilege offered to students and staff. Personal printing will cost 10 cents for B/W and 25 cents for color.

Publications

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

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

Class Membership

Students will be listed on class lists according to the number of credits they have completed, not the number of years they have been in school.

Specific Learning Disabilities

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. Ability and achievement tests, given by the school psychologist and a special education staff member, determine if the student is in need of special support services. It is demonstrated primarily in academic functioning, but may also affect self-esteem, vocational readiness and life adjustment skills. After the student qualifies for the program, an Individualized Education Plan (IEP) is written to meet the student's individual needs.

Extra-Curricular Activities

Activities

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

Baseball	Girls Basketball	One Act Play
Boys Basketball	Girls Cross Country	Robotics
Boys Cross Country	Girls Golf	School Musical
Boys Golf	Girls Gymnastics	Softball
Boys Gymnastics	Girls Hockey	Speech
Boys Hockey	Girls Track and Field	Trap Shooting
Boys Track and Field	Knowledge Bowl	Volleyball
FFA	MSHSL Music Activities	Wrestling
Football	National Honor Society	

Minnesota State High School League Activity Ineligibility and Probation

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

Activity Participation Rules

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

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

I. Scholarship

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

II. Mood-Alerting Chemicals

- a. Bylaw: During the calendar year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or (3) use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
 - i. The bylaw applies continuously from the first signing of the student eligibility brochure.
 - ii. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.
- b. Penalty:
 - i. First Violation: After confirmation of the first violation, the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.
 - ii. Second Violation: After confirmation of the second violation, the student shall lose eligibility for the next six (6) consecutive interscholastic contests in which the student is a participant or three (3) weeks, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

- iii. Third and Subsequent Violations: After confirmation of the third or subsequent violations, the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests in which the student is a participant or four (4) weeks, whichever is greater. If after the third or subsequent violations, the student has been assessed to be chemically dependent and the student on her/his own volition becomes a participant in a chemical program, then the student may be certified for reinstatement in MSHSL activities after a minimum period of six (6) weeks. Such certification must be issued by the director or a counselor of a chemical dependency treatment center.
- iv. Consecutive Penalties: Penalties shall be consecutive beginning with the student's first participation in a League activity and continuing through the student's high school career.
- v. Denial Disqualification: A student shall be disqualified from all interscholastic athletics for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

Extra Curricular Activity Behavior

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

Parents and families are encouraged to attend these activities. However, children through 8th grade should not attend these events unless accompanied by a parent or a responsible adult. Therefore, in order to make these events enjoyable to all, children through 8th grade should remain under family supervision at all times.

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

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

Dances/Parties

All high school dances/parties will be held in the high school. All requests for school dances/parties are made out by written application and submitted for administrative approval.

The dances/parties are for the students currently enrolled in MLHS (grades 7-12). No outside dates are allowed. All dances are set up through the Student Council or other school organizations. Dance times will be scheduled by the advisors.

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

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

Conduct, Appearance, and Discipline

Citizenship

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

Conduct

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

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

1. To apply himself or herself to the established course of study.
2. Be prompt and regular in attendance.
3. Complete school assignments on time.
4. Respect the authority of teachers and other school personnel.
5. Be willing to work at self-improvement.
6. Learn to criticize fairly and to accept criticism.
7. Respect school property.
8. Conduct himself properly in school, on school grounds, buses, and at school functions wherever they are held.
9. Refrain from disruption of the normal school operation.
10. Respect the equal rights of fellow students.
11. Obey the rules of this school.

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

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

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

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

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

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

employee of the school district who is found to have violated this policy.

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

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

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

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

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

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

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

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

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

Student Dress and Appearance

Purpose

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

General Statement

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

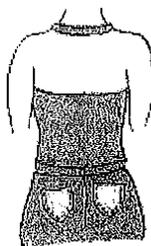
- A. Appropriate clothing includes, but is not limited to, the following:
 - a. Clothing appropriate for the weather
 - b. Clothing that does not create a health or safety hazard
 - c. Clothing appropriate for the activity (i.e., physical education or the classroom)
 - d. Students are allowed to wear shorts in school. The length of the shorts should be consistent with good taste and proper judgment. The administration reserves the right to ask any student to change his/her clothing. Students who wear such clothing will have to call their parents to bring acceptable clothing, be sent home to change their clothing, or face disciplinary action including but not limited to

detention or suspension

- B. Inappropriate clothing includes, but is not limited to, the following:
- a. Tank tops that expose bra straps, clothing that exposes the midriff (navel area) or cleavage including halter-tops, one-shoulder tops, and backless tops
 - b. Heavy winter coats, oversized outerwear, or trench coats
 - c. Clothing, jewelry, etc. with obscene, lewd, vulgar, profane or suggestive language, including symbols from Playboy, Hustler, Hooters, etc.
 - d. T-shirts where the arms have been ripped out so there is more chest than shirt showing are unacceptable
 - e. Pants that expose underwear or have revealing holes are not permitted
 - f. No undergarments should be exposed – practice modesty
 - g. Clothing, jewelry, etc. that promotes alcohol, drugs, or tobacco products, and/or the use of any such products that are illegal for use by minors
 - h. 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
 - i. Any apparel or footwear that would damage school property
 - j. Head coverings (hats, hoods, masks) are not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations; special activity)
 - k. See examples below:



Visible Undergarments and Spaghetti Straps



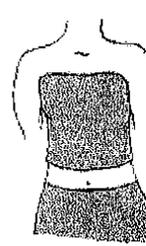
Halter Top



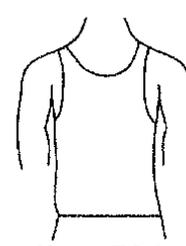
Low Cut Top



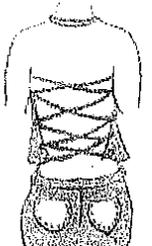
Visible Undergarments



Tube Top



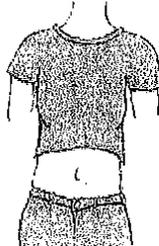
Muscle T-Shirt (Guys)



Backless Shirt



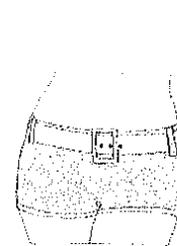
Long Chains



Visible Midriff



Offensive Slogans, Advertisements or Artwork on T-shirts and Hats



Shorts too short

Art work by Cynthia Sperry, California, 2003
Muscle T-Shirt & Cap art work by Jim Dewey Brown, New Mexico, 2006
Shorts art work by Jacqueline Muniz & Sue Miller, New Mexico, 2009

- C. It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.
- D. The School District, in its desire to keep students in Independent School District No. 173 free from threats or harmful influence of “gangs” or other violent groups believes that apparel identified by law enforcement/national crime prevention organizations as “gang-related” can be reasonably construed as hazardous to the health and safety of the school environment.
 - a. “Gang,” as defined in this policy, means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities the commission one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. “Pattern of gang activity” means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.
 - b. Definition of “gang-related” – “Criminal gang means any ongoing organization, association or group of three or more persons whether formal or informal that:
 - i. Has as one of its primary activities the commission of one or more of the offenses listed in Minnesota Statute section 609.11, subdivision 9
 - ii. Has a common name or common identifying sign or symbol; and
 - iii. Includes members who individually or collectively engage in or have engaged in a pattern of criminal activity.”
 - iv. The list of crimes in Minnesota Statute Section 609.11, subdivision 9, involves murder, burglary, kidnapping, false imprisonment, robbery, criminal sexual conduct and a host of others.
 - c. All gang-related material or clothing that has been confiscated from students should only be released to parents
 - d. No gang-related hand signs, monikers, tattoos, signs, names, or symbols will be permitted on school property
 - e. Anything that glorifies or depicts items that are illegal or obscene, should not be worn in school

Procedures

- A. When, in the judgment of the administration, a student’s appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, poses a threat to the health or safety of the student or others, or violates the school dress code the student will be directed to make modifications. Should the student refuse to make the modifications requested, the student may be suspended. Parents/guardians will be notified.
- B. The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.
- C. Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

Student Discipline

Purpose

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

General Statement of Policy

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

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

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

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school district that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

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

Areas of Responsibility

1. **The School Board.** The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
2. **Superintendent.** The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
3. **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; committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - b. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- c. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - d. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - e. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
 - f. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.
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 that 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 assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
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.

1. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.
2. Removal from class is a serious consequence for a rule violation. It should not be taken lightly by any of the parties involved. Teachers are encouraged to use the following strategies as a response to behavior before it requires removal from class: 1) warn the student, 2) telephone parent, 3) check with student's cumulative folder, 4) consult with the principal or guidance counselor, 5) consult with special education personnel, 6) detain student after school, 7) send further written reports to student's home, 8) suspend from extra-curricular activities.
3. The principal will provide custodial care of students that are removed from the classroom and will see that the policies and provisions of this section are observed.
4. In any referral, if the principal feels that violation is serious enough, a student may be suspended from all classes under the provision of the Pupil Fair Dismissal Act.
5. A student may be removed from a class (or an activity period, or receive an in-school suspension) AFTER the teacher consults with and receives approval from the principal or his or her designee.
6. Initial consultation with the principal typically involves teachers calling the office before sending the student to the office. The principal (or the designee) should agree on the manner in which the student will be sent to the office before the student is released from the classroom.
7. The teacher shall provide the principal with the following information when making the initial notification of a removal: 1) specific grounds for removal, 2) length of the period of removal, 3) any request for immediate administrative support.
8. Students will be sent to the principal's office or another area clearly designated by the principal.
9. Requiring students to stand outside of the classroom in the hallway for periods that do not exceed one full class period does not constitute a removal from class. In such situations, students remain under the custodial care of the teacher.
10. Extended removal can take place with administrative approval and an informal conference involving the teacher, administrator, and student. The length of time beyond the initial removal shall be the decision of the administrator after consulting with the teacher. A reasonable attempt to contact the student's parent or guardian shall be made before the informal conference occurs.
11. For students in grades 7 to 12, a Student Office Referral Form (page 61) must be completed any time a student is removed from class.

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

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

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

As per the instruction on the Student Referral Form, the student will meet with the teacher (and the principal) to discuss the removal before returning to the next scheduled class for which the student was removed. The student is NOT to return to class until a teacher/student conference is held.

The teacher is to complete the *teacher section* of the Student Referral Form after the conference is held and return this form to the office. The teacher shall provide the following information. 1) Specific grounds for removal, 2) length of period of removal, 3) conditions for reentry (i.e. must meet with the teacher, work out a contract, must have student-parent conference, etc.).

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

The principal is to complete the *principal's section* of the Student Referral Form and is responsible to see that copies are forwarded to the 1) parents, 2) teacher(s), and 3) principal's file.

The principal will be responsible to see that copies of the Student Referral Form are forwarded to the 1) parents, 2) teacher(s), and 3) principal's file.

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

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

Dismissal

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

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

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

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

- a. Willful violation of any reasonable school board regulation, including those found in this policy;
 - b. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extra-curricular activities; or
 - c. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.
- C. Suspension Procedures:
- a. Suspension⁷ means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less, except as may be provided in federal law for a student with a disability.
 - b. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
 - c. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission, which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
 - d. In the case of a student with a disability, the student's individual education plan team shall meet immediately but not more than ten (10) school days after the date on which the decision to remove the student from the student's current education placement is made. The individual education plan team shall, at the meeting, conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action, and determine the appropriateness of the child's education plan.
 - e. The requirements of the individual education plan team meeting apply when: (1) the parent requests a meeting; (2) the student is removed from the student's current placement for five (5) or more consecutive days; or (3) the student's total days of removal from the student's placement during the school year exceed ten (10) cumulative days in a school year. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. A separate administrative conference shall be conducted for each period of suspension.
 - f. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the pupil to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
 - g. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the

- evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
- h. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - i. Strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - ii. Assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - iii. Petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
 - i. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference.
 - j. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 - k. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by shall be complete upon mailing.
 - l. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.
- D. Expulsion and Exclusion Procedures
- a. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
 - b. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
 - c. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
 - d. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
 - e. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
 - f. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent or guardian.
 - g. All hearings shall be held at a time and place reasonably convenient to the student, parent or guardian and shall be closed, unless the student, parent or guardian requests an open hearing.
 - h. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
 - i. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

- j. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- k. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- l. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- m. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon that which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- n. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- o. The student cannot be compelled to testify in the dismissal proceedings.
- p. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
- q. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
- r. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- s. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- t. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- u. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

Admission or Readmission Plan

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

Notification of Policy Violations

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

Student Discipline Records

It is the policy of the school district that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

Disabled Students

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

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

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

Open Enrolled Students

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court.

The school district may also terminate the enrollment of a nonresident student over the age of 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.

Disciplinary Office Referral Form (see page 60)

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

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

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

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

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

Building Regulations

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

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

Any group wishing to use the building must have a responsible adult in attendance and in charge, and must have filled out a "door opening" slip in the high school office prior to that day or evening.

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

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

- 1. The party that puts the display up must also remove it when the activity is finished.***
- 2. Any display that is put up without approval will be removed.***

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

"Privileges and responsible student citizenship are directly related."

Transportation and Student Vehicles

Bus Behavior

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

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

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

The procedure will be as follows regarding a behavioral problem:

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

Player/Participant Travel

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

Spectator Buses

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

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

Cars – Motorcycles – Bicycles – Snowmobiles

Students are **not permitted** to drive or ride in cars, motorcycles, and snowmobiles during the school day, including noon hour. Students are not to ride bicycles during the school day (including lunch period). **Snowmobiles should be parked in the parking lot.**

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

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

Driver's Permit/License Testing

Tests are given in area towns: Windom on Mondays and St. James on Wednesdays.

Students may take the ***permit test*** and the ***road test*** during school time a maximum of two times in order to pass it. The student must return to school immediately after the test in order to receive an excused absence slip. The written permit test is given only at 10:00 a.m. in Windom and St. James. It takes 1/2 to 3/4 hours to complete the test. Students are to return to school immediately after the test is taken.

The road test is given in Windom on Mondays from 8:00-10:00 a.m., 11:00-12:00 noon, 1:00-2:00 p.m., and 3:00-5:00 p.m. To schedule a road test in Windom, you must call Worthington (376-6551) on Tuesdays. The road test is given in St. James on Wednesdays from 8:30 a.m.-12 noon and from 1:00-4:00 p.m. by appointment. The road test is also about 1/2 hour long. Students are to return to school immediately after the test is taken.

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

Student Safety

Accidents and Insurance

All parents are urged to enroll their child in the private group student accident insurance plan which provides basic coverage at a very nominal fee. Also, students who participate in extracurricular activities are urged to enroll in the private extracurricular activity insurance plan. The private group plan (which covers sports and other activities), is highly recommended because of its nominal cost and good basic coverage. Students will be given enrollment information as school begins.

Emergency Drills

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

Fees and Funds

Athletic Season Passes for Home Events

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

The following guidelines will govern these passes:

1. They are good for all home regular season athletic contests played at Mountain Lake during the entire 2015-2016 school year; Fall, Winter, and Spring.
2. They are not good for Sub-Section or Section games or holiday tournaments.
3. They will not be transferable.
4. Those holding passes will have priority in purchasing post-season tournament tickets when the supply is limited.
5. The cost of a season pass to these Mountain Lake High School athletic contests is:
 - a. Adult – \$45
 - b. K-12 Student – \$25
 - c. Senior Citizen Pass (Age 65 or over) – \$25.00 Annual fee
 - d. Family maximum – \$170.00
6. Senior Citizen Passes only apply to regular season home athletic contests
7. Single game adult tickets are \$6 each and single game student (K-12) tickets are \$4 each.
8. The athletic pass or a means of identification that shows he/she has purchased an activity pass must be shown before admittance will be allowed at each game. Failure to do so will result in purchasing a single game ticket at that specific game. In the event an athletic pass has been lost or misplaced, a new pass will be reissued at the high school office.
9. The passes are to be purchased at the high school office.

Class Funds

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

Driver's Education

Driver's Education will be offered through Community Education. The Driver's Education includes 30 hours of classroom instruction and six hours of behind-the-wheel training. Before taking the behind-the-wheel training, the student must complete the classroom portion and pass the driver's permit test. The cost for Driver's Education through Community Education is \$340.00 which includes classroom instruction and behind-the-wheel training. Attendance for all hours is mandatory. Hours missed will need to be made up at an additional cost (\$25/instructor time).

Students under the age of 18 wishing to take behind-the-wheel only, must have their blue card, issued from the high school office. Once students have their blue card, the blue card is submitted to the Department of Transportation officials in order to receive their driver's permit. Once a student is issued a driver's permit they can schedule the behind-the-wheel hours through Mountain Lake Community Education. Cost for behind-the-wheel only: one hour = \$35.00; two hours = \$70.00; six hours = \$220.

Miscellaneous Fees

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

1. A project in art, home economics, industrial arts or some other course that is in excess of minimum course outline, provided that the student elects to do such projects, must be paid for. Students may provide their own materials for such projects, again with approval of the instructor.
2. Cost of school equipment or books destroyed or damaged through carelessness or failure to follow instructions, in the amount necessary to replace or restore the item involved to service.
3. Deposit for lab or shop breakage, such deposit to be returned at the end of the school year in the unused amount. This deposit is applicable only if the student is enrolled in a course involving laboratory or shop work.
4. Rental charges \$40 per semester. I.E.: Bass Guitar; Baritone Horns; Baritone Sax; French Horns; Tubas & Sousaphones; etc.: Alto Horn; Saxophones; Bassoons; Bass Clarinets; Bass Keyboard; and other school-

- owned band instruments. All band fees must be paid within the first semester.
5. Costs of field trips which are made available from time to time but are not required as part of a course, should the student elect to participate in the field trip.
 6. Costs of the school paper, yearbook, graduation items or class rings, should the student elect to order any of these items.
 7. Admission fees for concerts, plays, athletic events, and other programs or activities which the student may attend at his option.
 8. Athletic equipment users fees:
 - a. 7th and 8th graders - \$35.00 per sport season
 - b. 9th through 12th graders - \$50.00 per sport season
 - c. Per family maximum - \$170.00 per school year
 9. Students are required to furnish their own paper, pens, pencils, notebooks, graph paper, sketch pads, gym suits, tennis and athletic shoes, and other items of personal equipment.
 10. The charges for photocopying
 - a. Black and white - \$.10 per page
 - b. Color - \$.25 per page
 11. These procedures are in accordance with and governed by Minnesota Public School Fee Law, MSA 120.71 - 120.76.

Student Bills

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

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

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

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

Organization Funds

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

Lunch Program

Purpose

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

General Statement

1. Mountain Lake School district recognizes the parent/guardian's responsibility to provide breakfast and lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
2. It is the policy of the Mountain Lake district to offer breakfast and provide lunch at school. The Food Service Department strives to provide quality meals in an efficient and fiscally responsible manner.
3. Students may purchase meals when funds have been deposited into their personal account or by cash payment in Ala Carte areas.
4. Families may apply for free/reduced meals anytime during the school year. Applications are mailed to all families in the district prior to the school year. In addition, applications are available at the district office and in all school offices.

Procedures for Notifying Family of Account Status

1. The parent/guardian will be notified when the family account is at \$20.00 or less.
2. All students in grades K-12 will be notified in the lunch line each day when their account is at \$20.00 or less.

3. If the family account is less than adequate to pay for breakfast and/or lunch, the family will be contacted by the school office.
4. When the balance is negative, a milk and grain component will be offered at breakfast and a sandwich and milk will be offered at lunch.
5. After a second day in succession of offering the substitute breakfast and lunch, the administration or their designee will contact the family and review with them their responsibility to provide meals for their child.
6. Assistance from county social services may be requested by the school social worker for possible neglect when above procedures are unsuccessful.

Family lunch accounts will be utilized this year. Lunch money will need to be brought to the high school office between 7:45 a.m.- 8:10 a.m. each day. The money will be placed in a family account. For the online parent access to the account balance, contact the high school office.

Lunch prices for students in grades 7-12 will be \$2.40 per meal. Ala Carte items are not included in this meal price. Milk is 35 cents. Adult lunch will be \$3.45 per meal.

Breakfast prices for students in grades 7-12 will be \$1.25 per meal. Adult breakfast will be \$1.70 per meal. Milk is 35 cents.

Lost or stolen photo ID cards can be replaced. The request for replacement needs to be made to the high school office as soon as possible. Replacement cost to be determined.

Miscellaneous

Electronic Communication Devices (ECD)

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

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

1. Rules and Procedures Regarding ECDs

- a. ***Students are allowed to use their cell phones before school, in between classes, and during noon period. Cell phones are not to be used during classes.***
- b. Any ECD, including but not limited to radios, cell phones, headsets, music listening devices, personal cameras, personal camera phones, and handheld games, are ***not allowed to be seen or heard during class periods.***
- c. If a teacher or staff member sees a cell phone, they will ask the student for it and turn it in to the office.
- d. If the student refuses to give up the phone, the Principal intervenes.
- e. If the student still will not give up the phone, s/he will be suspended.
- f. A phone may only be picked up after 3:04 p.m. If a student leaves early for an appointment, sporting event, etc. they must wait until the next day to pick it up.
- g. Collected money will go into student accounts for student activities (prom, student council, etc.) or scholarship funds.

2. Consequences

- a. **Warning** – The warning students will receive is on the first day of the school year when this policy is introduced to them during the meeting with Administration.
- b. **First Offense** – confiscated and a \$5.00 fine, which must be paid before phone is released.
- c. **Second Offense (and every time thereafter)** – confiscated and a \$10.00 fine, which must be paid before phone is released to the parents.

Lockers

A student shall not place, keep, or maintain any article or material in a school-owned locker which is of a non-school nature that shall cause or tend to cause a disruptive activity on any school property or at any school-sponsored function. ***Money or other valuables are not to be kept in hall or phy. ed. lockers. The school will not be responsible for damage to or theft of any personal item (including all electronic devices) that students choose to bring to school.*** Student personal posters are not permitted on the outside of lockers. The outsides of lockers

may only be used by cheerleaders for motivational posters. Lockers, as provided by the school district, are purchased, furnished, and maintained by the school district and remain the property of the school district. If individual personal locks are placed on a student locker, the student must leave the combination or an extra key in the high school office.

A student is responsible for the upkeep of the student locker that is assigned to her/him and which s/he is using.

Students are not allowed to switch lockers.

If school personnel have a reasonable suspicion that the student has placed illegal or dangerous materials or substances in the locker, school personnel may then search the locker with or without the use of drug dogs.

Lost and Found

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

Nutritional Guidelines

Any food or beverages sold at school events, from vending machines, or for fundraising purposes, will strive to follow nutritional guidelines, establishing a ratio of at least 60% of the preferred options and no more than 40% of the less desirable options.

Telephone

A telephone is available for student use in the hall outside the band room. No long distance calls can be made on this phone.

Vending Machines

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

Visitors

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

It is the recommendation of the administration that students not bring visitors or guests with them to school. Please feel free to contact the principal with any questions or concerns.

District Policies

Attendance Policy

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

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

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

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

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

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

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

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

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

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

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

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

Truancy Policy

According to Minnesota Statutes 120.101, subdivision 5, students under the age of 18 must attend school. Students who are 16 and 17 years of age are allowed to "withdraw" from school with their parents' permission. If a 16 or 17 year old is in attendance, they must follow the same guidelines as students under the age of 16.

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

1. **Step One:** After three (3) unexcused absences a 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 to parents to meet with school personnel
2. **Step Two:** Upon the fourth (4th) unexcused absence a (phone call/letter) parent contact is made. School personnel forward student's most current attendance report, copies of letters sent to parents, any other documentation pertinent to the student's truancy including interactions with the student and/or parents to the County Attorney's office. The County Attorney will forward the appropriate information to the Cottonwood County Family Service Truancy Coordinator (CCFSTC) to begin the mediation program. The CCFSTC will obtain a release of information and contact the school if the family accepts services.
 3. **Step Three:** Upon the fifth (5th) unexcused absence school personnel make (phone call and/or letter) parent contact. School personnel fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information per Step Two. Upon receipt, the county attorney will write a letter to the parent of the truant student asking them and the student to participate in a diversionary meeting.
 4. **Step Four:** Upon the sixth (6th) unexcused absence, school personnel may make a (phone call and/or letter) parent contact and fax updated attendance to Cottonwood County Attorney and CCFSTC with proper release of information per Step Two.
 5. **Step Five:** Should the student reach seven (7) unexcused absences and an attempt has been made by the school to address the student's attendance concerns as described above; the school should notify the County Attorney for a CHIPS Petition.

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

Weapons Policy

I. Purpose

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

II. General Statement of Policy

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

III. Definitions

A. "Weapon"

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

B. "School Location" includes any school building or grounds, whether leased, rented, owned or

controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

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

IV. Exceptions

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
 3. persons authorized to carry a pistol under 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;
 4. 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;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or

9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under 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.

V. Consequences for Student Weapon Possession/Use/Distribution

- A. 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:

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

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

C. 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.

VI. Consequences for Weapon Possession/Use/Distribution By Nonstudents

A. Employees

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

B. Other Nonstudents

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

Harassment and Violence

I. 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.

II. General Statement of Policy

- A. 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.
- B. 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 includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. 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.
- D. 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.

III. Religious, Racial and Sexual Harassment and Violence Defined

A. Sexual Harassment; Definition

1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly,

of obtaining or retaining employment, or of obtaining an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

B. Racial Harassment; Definition

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment; Definition

Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

- 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- 3. otherwise adversely affects an individual's employment or academic opportunities.

D. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence; Definition

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

F. Religious Violence; Definition

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

G. Assault; Definition

Assault is:

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or attempt to inflict bodily harm upon another; or
3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. Reporting Procedures

- A. 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.
- B. **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.
- C. 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.
- D. **In the District.** The school board hereby designates the K-12 Counselor and 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.

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

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

- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- F. 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.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. Investigation

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

VI. School District Action

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

VII. 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.

VIII. Right To Alternative Complaint Procedures

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

IX. Harassment or Violence As Abuse

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

X. Dissemination of Policy and Training

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Bullying Prohibition Policy

I. Purpose

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

II. General Statement of Policy

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

III. Definitions

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;

2. damaging a student's property;
 3. placing a student in reasonable fear of harm to his or her person or property; or
 4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. Reporting Procedures

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. 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.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. School District Action

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students,

or others pending completion of an investigation of bullying, consistent with applicable law.

- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; school district policies; and regulations.
- D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

VI. Reprisal

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. Training and Education

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. 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.

Internet Acceptable Use Policy

I. Purpose

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

II. General Statement of Policy

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

III. Limited Educational Purpose

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

IV. Use of System Is A Privilege

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

V. Unacceptable Uses

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - 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 addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - g. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

- h. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
 - i. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in any of the foregoing unacceptable uses of the Internet when off school district premises and without the use of the school district system also may be in violation of this policy as well as other school district policies. In situations when the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district shall investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
 - C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

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 pornographic or harmful to minors under state or federal law.

- A. 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 pornographic; or
 - c. Harmful to minors.
- B. 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.
- C. 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.

VII. Consistency With Other School Policies

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

VIII. Limited Expectation Of Privacy

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.

- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. Internet Use Agreement (see page 60)

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

X. Limitation On School District Liability

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. User Notification

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 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 are subordinate to local, state and federal laws.

XII. Parents' Responsibility; Notification Of Student Internet Use

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 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.

XIII. Implementation; Policy Review

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

Student Internet Use Agreement

Student:

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. I further understand that should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

Parent or Guardian:

As the parent or guardian of this student, I have read the school district policies relating to safety and acceptable use of the school district computer system and the Internet. I understand that this access is designed for educational purposes. The school district has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and I will not hold the school district or its employees or agents responsible for materials acquired on the Internet. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian's Name (please print): _____

Parent/Guardian's Signature: _____

Date: _____

**Disciplinary Office Referral
Grades 7-12**

Student _____ **Date** _____ **Grade** _____

Teacher _____ **Class** _____

Reason For Referral:

_____ Inappropriate language

_____ Inappropriate behavior

_____ Disrespect to others

_____ Disrespect to teacher

_____ Continuously unprepared

_____ Disruptive in class

To the Student: Explain in detail the exact circumstances which resulted in you being sent from the classroom. Schedule a conference with the teacher within 24 hours. Have the teacher write the results of the conference below. After the conference with the teacher, report to the principal with this form.

What did I need to do differently?

To the Teacher: Conference Results and Teacher's Remarks **Date** _____

Principal's Action: _____ **Date** _____

Teacher's Signature _____ **Date** _____

Student's Signature _____ **Date** _____

Principal's Signature _____ **Date** _____

“Tennessee Warning”

Students and Parents are to be advised that:

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

Know Your Rights

General Statement

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

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

Notice of Non-Discrimination

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

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

It is the School District's policy to provide equal educational opportunity to all students and equal employment opportunity for all applicants for school district employment and school district employees. This policy applies to all 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

Bill Strom

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

Title IX Coordinator

Jody Lepp

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

Section 504/ADA Coordinator

Pamela Anderson

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

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

Student Disability Non-Discrimination - (Section 504 Notice)

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

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

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

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

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

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

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

A. Identification and Referral

1. Any student who needs or is believed to need accommodations in order to receive a free appropriate public education is referred to the appropriate school team (Child Study, 504) for identification and evaluation of the student's individual education needs.
2. Referrals may be initiated by parents, teachers, counselors, social workers, nurses, principals, or others concerned about the student's educational needs.
3. The school 504 team is composed of those persons knowledgeable about the student, the student's school history, the student's individual needs, the evaluation data, and the possible accommodations.
4. The school 504 team considers the referral, reviews the student's existing records (academic, behavioral, and social), and considers documentation that the student may have a disability that warrants further evaluation under the 504 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 a time.
4. Reducing the reading level of the assignments
5. Requiring fewer correct responses to achieve grade
6. Allowing student to tape record assignments/homework

7. Providing a structured routine in written form
8. Providing study skills training/learning strategies
9. Giving frequent short quizzes and avoiding long tests
10. Shortening assignments; breaking work into smaller segments
11. Allowing typewritten or computer printed assignments
12. Using self-monitoring devices
13. Reducing homework assignments
14. Not grading handwriting

Test Taking

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

Organization

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

Behaviors

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

Special Considerations

1. Suggesting parenting program(s)
2. Monitoring student closely on field trip
3. 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

Employee Disability Non-Discrimination Policy and Notice

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

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

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

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

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

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

Student Sex Non-Discrimination

I. Purpose

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

II. General Statement of Policy

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The school board hereby designates 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. These employees coordinate the school district's efforts to comply with and carry out its responsibilities under Title IX.

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

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

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

III. Reporting Grievance Procedures

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. **In Each School Building.** The building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates 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
450 12th St., PO Box 400
Mountain Lake, MN 56159

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

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

IV. Investigation

- A. By authority of the school district, the human rights officer, upon receipt of a report, complaint or grievance alleging unlawful sex discrimination toward a student shall promptly undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider

the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

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

V. School District Action

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

VI. Reprisal

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

VII. Right to Alternative Complaint Procedures

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

VIII. Dissemination of Policy and Evaluation

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

Student Parental, Family, and Marital Status Non-Discrimination

I. Purpose

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

II. General Statement of Policy

- A. The school district provides equal educational opportunity for all students, and will not apply any rule concerning

a student's actual or potential parental, family, or marital status which treats students differently on the basis of sex.

- B. The school district will not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such students' pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity of the recipient.
- C. The school district may require such a student to obtain the certification of a physician that the student is physically and emotionally able to continue participation in the normal education program or activity so long as such a certification is required of all students for other physical or emotional conditions requiring the attention of a physician.
- D. The school district will ensure that any separate and voluntary instructional program is comparable to that offered to non-pregnant students.
- E. It is the responsibility of every school district employee to comply with this policy.
- F. The school board has designated 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
450 12th St., PO Box 400
Mountain Lake, MN 56159

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

- G. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the superintendent or the school district human rights officer.
- H. Any reports of unlawful discrimination under this policy will be handled, investigated and acted upon in the manner specified in Policy 522 – Student Sex Nondiscrimination.

Attendance Law (Compulsary)

According to Minnesota Statutes 120.101, subdivision 5, students under the age of 18 must attend school. Students who are 16 or 17, are allowed to "withdraw" from school with their parents' permission. If a 16 or 17 year old is in attendance, they must follow the same guidelines as students under the age of 16. These guidelines are:

1. A student who is absent from attendance without lawful excuse for one or more periods on three school days is considered a, "Continuing Truant." Parents will be mailed a letter warning them that if their child continues to be truant, the county attorney will be notified.
2. A student who is absent from attendance without lawful excuse for one or more periods on seven school days is considered a, "Habitual Truant." At this point, a truancy petition is sent to the county attorney's office. After review of the truancy petition, the student and his/her parents may be required to attend court.

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

Asbestos

As a result of recent federal legislation, each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. Mountain Lake Public Schools is in full compliance with this law and is following the spirit as well as the letter of the

law. As a matter of policy, Mountain Lake Public School shall continue to maintain a safe and healthful environment for our community's youth and employees.

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

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

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

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

The master plan, including information about asbestos-containing materials in all buildings and halls, is available for public review in the Mountain Lake School Business Office. Copies are available at 10 cents per page. Questions related to the plan should be directed to Steve Musser, designated asbestos program manager under contract with Musser Environmental Consulting, Inc., at 320-669-1433.