

Mora Jr/Sr High School **Student Handbook**

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GENERAL INFORMATION TO PATRONS OF THE MORA PUBLIC SCHOOLS INDEPENDENT DISTRICT NO. 332

This handbook is prepared for the students and patrons of the Mora Public Schools. Not only is it a guide for students, it is an official publication of the Board of Education. We hope that this handbook will help students understand their school and the policies and regulations that have been established.

INDEPENDENT SCHOOL DISTRICT 332
MORA, MINNESOTA

www.moraschools.org

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BELIEF STATEMENTS

We believe:

1. Providing a quality education, in a safe environment, is the most important thing that we as a community can do for our children.
2. In developing a high standard of character by insisting on personal responsibility and accountability.
3. In recruiting, developing, retaining a highly qualified staff that is able to adapt to change and provide meaningful educational opportunities.
4. Education is the responsibility of the entire community.
5. In providing opportunities in academics, arts, activities, and service that promote lifelong learning.
6. Partnerships among students, staff, community, and family are vital to educational success.
7. In the value and capacity of each child.

MISSION STATEMENT

Preparing self-directed and resourceful learners able to thrive in a changing global community

VISION STATEMENT

An innovative, dynamic learning environment driving our community forward

MORA HIGH SCHOOL ADMINISTRATION

Dan Voce	Superintendent
Brent Nelson	Principal
Nick Bakke	Assistant Principal
Chip Brandt	Dean of Students, Transportation, Buildings & Grounds
Kris Osterdyk	Activities & Community Education

DAILY SCHEDULE GRADES 7-12

Students arriving at Mora High School prior to 7:45 must report to the cafeteria unless they are with or have written permission of a school employee.

7-8 SCHEDULE			9-12 SCHEDULE		
8:05	9:00	Period 1	8:05	8:55	Period 1
9:05	9:55	Period 2	9:00	9:50	Period 2
10:00	10:50	Period 3	9:55	10:45	Period 3
10:50	11:20	LUNCH	10:50	11:40	Period 4
11:25	12:15	Period 4	11:40	12:10	A Lunch
12:20	1:10	Period 5	11:45	12:35	Period 5B
1:15	2:05	Period 6	12:10	12:30	ALC Lunch
2:10	2:55	Period 7	12:15	1:05	Period 5A
			12:35	1:05	B Lunch
			1:10	2:00	Period 6
			2:05	2:55	Period 7

Building Closes at 3:30

Students who are not in a school sponsored activity or under direct supervision of school staff must leave the building.

DRUG-FREE AND WEAPONS-FREE SCHOOL, PARK AND HOUSING ZONES

Minnesota Law (Minnesota Stat. Secs. 152.01, 152.021-162.024 (1997), Minnesota Stat. sec. 609.66 (1966) is tough on anyone caught selling or possessing illegal drugs when they are within one city block or three hundred feet of any Minnesota school, park, public housing project, school bus carrying students, or drug treatment center. The law is also tough on anyone caught possessing or using a dangerous weapon in these areas. Juveniles convicted of these crimes who are at least 14 years

old can be treated as an adult and sentenced in an adult court.

LUNCH SERVICE

- Typical lunch includes meat (entree), vegetable, fruit, bread and milk.
- If you wish to bring a bag lunch from home, milk will be available in the cafeteria for purchase.
- During the academic year, four lunch periods will be scheduled. Grade 7/8 will be dismissed to eat lunch at 10:50. Grades 9 through 12 students will eat during one of two lunch periods, either at 11:40 or 12:35 and ALC independent study students will eat at 12:10.
- Students in grades 7, 8, 9 and 10 are "campused" and not permitted to leave the campus during their designated lunch. For permission to leave during the designated lunch period, 7th, 8th, 9th and 10th grade students must bring a note from a parent or guardian before school requesting an out-of-the-building pass. Parents/guardians must pick up their son/daughter at the high school office at lunchtime and return with them to the office prior to their next class.
- Students in grades 11-12 may leave the building if they have met the open lunch privilege criteria.

PLEDGE OF ALLEGIANCE

State Law requires schools to recite the Pledge of Allegiance. Students may choose not to recite the pledge but are expected to respect the rights of others.

RELIGIOUS RELEASE TIME

Only students whose names are provided by a church may attend Religious Release Time. If a student wishes to have his/her name added anytime during the year, the parent will need to write a note stating that intention with approval from the church. Any students who have questions or concerns about attending should be sent to the office for clarification.

SCHOOL BUS INFORMATION

RIDING THE BUS IS A PRIVILEGE, NOT A RIGHT.

- Proper behavior is imperative for the safety of everyone.
- The school is responsible for the student from the time the student is picked up on the bus until the student is discharged from the bus in the afternoon.
- The student is expected to follow all rules on the bus as well as in the

school building itself. Any violations of bus rules will be covered by the Mora High School Discipline Policy.

- Also, a state law, effective August 1, 1993, states that juveniles found with guns in school or on school buses will have their driver's licenses cancelled until they are 18.

FOLLOW THESE BUS RULES:

- Students must remain seated at all times while on the bus.
- Talk quietly and use appropriate language.
- Do not use profanity or obscene gestures.
- Do not hang out the windows
- Do not put head, hands, or feet outside of the bus.
- Do not horseplay, harass, intimidate, or tease others.
- Do not throw any object on or off the bus.
- Do not eat or drink while on the bus without driver permission
- Do not smoke, use tobacco, drugs or alcohol.
- Do not light matches or lighters on the bus.
- Do not bring any weapon or dangerous objects on the bus.
- Do not be destructive to bus property.
- Immediately follow the directions of the driver.

The law clearly establishes that **riding a school bus is a privilege and not a right.**

- A student's riding privileges may be revoked for failing to obey the school district's bus discipline policy or for failing to demonstrate knowledge of school bus safety principles after receiving safety training.
- Districts are not required to follow laws governing suspension and expulsion and are not required to provide transportation for a student whose riding privileges have been revoked.
- Provisions must be made for students with disabilities.
- We are all aware of the potential for school bus accidents. Many such accidents occur because the driver may have been distracted by some discipline problem on the bus. Bus drivers have a full-time job driving the bus, watching the traffic, remembering stops and fighting bad weather. They should not be expected to be disciplinarians also. Students must be responsible for their own behavior.

SCHOOL CLOSING

During periods of inclement weather, parents and students are requested to listen to their radio or television stations for information. Radio stations WCCO AM 830, WCMP AM 1350, WCMP FM 100.9 will carry announcements about school closings, delayed starting time or early dismissal time. School closings will also be posted on the District website (www.mora.k12.mn.us) and District facebook .

E-Learning

Mora Public Schools E-Learning Day Plan

Mora School Board Approved 5/23/19

Please note the following:

- The Mora Public School Board will forgive the first missed school day of any given school year due to inclement weather for students. E-learning would start on the 2nd missed day.
- If there are no unexpected weather related cancelled school days, no part of this plan will be executed.

What is an e-learning day?

- Refers to an instructional school day that takes place when students are physically not at the school.
- Instruction and communication happens online for some students while others may have assignments and resources sent home with them.
- Teachers are available to provide assistance to students and parents via email and/or phone.
- Up to 5 e-learning days may be used for weather related school cancellations.

How will the district notify families?

Families must be notified of the plan at the beginning of the school year and prior to an e-learning day occurring. Some ways this information may be communicated are:

- Elementary and high school handbooks
- District website
- Conferences

- Open House

In addition, there will be an automated message delivered to parents via phone and/or email soon after it is determined that the district will be closed due to inclement weather. The recorded message will state whether or not e-learning will be executed on that day.

How does an e-learning day work?

- K-5th grade students will have work assigned by their teachers, which will be grade appropriate with instructions and resources sent home.
- 6-12th grade students will have a combination of work assigned for all classes scheduled for that day in either digital or hard copy formats depending on the requirements of each teacher and the status of a student's Internet access.
- Teachers will be available by email and/or phone for students and families from 9:30AM-3:00PM.
- Due dates for work completed on an e-learning day will be determined by each classroom teacher as the nature of assignments will vary. However, students will have up to 5 calendar days to make up work regardless.

What happens if a family chooses not to participate on an e-learning day?

A family that chooses to not participate on an e-learning day will have their child marked as an excused absence for that day.

How does the school know if students have Internet access at home?

Parents and students in 6-12th grades **MUST** inform teachers if there is no Internet access or limited Internet access at home so required modifications to assignments can be planned prior to an e-learning day.

Teachers are responsible for:

- Posting assigned work by 9:30AM for grades 6-12.
- Ensuring instruction and assignments are meaningful.
- Including elements of instruction to address the requirements of IEPs for special education students and the needs of students with 504 accommodations.
- Being available via phone and/or email for student and parent communication from 9:30AM to 3:00PM.

Parents are responsible for:

- Verifying student attendance according to the expectations of the teacher(s).

- Seeking clarification from teachers regarding expectations on an e-learning day.
- Supporting your child at home on an e-learning day. If your child struggles with a concept or assignment and is unable to complete work, please encourage your child to communicate with the teacher, who should then follow up when returning to school.

Students are responsible for:

- Completing and submitting work as assigned by teachers.
- Accounting for their attendance according to the requirements of their grade and/or teacher(s).
- Communicating with their teacher about lack of Internet access at home for students in grades 6th-12th.

STUDENT DRESS CODE

You represent your community, your school, your parents, as well as yourself. The school also has a responsibility to establish dress standards that promote a positive and proper learning environment. Rules pertaining to appropriate dress/student attire are necessary in order to maintain a good decorum and a favorable academic atmosphere. Not all clothing/styles of dress are appropriate for school. Some examples are:

- Headgear and outer clothing worn during the school day is not allowed. All hats, stocking caps, hoods, bandanas, etc. are not allowed except with approval of a licensed administrator (i.e., Student undergoing chemotherapy; medical conditions).
- Clothing with messages that are lewd, vulgar, obscene, defamatory, profane, or advocate violence or harassment are not allowed.
- Clothing that includes or references alcohol, tobacco, or other drugs are not allowed.
- Sunglasses are not allowed during the academic day.
- Short skirts or shorts that disrupt or distract others are not allowed
- Cut off sleeves or cuts of the shirt below the armpit are not allowed.
- Spaghetti-strap tops and midriff shirts are not allowed
- Bare midriffs, halter tops, backless shirts, strapless or tube-top shirts are not allowed.
- The tops of shirts/blouses for males and females must adequately cover the chest area and not expose cleavage/chest.
- Items of clothing where undergarments are exposed are not allowed. (This also includes excessively ripped garments.)
- Sleeveless undershirts (muscle shirts), stylish bras worn as shirts, and

mesh, lace, or sheer (without lining) clothing over bare skin are not allowed.

- Pants are to be worn at the waist. All straps or suspenders will be fastened.
- Hooters, Big Johnson, Co-Ed Naked, etc. t-shirts or other clothing of a sexual reference are not allowed.
- T-shirts sponsored by the school such as Powder Puff T-shirts have to be appropriate for school as determined by a licensed administrator in order to be worn.
- Spikes, Spike necklaces and bracelets, chains of excessive length, or any item that could be perceived as a weapon are not allowed.
- Shoes or sandals must be worn at all times. Slippers are not allowed.
- Jackets will be stored in lockers during the school day.
- Wearing face paint is not allowed.
- Attire/items that could be interpreted to be "gang-related" or gang attire are not permitted.

A student wearing clothing that is perceived to be inappropriate will be asked to change. Discipline can range from receiving a warning to being sent home for the remainder of the day. If you have a question regarding the appropriateness of any image and/or article of clothing, please check with licensed administration prior to wearing it to school.

STUDENT WORK HOURS RESTRICTION

Minnesota Statutes Section 181A.04 states that a high school student under the age of 18 must not be permitted to work after 11:00 p.m. on an evening before a school day or before 5:00 a.m. on a school day. With written permission from a parent or guardian, these hours may be expanded to 11:30 p.m. and 4:30 a.m.

VISITORS

The 1993 Legislature has made it a misdemeanor for a person to enter or be found in a school building unless the person:

- Is an enrolled student, a parent or guardian of a student, or an employee of the school or school district;
- Has permission or an invitation from a school official to be in the building.
- Is attending a school event, class, or meeting to which the person, the public, or student's family is invited; or
- Has reported the person's presence in the school building in the manner required for visitors to the school.
- Visitor passes are issued in the high school office once an individual has

signed in.

- Student guest passes (hourly and daily) will be issued at the discretion of licensed administration. Students will need to follow official procedures to request a student guest pass. Student guest passes will not be granted the final five (5) days of each quarter or days prior to holidays.
- Neither student guest nor visitor passes will be issued to students if they are truant from another school or their school's in session on that day.

ACADEMIC GRADUATION REQUIREMENTS

A minimum of 25 credits is required for the Class of 2014 and beyond. These credits must all be academic credits. Cadet credits will not count toward the minimum. The following subjects are required:

25 credits needed to graduate:

- 4 credits in English
- 3.5 credits in Social Studies
- 3.5 credits in Mathematics
 - 1 credit must be Algebra II
- 3 credits in Science
 - 1 credit in Biology.
 - 1 credit in Chemistry or Physics
- 1 credit in Physical Education
- .5 credit in Health
- 8.5 credits in Electives
- 1 credit in the Fine Arts
- All students are required to take 7 academic credits per year unless enrolled in a college-level course. (See Study Hall Criteria Below)
- Mora High School students will be required to fulfill all district credit requirements and pass tests required by the State of Minnesota.

STUDY HALL CRITERIA

Only Juniors and Seniors will have an opportunity to have a study hall, based on the following criteria:

- Juniors:
 - One full year of a college class equals one semester of a study hall.
 - One full year of two college classes equals another semester of a study hall.
- Seniors:
 - A full year of a college class equals a full year of a study hall.

GRADUATION PARTICIPATION

Seniors must have satisfactorily completed all of the required numbers of credits in order to participate in the graduation ceremony. Extenuating circumstances will be viewed on a case-by-case basis. A student will be removed from graduation exercises if they fail a necessary class or for disciplinary reasons up to and including the date of graduation. Students are required to wear the Mora High School cap and gown at the Mora High School Commencement exercise. Students will be responsible for purchasing their own cap, gown, and tassel from the vendor approved by the school. Commencement is an extension of Mora High School. Therefore, all rules and policies of Mora High School will be enforced. Any objects, apparel, background images, gestures, slogans or any other items that would not be considered permissible in the school are likewise not permissible at Commencement.

MORA ALC AND HOME SCHOOL GRADUATION

I. HOME SCHOOL

- A. Students who wish to receive a Mora High School diploma through a homeschool program must do the following.
 - 1. Register with the Mora School District
 - 2. Provide evidence that the majority of credits are through an accredited program.
 - 3. Provide documentation of completion from an accredited program.

II. ALC:

- A. Students who wish to receive a Mora High School Diploma through the Mora ALC program must meet all requirements of the Program as determined by Mora High School licensed administration and ALC Coordinator.

HONORS ACADEMIC PROCESS

I. GRADE POINT AVERAGE:

- A. Students selected for each area are as follows: Class speakers will be chosen from the students who achieve the distinction of Summa Cum Laude.

SUMMA CUM LAUDE	4.0 or higher
MAGNA CUM LAUDE	3.85 - 3.99
CUM LAUDE	3.5 - 3.84

- B. In order for a student to be chosen as a class speaker, the student must be in our system for at least two semesters and be approved by licensed administration and Senior Class Advisor(s). The "graduation class rank" is

determined at the end of the first semester of the senior year. A student would need to be enrolled in the district in the second semester of his/her junior year and all of his/her senior year to qualify for this position.

- C. Students coming to Mora High School with non-competitive grades (i.e. Home School) would have to be in our system for a minimum of two semesters in order to count in our class rank.
- D. Move-in students will use the nearest class rank to their GPA until they have established grades at Mora High School.
- E. PSEO classes would count toward class rank. However, the courses would receive the same "weight" as classes at the Mora High School.

HONOR ROLL

I. GRADES

- A. Mora High School grades are based on the 4-point system used by most colleges and high schools. Each nine-week period an honor roll is published based on the current average for that quarter.
- B. Weighted grades are used for achievement rolls. Required physical education classes are not considered in these totals. A "D" or an Incomplete automatically eliminates a student from the High Honors, Honor Roll, or Honorable Mention.
- C. To be listed on the achievement rolls, the following averages are required:

High Honors	4.000 or higher
Honor Roll	3.333 - 3.999
Honorable Mention	3.000 - 3.332

UPWARD ROLL

- Recognition shall be given to students who show a .166 improvement in their grades over their previous high grade average. Comparison of current averages for each quarter will be used to determine membership on the Upward Roll list.
- Students achieving this improvement will have their name posted along with the honor roll.

MINNESOTA HONOR SOCIETY - SENIOR HIGH

MN Honor Society is an organization to honor high school students (grades 10-12) who have high scholastic averages, as well as exhibit high degrees of character, leadership, and service. Students considered for membership must

first have a 3.5 scholastic average. Students who have that scholastic average and are interested in belonging to the Mora High School MN Honor Society will be asked to submit a student activity information form. Based upon the completed form and their personal knowledge of the students, teachers will rate the students on a scale of 1-10 (10 being the highest possible score) to determine scores in character, leadership, and service. Students must receive an 8.5 average in all areas to qualify for membership. Selections will be made following the first quarter grading period.

Members must be aware that they must abide by the provisions of the Mora High School MN Honor Society Constitution. These provisions include a requirement for service hours as well as maintaining leadership activities and upstanding character.

COLLEGE VISITATION

See Administration or counselors for procedures when planning a college visit.

POST-SECONDARY ENROLLMENT OPTIONS

[PSEO DETAILS AND LINKS](#)

- Postsecondary Enrollment Options (PSEO) is a program that allows 10th-, 11th- and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. With traditional PSEO, these courses are generally offered on the campus of the postsecondary institution; some courses are offered online. Postsecondary institutions are not allowed to charge PSEO students for tuition, textbooks or support services. Students may be charged for equipment that becomes their property when the course or program is completed.
- Most PSEO courses are only open to high school students during their 11th- and 12th-grade year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students may take PSEO courses on a full- or part-time basis.
- Many two- and four-year colleges and universities in Minnesota offer online courses and some of them offer online degrees and certificates. Through the wide array of online courses offered in Minnesota higher education, it is possible for PSEO students in our state to complete the Minnesota Transfer Curriculum requirements and/or other courses that could result in an award in addition to their high school diploma. School

districts must allow a PSEO student reasonable access to the high school building, computers and/or other technology resources during regular school hours to participate in PSEO courses, whether online or on campus.

- By March 1 of each year, a district must provide up-to-date information on the district's website, and in materials that are distributed to parents and students, about the program--including information about enrollment requirements and the ability to earn postsecondary credit--to all pupils in grades 8, 9, 10, and 11.
- Students must meet the PSEO eligibility requirements and abide by participation limits. However, if a school district determines a pupil is not on track to graduate, she/he may still continue to participate in PSEO.

How to Enroll in PSEO

- Interested and eligible 11th and 12th grade students should contact the postsecondary institution to find out their eligibility requirements, which courses are offered and what the application process is at that institution. Access the list of Participating Postsecondary Institutions for a list of schools and their contact information. Interested and eligible public 10th grade students should contact the postsecondary institution to find out which Career and Technical (CTE) courses are offered and what the application process is at that institution.
- To assist the district in planning, students are required to inform their district of their intent to enroll in PSEO courses during the following school year by May 30. Students should seek guidance from their high school counselor to determine if PSEO is the right fit for them and their academic plan. Interested students must complete the Postsecondary Enrollment Options Program Registration Form 2017-18.

For other questions about PSEO, please contact one of the school counselors:

- Samantha Rushmeyer (A-K): srushmeyer@moraschools.org; ex. 5860
- Sarah Ellstrom (L-Z): sellstrom@moraschools.org; ex. 5022

REPORT CARDS/PROGRESS REPORTS

MHS IS A SEMESTER SCHOOL

- Due to access to the ParentVUE/StudentVUE, physical progress reporting is phased out.
- Student quarter marks and progress can be accessed through the ParentVUE/StudentVUE portal.

- Parents and students may sign up in the high school office to obtain an activation key for setting up their portal account.
- Only final high school report cards will be mailed at the end of the year.
- If requested, a report will be sent regarding a student's progress.
- If requested, two week notices (sent 2 weeks before the end of each quarter) will be sent out on students who are failing or in danger of failing.
- Please note that failure to receive a notice of low achievement or failure does not mean a student may not fail in his/her course work. Achievement during the last half of the nine weeks cannot be predicted.

SCHEDULE CHANGES

The Mora High School schedule is designed to give students as wide a choice of offerings as possible. Each student has the opportunity to choose his/her own schedule. It is expected that, when your schedule is completed in the spring, you will take the subjects you have selected for the next year. Spend sufficient time on your selections to avoid unnecessary changes later.

- All schedule changes must be approved by licensed administration or counselor's office.
- Some reasons a change may be considered are as follows:

<ul style="list-style-type: none"> ● Balancing Classes ● Teacher Request ● Correct Errors ● Injury or Illness 	<ul style="list-style-type: none"> ● Parent Request ● Change in Career Goal ● Improper Placement for students abilities
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Any student-initiated changes must follow these procedures:

- Schedules will be provided prior to the beginning of the semester. It is expected that most changes will be made before the semester begins. Students may not request drop/add changes after the first five days of a new semester.
- Student meets with counselor regarding change. May obtain a drop/add slip if change is possible.
- Student completes drop/add slip by obtaining teacher signatures.
- If a student wants to drop a class, he/she must have a parent signature on the drop/add slip.
- IMPORTANT! Return completed drop/add slip to the Counselors' Office. The schedule is not officially changed until the slip is returned.
- Any student-initiated change in his/her schedule following the first

quarter of a semester will result in "WP" (withdrawal-passing) or a "WF" (withdrawal-failing) being placed on the records. No credit will be given for classes dropped.

CURRICULUM & ASSESSMENTS

MDE Mandates

- [Parent/Guardian refusal for student participation](#)

CADETS

- The position of teacher cadet is designed to provide help for Mora staff while providing a positive alternative to study hall for students who qualify. A staff member may have only one cadet per hour. Students assigned as cadets must be passing all classes and maintaining at least a 3.0 average in all subject areas during the most recent grading period. To remain a cadet, a student must remain eligible.
- A student wishing to be a cadet must make preliminary arrangements with the instructor and complete a "Mora High School Cadet Request Form", apply, interview and be selected by the supervising teacher.
- All cadets must watch the Confidentiality Video before assuming duties.
- All final cadet positions will be approved by administration. Usual drop/add procedures will follow.
- A student may not drop a class in order to become a teacher cadet. As outlined in the Cadet Request Form, cadets not under the supervision of their advisor without an appropriate pass will be reassigned.

STUDENT ATTENDANCE

I. PURPOSE

- A. The school board believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive.
- B. 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.
- C. The Board of Education, through licensed administration reserves the right to refuse the excusal of a student when the request seems unreasonable,

absenteeism has become excessive, a student does not make up work satisfactorily, or a student is not doing well in class.

II. GENERAL STATEMENT OF POLICY

- A. Student's Responsibility: It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes and study halls every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class or study hall. Finally, it is the student's responsibility to request any missed assignments due to an absence.
- B. Parent or Guardian's Responsibility: It is the responsibility of the student's parent or guardian to ensure the student is attending 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.
- C. Teacher's Responsibility: It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. 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.
- D. Administrator's Responsibility: It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance, and to prepare a list of the previous 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.
 - In accordance with the Minnesota Compulsory Instruction Law, Minn. Stat. § 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has been excused by the school board from attendance because the student has already completed state and school district standards required to graduate from high school, has withdrawn, or has a valid excuse for absence.

III. ATTENDANCE PROCEDURES: EXCUSED ABSENCES

If a student is absent, we ask the parent or guardian to call the office by 8:30 a.m. at 320-679-6200. The student's absence must be verified by a parent or guardian by a note, email, or phone call upon their return to school. In

general, the reasons for absence from school fall into one of two general categories:

A. Excused Absences: Licensed Administrator Discretion Prevails

- To be considered an excused absence, the student's parent or legal guardian may be asked to verify, in writing, the reason for the student's absence from school.
- A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse.
- Parent permission may not result in an excused absence.
- If you are absent, you must obtain a make-up slip upon returning. A note, email or phone call from a parent or guardian is required. Failure to provide verification within three school days, will result in the absence being designated "unexcused".
- All out-of-building passes and make-up slips are to be obtained before school between 7:45 a.m. and 8:00 a.m.
- If you have prior knowledge of an absence, obtain a make-up slip from the office two days prior to the absence.
- A make-up slip, out-of-the-building pass, or nurse's office permission is required to leave the school building. You must sign out in the high school office before leaving the building.
- If you leave during the course of the school day and do not notify the office before leaving, you will be considered truant (skipping).
- All Mora High School students that participate in concurrent enrollment will adhere to University attendance policies.

The following reasons shall be sufficient to constitute excused absences.

<ul style="list-style-type: none"> ● Illness ● Serious illness in student's immediate family ● Death or funeral in student's immediate family or of a close friend or relative ● medical, dental, or orthodontic treatment, or counseling appointment ● Family emergencies. ● Active duty in any military branch of the United States. ● A student's condition that requires ongoing treatment 	<ul style="list-style-type: none"> ● Court appearances occasioned by family or personal action. ● Religious instruction not to exceed three hours in any week. ● Physical emergency conditions such as fire, flood, storm, etc. ● Official school field trip or other school-sponsored outing. ● Participation in Extracurricular Activities ● Removal of a student pursuant to a suspension. Suspensions are to be handled as excused
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for a mental health diagnosis. • School-Sponsored On-the-Job Training Programs	absences and students will be permitted to complete make-up work.
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B. Consequences of Excused Absences: Licensed Administrator Discretion Prevails

- Students whose absences are excused are required to make up all assignments missed or to complete alternative assignments as deemed appropriate by the classroom teacher.
- Work missed because of absence must be made up within two (2) days per day absent from the date of the student's return to school.
- Any work not completed within this period shall result in "no credit" for the missed assignment.
- However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances

IV. ATTENDANCE PROCEDURES: UNEXCUSED ABSENCES

A. Unexcused Absences: Licensed Administrator Discretion Prevails

1. The following are examples of absences which will not be excused:

<ul style="list-style-type: none"> • Truancy: An absence by a student, which was not approved by the parent and/or the school district. • Work at a business, except under a school-sponsored work release program. • Personal trips to schools or colleges without prior approval. • Vehicle related issues • Any other absence not included under the attendance procedures set out in this policy. 	<ul style="list-style-type: none"> • Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures. • Vacations with family without prior approval. • Absences resulting from cumulated unexcused tardies (three (3) unexcused tardies equal one unexcused absence). • Non essential errands or appointments • Known truancy, skipping, misbehavior, etc. with or without parental permission.
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B. Consequences of Unexcused Absences: Licensed Administrator Discretion Prevails

- Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.
- Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
- In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.
- Students with unexcused absences shall be subject to
 - a. Corrective measures and meetings
 - b. Appropriate consequences
 - c. Loss of privileges
 - d. Kanabec County Truancy

V. **ATTENDANCE PROCEDURES: TARDINESS**

A. Tardiness: Licensed Administrator Discretion Prevails. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

B. Procedures for Reporting Tardiness

- Students tardy at the start of school and between periods must report to the school office for an admission slip.

C. Excused Tardiness

<ul style="list-style-type: none">● Illness.● A death or funeral in the student's immediate family or of a close friend or relative.● Court appearances● Any tardiness for which the student has been excused in writing by an administrator or faculty member.	<ul style="list-style-type: none">● Serious illness in the student's immediate family.● Medical, dental, orthodontic, or mental health treatment.● Physical emergency conditions such as fire, flood, storm, etc.
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D. Unexcused Tardiness: Licensed Administrator Discretion Prevails. An unexcused tardy is failing to be in an assigned area at the designated time class period commences without a valid excuse.

E. Consequences of Tardiness

- May include detention after three (3) unexcused tardies. In addition three (3) unexcused tardies are equivalent to one unexcused absence.

VI. DISSEMINATION OF POLICY

Copies of this policy shall be made available to all students and parents at the commencement of each school year. This policy shall also be available upon request in each principal's office.

VII. REQUIRED REPORTING

A. Notification:

When a student is initially classified as a continuing truant, Minn. Stat. § 260A.03 provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- That the child is truant;
- That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
- That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Stat. § 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Stat. § 120A.34;
- That this notification serves as the notification required by Minn. Stat. § 120A.34;
- That alternative educational programs and services may be available in the child's enrolling and resident district;
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
- That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under Minn. Stat. Ch. 260;
- That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Stat. § 260C.201; and

B. Continuing Truant:

Minn. Stat. § 260A.02 provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Stat. § 120A.22 and is absent from instruction in a school, as defined in Minn. Stat. § 120A.05, without valid excuse within a single school year for:

- Three days if the child is in elementary school; or
- Three or more class periods on three days if the child is in middle school, junior high school, or high school.

C. Habitual Truant:

A habitual truant is a child under the age of 17 years who is absent from attendance at school without lawful excuse for seven school days per school year if the child is in elementary school or for one or more class periods on seven school days per school year if the child is in middle school, junior high

school, or high school, or a child who is 17 years of age who is absent from attendance at school without lawful excuse for one or more class periods on seven school days per school year and who has not lawfully withdrawn from school.

- A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Stat. Ch. 260A.

D. Kanabec County Truancy Diversion Program

- Students that accumulate 3 unexcused absences will be notified of an attendance meeting with school administration.
- Students with 5 unexcused absences will be notified of an attendance meeting with school administration, Kanabec County Truancy Personnel as well as parent(s)/Guardian(s)
- Students with 7 unexcused absences will be referred to a diversion session at the Kanabec County Courthouse with the Kanabec County Truancy Diversion Team.
- Failure to successfully attend school after the diversion session at the Kanabec County Courthouse with the Kanabec County Truancy Diversion Team has led to court action.

DISCIPLINE

In the district Belief Statements, the people of District 332 believe that "providing a quality education, in a safe environment, is the most important thing that we as a community can do for our children". It is clear that discipline and learning are closely linked. Discipline is necessary in order to facilitate and provide a safe and positive environment for learning.

DISCIPLINE PROCEDURES

All consequences for all "problems" may result in an appropriate consequence as defined at the end of this section.

<u>RULES OF BEHAVIOR</u>	<u>PROBLEM</u>	<u>CONSEQUENCE GUIDELINES</u>
I. <u>Attendance</u> <ul style="list-style-type: none"> • All students are to be in class on time. • Students must have a pass to leave the class or building. 	A. Unexcused absence from class	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Possible truancy referral 3. Possible excessive absence meeting. 4. Possible loss of grade or credit

	B. Skipping	<ol style="list-style-type: none"> 1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Make up time or ISS 3. Possible truancy referral
	C. Tardy	<ol style="list-style-type: none"> 1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. 1st and 2nd: warnings 3. 3+: Make up time or ISS 4. Possible truancy referral
II. Possession** and/or consumption of illegal substance will not be permitted at any time.	A. Tobacco in any form B. Illegal drug or alcohol C. Paraphernalia D. Possession** E. Use F. Trafficking G. Look alike	<ol style="list-style-type: none"> 1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion
	Use of illegal drugs / alcohol outside of the school day	<ol style="list-style-type: none"> 1. Consequences as outlined by the MN. H.S. League policy & possible chemical health screening 2. Possible referral to law enforcement
III. Weapon, dangerous item or look alike will not be permitted	A. Possession** of a device, weapon, or look alike weapon that through its use is capable of threatening or doing bodily harm	<ol style="list-style-type: none"> 1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion <p>-Reported for legal action because this violation of Minnesota Law is a felony.</p>

IV. Fighting and Bullying, will not be tolerated	A. Fighting B. Bullying: Olweus (see policy) C. Harassment (See Policy) D. Hazing (See Policy)	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion
V. Students will respect the rights of others. <ul style="list-style-type: none"> This includes individuals and their property This includes school property. 	A. Vandalism or attempt of vandalism B. Theft or attempt of theft of any kind or the finding of lost property and not turning it in immediately. C. Breaking or damaging of property and not reporting it immediately	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion 5. Possible restitution
VI. Non-classroom behavior	A. Public Displays of Affection (PDA) B. Inappropriate language C. Wrong area of the building D. Inappropriate behavior E. Abusive language F. Nuisance items G. Bomb, Fire Alarm, Terroristic Threats	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion
VII. Cheating or Plagiarism in any form is intellectual dishonesty and a misrepresentation of personal work and	A. First & subsequent offenses	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Possible loss of assignment grade up to loss of course grade

will not be tolerated		
VIII. Students are expected to follow instructions of any and all staff.	A. Insubordination B. Physical, verbal, written attack or threat of a teacher or staff member	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion
IX. School bus	A. Violation of rules	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Possible loss of bus privileges 3. Up to ten days OSS 4. Possible police referral 5. Possible referral for expulsion
X. Habitual abuse of rules will not be tolerated.		1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion
XI. Technology Violations	A. Inappropriate use of Internet / Proxy Servers B. Inappropriate use of or damage to technology other than Internet. C. Failure to follow recommended procedures in labs, etc. D. Students will not download	1. Appropriate consequence/s as listed in "Mora High School Consequence List" 2. Up to ten days OSS 3. Possible police referral 4. Possible referral for expulsion

	non-educational materials (ex. movies, music, etc.)	
XII. Electronics	<p>A. Use of electronics and/or devices at inappropriate times</p> <p>B. Use of electronics for inappropriate reasons</p>	<p>1. Appropriate consequence/s as listed in "Mora High School Consequence List"</p> <p>2. loss of privilege up to parent conference with administration</p>
XIII. Other	<p>A. Behavior which hinders the smooth operation of the school.</p> <p>B. Behavior which jeopardizes the welfare of other students and/or staff members</p> <p>C. Behaviors that a reasonable person would consider to be wrong</p> <p>D. Any violation, in a school setting, of any federal, state, or local criminal code</p>	<p>1. Appropriate consequence/s as listed in "Mora High School Consequence List"</p> <p>2. Up to ten days OSS</p> <p>3. Possible police referral</p> <p>4. Possible referral for expulsion</p>
XIV. Language, graffiti, hate group, gang-related items/activities, symbols, words and/or pictures, etc., are not permissible on school property via any media (TV, Radio, CD, Tape, Notebooks, Books, Computer, Clothing, Uniforms, Buttons,	<p>A. Wearing, displaying or exhibiting lewd, vulgar, obscene, defamatory, profane messages</p> <p>B. Exhibiting negative or dangerous behavior.</p>	<p>1. Appropriate consequence/s as listed in "Mora High School Consequence List"</p> <p>2. Up to ten days OSS</p> <p>3. Possible police referral</p> <p>4. Possible referral for expulsion</p>

Patches, etc.)		
**Possession refers to having on one's person or in an area subject to one's control on school property or at a school activity.		

Possible Mora High School Consequences may include:

<ul style="list-style-type: none"> ● Office conference ● Parent Involvement: education, monitoring, groups, meeting ● Warning ● Peer mediation ● Lunch detention (LD) ● Confiscation ● Dismissal ● Exclusion ● Out-of-School Suspension (OSS) ● Report to Law Enforcement for legal action for violations of local, state, or federal law (including truancy) ● Expulsion 	<ul style="list-style-type: none"> ● Parent/guardian contact ● Problem solving, counseling, anger management, group ● Contract developed by teacher/administrator/staff member and/or student ● In school suspension (ISS) ● Loss of privilege ● Restitution ● OSS - re-admittance plan/process increase in severity (3-4 step process to be presented to student and parents/guardian when implemented.)
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A teacher, school employee, school bus driver or other agent of the district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws.

TENNESSEN WARNING TO STUDENTS AND PARENTS

Minnesota law requires that the school district provide the following warning or notice to parents and students. Parents and students should be advised that:

1. Students attending school in the school district or their parents will be asked to supply information to school personnel in the ordinary course of school business. This may include information requests such as: homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information

requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.

2. The information will be collected by the school district in order to evaluate the student's current level of performance with respect to educational programs, to maintain discipline within the school, and to determine the student's needs and preferences relating to the education program. The education program includes athletic or extracurricular activities, for purposes of this notice.
3. Students or parents are not required by any law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, and participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to either athletic or extra-curricular activities or academic performance or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district employee's investigation into the student's behavior, may result in action being taken without complete information.
4. Information collected as described in this notice will be provided to school district personnel or others having a legitimate educational interest in obtaining access to the data, and to state and federal authorities having statutory rights of access to the data.

IN-SCHOOL SUSPENSION (ISS)

The in-school suspension program provides an effective short term setting that meets both the needs of the student and the school.

The purposes of the in-school suspension programs are:

- Provide a safe, supervised place for students to reconsider their behavior and return to the classroom re-focused and ready to work.
- Hold students accountable for their behavior.
- In-school suspension is not the cure to all discipline problems. It is a tool to be used in providing an educational opportunity for all students. Emphasis is on returning the student to the regular classroom setting.

OUT-OF-SCHOOL SUSPENSION (OSS)

Severe infractions or problems of non-compliance may result in out-of-school suspension.

- A copy of all letters involving more than one day of suspension and all letters concerning use of outside agencies will be forwarded to the Office of Superintendent of Schools.
- Students on out-of-school suspension are not allowed to ride the bus, be on the school campus, or be spectators or participants during the period of the suspension.
- Prior to being readmitted to Mora Public Schools, the student and parents or guardian will make a commitment to proper and acceptable conduct while in school. Much emphasis will be placed on the decision making process.
- Students may be required to make-up OSS time after school at the principal's discretion.

Dismissal:

As an alternative to OSS, a student may be given a dismissal of under one day.

DUE PROCESS HEARING

It will be the philosophy of Mora Public School to resolve situations involving students, with the parent or guardian of these students. If these hearings are ineffective or fail to achieve desired results, the following due process procedure will be used:

- Students and/or parents have a right to request a hearing in suspensions of more than one day unless the right is waived in writing.
- The hearing shall be initiated by the school board or its agent.
- Written notice of intent to take action shall:
 - Be served upon the pupil and his or her parent or guardian by mail;
 - 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 the hearing;
 - Inform the pupil and parent or guardian that they may:
 - Have legal counsel at the hearing
 - Examine the pupil's records before the hearing
 - Present evidence; and
 - Confront and cross-examine witnesses
- The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.
- The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

- The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.
- The hearing shall take place before: an independent hearing officer, a member of the school board, a committee of the school board, or, the full school board, as determined by the school board.
- The proceedings of the hearing shall be recorded and preserved, at the expense of the school district, pending ultimate disposition of the action. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to administer oaths.
- At a reasonable time prior to the hearing, the pupil, parent or guardian, or his/her representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.
- The pupil, parent or guardian may notify the school district of the identity of persons the pupil, parent or guardian wishes to have present at the hearing, and the school district will make all reasonable efforts to secure the presence of such persons.
- The pupil, parent or guardian, or his/her representative, may present evidence and testimony, including expert psychological or educational testimony.
- The pupil will not be compelled to testify in the loss of academic credit proceedings.
- The recommendation of the hearing officer, or school board member or committee shall be based solely upon substantial evidence presented at the hearing and be made at the school board within two days of the end of the hearing.
- The decision by the school board shall be based upon the recommendation of the hearing officer or school board member or committee and shall be rendered at a special meeting within five days after receipt of the recommendation. The decision shall be in writing and the controlling facts found upon which the decision is made shall be stated in sufficient detail to apprise the parties of the basis and reason for the decision.

WEAPONS

Minnesota Statutes 121A.43 mandates that a school board must expel for one year a pupil who is determined to have brought a firearm to school. The expulsion may, however, be modified on a case-by-case basis. The school also has the right to inform another school district to which an expelled student may transfer of his/her expulsion. (This is an exception to data privacy law.)

STUDENT COUNCIL

The purpose of the Mora High School Student Council shall be:

- To develop attitudes of and give practice in good citizenship and leadership
- To assist in school management
- To provide a training ground for developing leadership
- To promote school spirit
- To provide a forum for student expression
- To promote the general welfare of the school by acting as a medium between faculty and students

STUDENT ACTIVITIES

Satisfactory achievement in regular school subjects is of first importance in student life. We recognize the extracurricular activity program as a very important factor in building the whole personality of the student. Mora High School offers many opportunities to students for expression of talents and interests.

ACADEMIC ELIGIBILITY REVIEW

The following is a brief description of how the district review process works. These regulations govern a student's eligibility to participate in all high school extra-curricular activities. These include, but are not limited to, all athletics, fine arts (band, choir, drama, competitions, etc.), FFA, FLA, Speech, Knowledge Bowl, Math League, etc. These regulations are in compliance with official Minnesota State High School League regulations, which are outlined in the MSHSL Handbook as well as in the Mora High School Student Handbook.

IN SUMMARY:

- Students must maintain a minimum of a 1.0 cumulative GPA
- Students must maintain passing grades in all classes
- Eligibility Review: Staff, students, coaches, advisors and administration will regularly monitor academic progress.
- Consult the Athletic Office or High School Office for further clarification on Academic Eligibility.

IN DETAIL:

- Students will be classified either eligible or ineligible
- Grade reports will be run by office staff on a weekly basis using Mora Schools student information system (Synergy).
- If a student is passing all classes, that student is eligible

- If a student is failing any course, that student is ineligible once notified by administration.
 - While ineligible, students can participate in practice. However, focus on regaining eligibility should take priority.
 - Once a passing grade is verified by administration, that student can immediately return to eligible status.

ACTIVITY PARTICIPATION

- Students participating in extracurricular activities or attending after school events must be in classroom attendance NO LATER THAN 10:50AM of that school day.
- Extenuating circumstances such as a doctor appointment will be dealt with by individual case with a building administrator.
- Students leaving school ill during the day are not eligible to participate in extracurricular activities or school events that night.

MUSTANG CODE OF CONDUCT

Being selected to a position of honor at Mora High School is a distinction that carries with it a high level of responsibility. It is hoped that students serving in such a position will accept the responsibilities inherent in that position. The following guideline was established to insure that students selected to a position of honor will serve as positive role models and/or leaders at Mora High School.

- Any student that is ineligible because of an alcohol, chemical, or tobacco violation, sexual harassment, sexual violence or school vandalism or theft may not represent Mora High School in a position of honor/distinction during the period of ineligibility.
 - First offense will result in a 2-week suspension
 - Second offense will result in a 6-week suspension
 - Third offense will result in a 12-week suspension from the position of honor.
 - Offenses beyond three will result in removal from the position for the balance of the school year.
 - Suspensions will commence on the date administration receives official notification of the offense.
- Activities affected by this policy include but are not limited to all school sponsored athletics, activities, clubs, organizations and fine arts.

REGULATIONS GOVERNING AWARDING OF LETTERS AT

MORA HIGH SCHOOL

Students at Mora High School have the opportunity to earn a letter in three different areas.

- Athletic letters can be earned in athletic teams.
- Academic letters can be earned by meeting conditions of academic lettering rules.
- Fine Art letters, can be earned in all other activities.
- A lettering certificate will be given for each letter earned.
 - Students lettering for the first time in any one of three areas will receive a blue on white block "M" and a patch indicating the letter was earned in academics, athletics, or fine arts. Students may purchase metallic emblems and bars representing the sport or activity they lettered in.
- Awards are issued using the following guidelines:

ACADEMIC LETTERING:

Rules:

- Students taking 4 or more courses at Mora High School must complete 3 consecutive semesters (Beginning in grade 9) earning a 3.333 GPA or higher

First Letter and Patch:

- Students lettering for the first time will receive a letter and patch
- First letter and patch can be earned at the end of semester one of the 10th grade year.
- First letter and patch can also be earned by 10th, 11th, or 12th grade student that have met the three consecutive semester requirements.
- First letter and patch can be earned by transfer students upon completion of one semester at Mora High School and who have transferred from an accredited high school and meet established academic criteria.

Second or more letters

- Students lettering a second time or more will qualify to purchase bars.
 - Students lettering two or more times can purchase bars and metallic emblems at the District Office.
- Awards program will be held after the first semester of each year.

FINE ARTS LETTERING:

- Students lettering for the first time will receive a letter and fine arts

- patch.
- Students lettering a second time or more will qualify to purchase bars.
 - Students lettering two or more times can purchase bars and metallic emblems at the District Office.
- Awards will be made in May of each year.

ATHLETIC LETTERING:

- Students lettering for the first time will receive a letter and athletic patch.
- Letter winners are entitled to membership in Mora Letter Club.
- Students lettering a second time or more will qualify to purchase bars.
 - Students lettering two or more times can purchase bars and metallic emblems at the District Office.
- Awards will be made at an awards program at the conclusion of each season.

TOURNAMENTS

In the event of team participation in Sectional, Regional and State Tournaments, participants will be excused for those events where their participation is required. Spectators for state tournaments in which a Mora team is a participant are excused if they meet one of the following criteria.

- They have purchased an advance ticket and are riding a school sponsored spectator bus. When students sign up and pay for the bus that leaves during the school day, they must have a permission slip signed by a parent or guardian. This will be noted as a School-Related Absence and will not count as one of the 10 admissible absences.
- They have purchased an advance ticket and have a make-up slip and they are riding with a parent or guardian. This will be an excused absence, but will count as one of the 10 admissible absences.
- Any other criteria as stated by licensed administration

YEARBOOK

As the yearbook is an extension of Mora High School, any objects, apparel, background images, gestures, slogans or any other items that would not be considered permissible in the school are likewise not permitted in our publications.

STUDENT HEALTH

Health services will be provided to students. All forms are located on the health service page on the district website (http://moraschools.org/health_services) or in the health office.

Known Health Conditions: Parents are responsible for notifying the health office if they are aware of any medication or health related condition(s) which could interfere with their student's school performance or result in needing emergency care. Our school nurse will work with parent(s) to develop a health plan to assure student safety.

Examples would include (but not limited to) developing a plan for:

- Life Threatening allergy to food (peanut/nuts) or bee stings
- Medical conditions such as asthma, seizures, diabetes, etc...

Illness

In order to prevent illness(es) from spreading to students and staff, it is a guideline of Mora Schools that any student who has a fever of 100 degrees or more remain out of school until they are fever free for 24 hours without the use of medication. This also pertains to students who are vomiting and/or have diarrhea.

Illness during the school day: Student(s) who become ill or injured during the course of the day are to report to the health office. The nurse or health para will determine whether the student needs to be picked up by a guardian or return to class. Students leaving school without checking out will be considered truant. Please make sure your phone numbers and emergency contact information has been updated within the office, so the health staff is able to contact the appropriate person if needed.

Emergency Health Procedures & Insurance

If a student is injured or becomes ill at school and the school is unable to connect with a parent, guardian, or emergency contact person, the student

may need to be transported to the clinic or hospital for emergency treatment via an ambulance. The school district **DOES NOT** provide insurance for an accident, illness, or injury at school or during extracurricular activities. **The student's family will be responsible for any costs that incur with transportation and/or treatment.** It is the parent's or guardian's responsibility to submit updated information as it changes (phone numbers, addresses, cell phones etc...)

Since children are particularly susceptible to injuries, we encourage parents/guardians to review their present health insurance program to determine if the coverage is adequate. If the coverage is not adequate or parents/guardians do not have insurance, we encourage parents/guardians to consider enrolling their child(ren) in the voluntary student accident insurance program. Information concerning the program and instructions on how to enroll your student can be accessed from your child's school office.

Communicable Diseases

As our district acknowledges that we will be working with persons with decreased immunity, it becomes vital that we monitor communicable diseases in the school population. Please notify the health office when your son/daughter has experienced a communicable disease (examples include but not limited to chickenpox, measles, pertussis, & influenza). The MN Department of Health requires districts to report influenza-like illnesses. If your child has a fever (100 or greater) with a cough or sore throat, make sure you note that when calling in, so we can keep track of this information.

Immunization Requirements

Mora School District follows all immunization guidelines set forth by the State of Minnesota. The MN state statute 1989, Sections 121A.15 & MN rules 4604, requires all students enrolled in a MN school be immunized against hepatitis, DTaP/DT (diphtheria, tetanus, & pertussis), polio, MMR (measles, mumps, & rubella), chicken pox, Tdap (tetanus, diphtheria, pertussis), and meningococcal. The health office will have all information posted on the school's health services webpage. [Immunizations](#) Personalized immunization profiles will be sent out to incoming kindergarten and 7th grade students as they will need specific immunizations prior to starting school. All students

enrolled in the Mora Schools are required to have adequate immunization records on file by the first day of class to avoid exclusion. Transfer students are given a 30-day grace period by MN law. After 30-days, transfer students are excluded if immunization records are not adequate. Please forwards your student's immunization records to the health office at school well before the start of the school year. **Inadequate immunization records will result in denial to school until up-to-date immunizations or exemption form is filed.**

Screenings

Hearing & Vision: Screenings are completed with all students in grades K-3, 5th, 7th, and 10th. The dates for these screenings will be published on the school calendar and activities webpage. Classroom teachers or parents may request an individualized screening at any time during the school year. Rescreens are completed by the school nurse and referrals are made as indicated.

Lice Screening: Health office staff complete head checks for lice when:

- Parents request a check
- The student display signs or symptoms of a possible lice infestation
 - o Parents are notified if lice are found:
 - Mild cases are encouraged to finish the school day
 - Excessive cases are excluded at the time they are discovered
 - Siblings will be checked if a student is sent home
- Parent's role – parents should be doing weekly head checks throughout the school year. Please notify the health office if lice are found and/or suspected. Please encourage your student to **avoid head-to-head contact with others** and not share combs, brushes, hats, or other headgear with peers.

Please refer to the district's lice policy/procedure for further information found on the health services webpage. [Lice Policy/Procedure](#)

Medication Procedure

The school district acknowledges that certain students may require medications during the school day. Designated school personnel are available to give the following medications:

1. Prescription medications required more frequently than three (3) times per day. (Medications given three (3) times per day or less can usually be given entirely outside of the school day)
2. Prescription medications specifically ordered by the physician to be given during the school day
3. Over-the-counter medications, which the parent or legal guardian feels is necessary for their child to function optimally. Over-the-counter medications administered must comply with the label instructions on the bottle.

The procedure, which must be followed for the district to dispense medications to your student is:

- a) The health office must have written permission from the parent/guardian and physician approving the administration of the medication by designated school personnel. The *Administering Prescription Medications* form is for prescription medications. Over-the-counter medications need the *Authorization for Administration of Medication at School* form filled out. Both forms can be found on the health services webpage or within the health office.
- b) Parents and/or guardians are responsible for safely transporting students' medications to the health office and picking them up at the end of the year.
- c) **The medication must be in the original bottle.** This pertains to prescription and over-the-counter medications. Ask the pharmacy to fill the medication in duplicated containers with the appropriate amount your student will need dispensed into a container for school use.
- d) **Prescription medications** – *Administering Prescription Medications* form needs to be filled out. Prescription medication must contain pharmacy label including child's name, physician's name, pharmacy, medication: name, dose, & strength, amount to be given, length of

treatment, and any possible side effects or adverse reactions (pharmacy to specify). This includes inhalers & EpiPens.

e) **Non-prescription medications** - *Authorization for Administration of Medication at School* form needs to be filled out. Medication must be in the original bottle and not expired.

f) **Medication administration:**

a. **The health offices are not suppliers of medication.** Parents and/or Guardians are responsible for providing the medication to the health office.

b. Parents and/or Guardians are responsible for notifying the health office immediately of any changes in the administration of the medication. A new form *Administering Prescription Medications* or *Authorization for Administration of Medication at School* must be submitted for changes.

c. All medications given will be recorded on medication administration records

d. Medications will be stored in a locked cabinet in the health office

e. Special Circumstances: if parents wish to have their student administer their own medication, which includes inhalers, over-the-counter medications, and/or emergency medications during the course of the school day, need to fill out the appropriate forms located within the health office. Licensed administrative approval is required before such practice can begin. Approval is granted on a case-by-case basis.

f. Health office staff will dispose of all unclaimed medications prior to the start of the coming school year. No medications or forms will be carried over to the next school year.

g. It continues to be our policy not to give medication of any kind without a parent and/or guardian's permission. No student is to provide another student with medication of any kind. Likewise, please do not send your child to school with medications for them to take independently. Another child may pick up the medication and take it with dangerous results.

- h. In the event of a field trip or sporting event, arrangements for taking medications will be worked out with the student's classroom teacher/coach.

Procedures

If your student is in need of a health-related procedure throughout the school day, an *Authorization for Procedure* form needs to be filled out which can be located online on the district's health services webpage or within the health office. This form will need to be filled out yearly and requires a physician's signature. Procedures include but not limited to catheterization, feeding tubes, colostomies, etc...

INSURANCE - VOLUNTARY ACCIDENT

- The school district DOES NOT provide for accident or injury insurance for students enrolled in the schools of the district.
- A voluntary accident insurance coverage program is offered to students every year.
- A brochure containing information concerning coverage and enrollment will be given to students on the first day of school.
- All students are encouraged to participate in the student accident insurance program or to make certain they are covered by family health insurance policies, whether or not they participate in extra-curricular activities or athletic programs.
- It is not the intent of the student accident policy to provide benefits for an existing medical problem, but it does offer options for full-time or school-time accident insurance coverage.

STUDENT ASSISTANCE PROGRAM

Education is most effective when the student is mentally and physically fit. Therefore, it is necessary for educators to be aware of problems affecting the learning processes. Problems may manifest themselves in the student's behavior, attitude, and academic success. Staff members can become aware of these problems by the student's behavior or by students seeking assistance.

Mora Public School has developed a team of teachers, counselors, specialists, and administrators within the school setting to provide student assistance. This team will:

- Provide assistance to students troubled by physical, emotional, social, legal, sexual abuse, medical, familial or chemical use problems.
- Consult to provide appropriate in-school community service referral when necessary for families and students seeking help for the student's behavior that is affecting or interfering with their learning process.
- Coordinate and provide support for all professional staff members in their attempts to help students resolve problems interfering in their learning processes.
- Provide follow up evaluation for the goals and action plans for students.

TECHNOLOGY

Notice is given to all students, parents and staff that all technology (hardware and software) is owned by the district and may be observed for appropriate and legal use. Any technology brought from home may not be compatible with school equipment. Technology (cell phones, computers, etc.) brought to the school that is stolen or damaged will not be the responsibility of the school district.

STUDENT USE OF COMPUTER NETWORK/INTERNET

The school district believes in the benefit of computer access by students. The district shall make available, where practical, the local network and access to Internet. Students may use this access to do research or interact with educational programming. Students who choose to access the network agree to act in an appropriate and responsible manner. General school rules for behavior and communication shall apply.

Information on the Internet is not held to the same standards as the local school district, because of its public nature. Items inappropriate or unacceptable at the local district level potentially can be accessed. Students shall agree to maintain appropriate usage of the computer. Misuse of the network or inappropriate behaviors may result in disciplinary action.

The following are not permitted:

- Sending or displaying offensive messages or pictures,
- Using obscene language,
- Harassing, insulting, or attacking others,
- Accessing social networking sites and/or blogs,
- Participating in chat rooms or instant messaging,

- Damaging computers, computer systems or computer networks,
- Violating copyright laws,
- Using proxy servers,
- Using another's password,
- Game playing,
- Downloading music and video clips (unless permission from the "owner" is obtained for temporary use in a school project),
- Trespassing in another's folders, work, or files,
- Intentionally wasting limited resources, or
- Employing the network for commercial purposes.

Students bringing personal computers and other equipment to school are not allowed to use them to access the school's network, including but not limited to printers and the student server. Network storage areas shall be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private. The student server is "cleaned" on August 1st and the seniors' files from the previous year are deleted. Violations may result in a loss of access as well as other disciplinary or legal action.

MEDIA CENTER

The High School Media Center is open from 7:45 a.m. until 4:45 p.m. Monday through Thursday. When students are released early, the Media Center will close at the dismissal time. Media Center materials may be borrowed for two weeks, except for reference items, which are overnight checkout. At least once a month, overdue notices are distributed to students.

General Rules:

- Students are not allowed to have food or beverages in the Media Center.
- Students using the Media Center must pass issued by staff including departure time and signature.
- Students arriving in the Media Center MUST sign-in.
- Students are not allowed to play CD's on the computers.
- Students are not allowed to play cards while in the Media Center.
- Students are not to play games on the school's computers.
- Students may visit quietly and should not disrupt other students.
- Students should respect the facilities, equipment, and materials and use them appropriately.

18-YEARS OLD

All processes/policies requiring prior approval, etc. from parents/guardians will require the same kind of prior approvals and processes from 18-year-old students.

AUTOMOBILES

Free transportation is provided to all students residing more than one mile from the high school building. Speed is to be reduced in the parking lots to a rate that provides safe conditions for pedestrian and vehicle occupants. Other problems related to students driving include parking, traffic control and tardiness. Students who fail to follow the parking guidelines could have consequences imposed.

Juniors and Seniors will park in the large parking lot. Sophomores will use the smaller parking lot to the east if the main lot is full.

- Please see STUDENT USE AND PARKING OF MOTOR VEHICLES PATROLS, AND INSPECTIONS Sections I - VIII

CELL PHONES

Cell phones will be prohibited (seen or heard) in all classrooms unless students are given direct permission from the teacher for each use; this includes using applications such as calculators or other applications.

- Cell phones are prohibited in all locker rooms & restrooms.
- Cell phone use will be allowed in hallways between classes as well as before and after school hours.
- Cell phone use will be allowed in the cafeteria during lunch periods as well as before and after school hours.
- Cell phone use in class is AT TEACHER'S DISCRETION

Possible Consequences:

- Cell phone confiscated and brought to the office. The student may pick it up at the end of the day.
- Cell phone confiscated and brought to the office. A parent must pick up cell phone from office in order for the phone to be returned.
- Cell phone confiscated and brought to the office. The cell phone remains in the district until the end of the school year. It will be locked in a safe place.

DANCES

Student dances are scheduled by school and local organizations to provide a positive and safe social activity for Mora High School students. Most dances

are for grades 9 - 12. However, there will be some special dances arranged for students in grades 7 & 8 approved by the administration.

- Guests are not allowed at school dances except Winter Formal and Prom.
 - Guests at Winter Formal and Prom must have a Guest Pass filled out and approved by licensed administration 3 days prior to the activity.
- Organizations sponsoring a dance must have a party request form completed in the office ten days prior to the scheduled activity.
 - They must be arranged for, and chaperoned by class or club advisors.
 - A minimum of four faculty chaperones is necessary for a dance.
 - Parents may be invited to be additional chaperones.
- Law enforcement should be notified as part of the planning process.
- Current Mora School ID or staff verification is required for admittance to school dances.
- Due to important safety and legal reasons, once you leave a school dance you may not re-enter.
- No open beverage containers may be brought onto the premises.
- Backpacks and coats must be left at the door and may be subject to search.
- The Junior-Senior Prom is a special event for juniors and seniors held around the last part of April or early May each year. Juniors and seniors may invite guests. Please see prom advisors for guidelines.

DELIVERIES TO STUDENTS

- Gifts, flowers, balloons, etc., will not be accepted on behalf of or delivered to students during the school day.
- Please do not make arrangements to have items delivered to the school office, as we do not have the time or resources to deal with them.
- Messengers and deliveries will not be honored at any time during the school day.

DRIVERS TRAINING

Contact the Community Education Office at (320-679-6200) for information and assistance.

FIELD TRIPS

Students may visit businesses, organizations or events as a part of their educational experience. Permission slips are required for field trips outside of the school district. Students are required to ride on the school vehicle provided. Students will be charged to ride the bus and any other expenses that may occur. When these visits are within the boundaries of the district,

permission slips will not be requested. If you wish to approve these activities for your high school student on a trip-by-trip basis, please instruct your son/daughter to inform you when the activity will occur.

FINES

- State law requires schools to notify students that "the school will charge appropriate replacement fee for textbooks, workbooks, or library books lost or destroyed by students".
- If, in the instructor's opinion, no undue wear has occurred, there is no assessment for the use of the textbooks. If there has been undue wear or vandalism, students will be assessed the cost of repair or replacement. Book covers are strongly recommended.
- Use of lockers, school property, etc., is also without expense to the student if the student uses this equipment properly. Students will be charged for losses or damage to school property due to their negligence. If you are issued defective equipment, immediately call it to the attention of the faculty member to whom you are assigned.

I.D. CARDS

All students have been issued I.D. cards. These cards may be used for a number of purposes: lunch account, admission to school dances and other activities and general identification. Students are asked to carry these cards with them at school and school activities. When asked to present identification they will be expected to show this card.

LOCKERS

- Each student grades 7 - 10 is assigned his/her own locker. These are to be used by only one student. No switching of lockers is allowed. Do not leave valuables and/or money in your locker.
- Juniors & Seniors may choose to use a locker. These are to be used by only one student. No switching of lockers is allowed. Do not leave valuables and/or money in your locker.
- Each student assumes total responsibility for his/her locker and is not to provide the locker combination to other students. You may request a change of a combination lock ONCE during the school year. No other type of lock may be used unless a duplicate key is left in the office. Locker checks will be held during the school year.
- See also SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON. Section II Part A

MANDATED REPORTING

Students and parents are reminded that professional educators are required by law to report when they know or have reason to believe a child is being neglected, physically or sexually abused, or has been neglected or physically or sexually abused within the preceding three years.

POSTER & SIGN PROCEDURES AT MHS

- No signs or posters are to be posted in the school building without obtaining approval (stamp) by licensed administration. Items or activities that are considered unhealthy or potentially harmful to students or school personnel may not be posted/advertised.
- Items that are contrary to school and district rules and policies will not be posted/advertised.
- The school will not advertise "for profit" items or activities unless they have a direct relationship with a school activity (i.e. class rings, prom flowers, senior pictures, etc.)
- Postings will be limited to the areas determined by the high school office.

TELEPHONE CALLS

- Emergency messages will be given to students immediately. Students will not, however, be called to the office to answer general phone messages.
- Office staff will relay messages to students, but will not disrupt class time to do so. Parents/guardians are asked to limit messages as much as possible.
- Students are allowed to use classroom or office phones for urgent calls only. A student phone is available outside the Counselors' Office and inside the high school office. These phones are to be used before and after school, between classes and during lunch. (They may also be used as needed for emergency phone calls.)

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.
 - a) 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

- A. For purposes of this policy, the definitions included in this section apply.
- B. "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;
 4. creating a hostile educational environment for a student.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "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 PROCEDURE

- 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, but action may not be taken against an alleged perpetrator based solely on an

anonymous report.

- 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 personal 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.

VIII. NOTICE

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

CHEMICAL USE AND ABUSE

I. PURPOSE

The school board recognizes that chemical use and abuse constitutes a grave threat to the physical and mental well being of students and employees and significantly impedes the learning process. Chemical use and abuse also creates significant problems for society in general. The school board believes that the public school has a role in education, intervention, and prevention of chemical use and abuse. The purpose of this policy is to assist the school district in its goal to prevent chemical use and abuse by providing procedures for education and intervention.

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol is prohibited in the school setting in accordance with school district policies with respect to a

Drug-Free Workplace/Drug-Free School.

- B. It is the policy of this school district to provide an instructional program in every elementary and secondary school in chemical abuse and the prevention of chemical dependency.
- C. The school district shall establish and maintain in every school a chemical abuse pre-assessment team. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
- D. It will be the responsibility of the superintendent, with the advice of the school board, to establish a school and community advisory team to address chemical abuse problems in the district.
- E. The school district shall establish and maintain a program to educate and assist employees, students and others in understanding this policy and the goals of achieving drug-free schools and workplaces.

III. DEFINITIONS

- A. "Chemical abuse" means use of any psychoactive or mood-altering chemical substance, without compelling medical reason, in a manner that induces mental, emotional, or physical impairment and causes socially dysfunctional or socially disordering behavior, to the extent that the students normal function in academic, school, or social activities is chronically impaired.
- B. "Chemicals" includes but is not limited to alcohol, toxic substances, and controlled substances as defined in the school district's Drug-Free Workplace/Drug-Free School policy.
- C. "School location" includes any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off-school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. STUDENTS

- A. Instruction
 - 1. Every school shall provide an instructional program in chemical abuse and the prevention of chemical dependency. The school district may involve parents, students, healthcare professionals, state department staff, and members of the community in developing the curriculum.
 - 2. Each school shall have age-appropriate, and developmentally based activities that:
 - a) address the consequences of violence and the illegal use of drugs, as appropriate;

- b) promote a sense of individual responsibility;
 - c) teach students that most people do not illegally use drugs;
 - d) teach students to recognize social and peer pressure to use drugs illegally and the skills for resisting illegal drug use;
 - e) teach students about the dangers of emerging drugs;
 - f) engage students in the learning process; and
 - g) incorporate activities in secondary schools that reinforce prevention activities implemented in elementary schools.
3. Each school shall have activities that involve families, community sectors (which may include appropriately trained seniors), and a variety of drug and violence prevention providers in setting clear expectations against violence and illegal use of drugs and appropriate consequences for violence and illegal use of drugs.
 4. Each school shall disseminate drug and violence prevention information within the school and to the community.
 5. Each school shall have professional development and training for, and involvement of, school personnel, student services personnel, parents, and interested community members in prevention, education, early identification and intervention, mentoring, or rehabilitation referral, as related to drug and violence prevention.
 6. Each school shall have drug and violence prevention activities that may include the following:
 - a) Community-wide planning and organizing activities to reduce violence and illegal drug use, which may include gang activity prevention.
 - b) The hiring and mandatory training, based on scientific research, of school security personnel who interact with students in support of youth drug and violence prevention activities under this policy that are implemented in the school.
 - c) Conflict resolution programs, including peer mediation programs that educate and train peer mediators and a designated faculty supervisor, and youth anti-crime and anti-drug councils and activities.
 - d) Counseling, mentoring, referral services, and other student assistance practices and programs, including assistance provided by qualified school-based mental health services providers and the training of teachers by school-based mental health services providers in appropriate identification and intervention techniques for students at risk of violent behavior and illegal use of drugs.
 - e) Programs that encourage students to seek advice from, and to confide in, a trusted adult regarding concerns about violence and illegal drug use.

B. Reports of Chemical Use and Abuse

1. In the event that a school district employee knows that a student is abusing, possessing, transferring, distributing or selling chemicals in a school location:
 - a) The employee shall immediately either take the student to an administrator or notify an appropriate administrator of the observation and continue to observe the student until the administrator arrives.
 - b) The administrator will notify the student's parents. If there is a medical emergency, the administrator will notify the school nurse and/or outside medical personnel as appropriate.
 - c) The administrator will notify law enforcement officials, the student's counselor, and the chemical pre-assessment team.
 - d) The administrator and/or law enforcement official will confiscate the chemicals and/or conduct a search of the student's person, effects, locker, vehicle, or areas within the student's control. Searches by school district officials shall be in accordance with school board policies regarding search and seizure.
 - e) The school district will take appropriate disciplinary action in compliance with the student discipline code. Such discipline may include immediate suspension, initiation of expulsion proceedings, and/or referral to a detoxification center or medical center.
2. If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals:
 - a) The employee shall notify the building administrator or a member of the pre-assessment team and shall describe the basis for the suspicion. The building administrator and/or team will determine what action should be taken. Action may include conducting an investigation, gathering data, scheduling a conference with the student or parents, or providing a meeting between a single member of the team and the student to discuss the behaviors that have been reported and attempting to ascertain facts regarding chemical abuse.
 - b) The team may determine there is no chemical abuse. If the team determines there is chemical abuse, the team will select an appropriate course of action, which may include referral to a school counselor; referral to a treatment program; referral for screening, assessment, and treatment planning; participation in support groups; or other appropriate measures.
3. Students involved in the abuse, possession, transfer, distribution or sale of chemicals shall be suspended in compliance with the student discipline policy and the Pupil Fair Dismissal Act, Minn. Stat. 121A.40-121A.56, and

proposed for expulsion.

4. Searches by school district officials in connection with the abuse, possession, transfer, distribution or sale of chemicals will be conducted in accordance with school board policies related to search and seizure.

C. Pre-Assessment Team

1. Every school shall have a chemical abuse pre-assessment team designated by the superintendent or designee. The team will be composed of classroom teachers, administrators, and other appropriate professional staff to the extent they exist in each school, such as the school nurse, school counselor or psychologist, social worker, chemical abuse specialist, or others.
2. The team is responsible for addressing reports of chemical abuse problems and making recommendations for appropriate responses to the individual reported cases.
3. Within 45 days after receiving an individual reported case, the team shall make a determination whether to provide the student and, in the case of a minor, the student's parents with information about school and community services in connection with chemical abuse.

D. Data Practices

1. Student data may be disclosed without consent in health and safety emergencies pursuant to Minn. Stat. 13.32 and applicable federal law and regulations.
2. Destruction of Records
 - a) If the pre-assessment team decides not to provide a student and, in the case of a minor, the student's parents with information about school or community services in connection with chemical abuse, records created or maintained by the team about the student shall be destroyed not later than 6 months after the determination is made.
 - b) If the team decides to provide the student and, in the case of a minor or a dependent student, the student's parents with such information, records created or maintained by the team about the student shall be destroyed not later than 6 months after the student is no longer enrolled in the district.
 - c) This section shall govern destruction of records notwithstanding provisions of the Records Management Act, Minn. Stat. 138.163.

E. Consent

1. Any minor may give effective consent for medical, mental and other health services to determine the presence of or to treat conditions associated with alcohol and other drug abuse, and the consent of no other person is required.

F. School and Community Advisory Team

1. The superintendent, with the advice of the school board, shall establish a school and community advisory team to address chemical abuse problems. The advisory team will be composed of representatives from the school pre-assessment teams to the extent possible, law enforcement agencies, county attorney's office, social service agencies, chemical abuse treatment programs, parents, and the business community.
2. The advisory team shall:
 - a) build awareness of the problem within the community, identify available treatment and counseling programs for students and develop good working relationships and enhance communication between the schools and other community agencies; and
 - b) develop a written procedure clarifying the notification process to be used by the chemical abuse pre-assessment team when a student is believed to be in possession of or under the influence of alcohol or a controlled substance. The procedure must include contact with the student and the student's parents or guardian in the case of a minor student.

V. EMPLOYEES

- A. The superintendent or designee shall undertake and maintain a drug-free awareness and prevention program to inform employees, students and others about:
 1. The dangers and health risks of chemical abuse in the workplace/school.
 2. The school district's drug free workplace/drug-free school policy.
 3. Any available drug or alcohol counseling, treatment, rehabilitation, reentry and/or assistance programs available to employees and/or students.
- B. The superintendent or designee shall notify any federal granting agency required to be notified under the Drug-Free Workplace Act of 1988 within ten (10) days after receiving notice of a conviction of an employee for a criminal drug statute violation occurring in the workplace. To facilitate the giving of such notice, any employee aware of such a conviction shall report the same to the superintendent.

EXTRACURRICULAR INFORMATION BULLETIN

The following is a summary of the basic regulations governing a student's eligibility to participate in all high school extra-curricular activities. These regulations are in compliance with official Minnesota State High School League (MSHSL) regulations, which are outlined in the MSHSL Handbook with copies available in the high school.

GOOD STANDING AND GENERAL ELIGIBILITY REQUIREMENT:

In order to be eligible for regular season and MSHSL tournament competition a student must be in good standing. The term "good standing" shall mean that the student is eligible under all of the conditions and eligibility requirements of that school as well as the eligibility requirements of the Minnesota State High School League.

STUDENT CODE OF RESPONSIBILITIES:

Participation in interscholastic activities is a privilege, which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the rights and property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

PENALTY:

A student who is dismissed from school or who violates the Student Code of Responsibilities is not in good standing and is ineligible for a period of time as determined by licensed school administration acting on the authority of the local board of education. The League specifically recognizes that certain conduct requires penalties that may exceed those penalties typically imposed for first violations.

I. SCHOLARSHIP

Students must maintain a minimum of a 1.0 cumulative GPA:

- A. Students must maintain passing grades in all classes
- B. Eligibility Review: Staff, students, coaches, advisors and administration will regularly monitor academic progress.
- C. Consult the Athletic Office or High School Office for further clarification on Academic Eligibility.
- D. Students will be classified either eligible or ineligible
- E. Grade reports will be run by office staff on a weekly basis using Mora Schools student information system (Synergy).
- F. If a student is passing all classes, that student is eligible
- G. If a student is failing any course, that student is ineligible once notified by administration.
- H. While ineligible, students can participate in practice. However, focus on regaining eligibility should take priority.

- I. Once a passing grade is verified by administration, that student can immediately return to eligible status.

II. ALCOHOL/DRUGS, TOBACCO, SCHOOL VANDALISM, SCHOOL THEFT, SEXUAL HARASSMENT AND SEXUAL VIOLENCE

- A. During the entire year (including summers) a student shall not consume, use, have in possession, buy, sell or give away the following:
 1. A beverage containing alcohol.
 2. Any substance defined by law as a drug, or controlled substance, unless specifically prescribed by his/her doctor for the student's own use. This includes having drug paraphernalia in their possession.
 3. Tobacco
- B. Students involved during the entire year in any type of school vandalism, school theft, violations of sexual, religious or racial harassment policies of Mora Public Schools and the bylaws of the MSHSL in school or at school activities shall be subject to the same disciplinary action specified for alcohol/drugs and tobacco.

CATEGORY I:

III. ATHLETICS, DEBATE, SPEECH, KNOWLEDGE BOWL, MATH LEAGUE, ONE ACT PLAY, CHEERLEADING

- A. **First Violation Penalty:** The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.
- B. **Second Violation Penalty:** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- C. **Third or Subsequent Violation Penalty:**
 1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 2. A Student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a) The student is assessed as chemically dependent, and
 - b) enters treatment voluntarily, and
 - c) the director of the treatment center certifies that the student has successfully completed the treatment program. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.
- D. **Applying the Penalty:**
 1. Penalties shall be progressive beginning with the student's first violation

and continuing throughout the student's high school career. Penalties shall be served consecutively.

2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty.
3. Counting Weeks:
 - a) The weeks shall begin on the date that the violation is confirmed and extend for the required number of calendar days.
 - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
 - c) At the beginning of the season, practice and conditioning weeks are counted.
4. A student who is under penalty for a violation of a MSHSL by law may not join a second sport in the same season in order to fulfill a penalty.
5. Jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

CATEGORY II:

IV. BAND, CHOIR, FALL PRODUCTION, SPRING PRODUCTION, FFA, FHA/FLA, BUSINESS EDUCATION CLUB

Choir and band and other school-sponsored activities will follow the same rules as listed above except suspension shall be as follows:

- A. **First Violation Penalty:** The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.
- B. **Second Violation Penalty:** The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.
- C. **Third or Subsequent Violation Penalty:**
 1. The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.
 2. A Student who becomes a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
 - a. The student is assessed as chemically dependent, and
 - b. enters treatment voluntarily, and

- c. the director of the treatment center certifies that the student has successfully completed the treatment program. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

D. Applying the Penalty:

1. Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.
2. Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty.
3. Counting Weeks:
 - a. The weeks shall begin on the date that the violation is confirmed and extend for the required number of calendar days.
 - b. For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed.
 - c. At the beginning of the season, practice and conditioning weeks are counted.
4. A student who is under penalty for a violation of a MSHSL bylaw may not join a second sport in the same season in order to fulfill a penalty.
5. Jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
6. A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

V. AGE

A student representing a member school in League activities shall be under 20 years of age on the date of the contest. If, however, a student has started a season, the student will be permitted to complete that season after reaching the student's 20th birthday.

VI. PHYSICAL EXAMINATION AND PARENTS PERMIT

Any student who intends to participate in high school interscholastic athletics and cheerleading activities must have on file in the school, a record of physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required.

VII. ENROLLMENT, ATTENDANCE AND REQUIRED SUBJECT LOAD

Students are eligible for participation if enrolled in the high school from the beginning of the semester. Students enrolling after the semester begins will gain eligibility at the start of the third week or on the 15th calendar day after enrollment. Students must be properly registered, attending school and classes regularly, and enrolled in the required amount of credits.

VIII. TRANSFER RULE

A student of any grade level who changes high school districts will fall under the MSHSL guidelines for participating in athletic activities.

IX. SEMESTERS IN HIGH SCHOOL

A student shall not participate in an interscholastic contest after the student's sixth semester in grades 10-12 inclusive; the fifth and sixth semester to be consecutive. The attendance of 15 days or more in one semester will count as a semester in administering this standard.

X. SEASONS OF PARTICIPATION

After a student enrolls in the 9th grade, the student shall not participate more than four (4) seasons in any sport. If the student does not participate in the 9th grade, the student will be limited to three (3) seasons in grades 10-12 inclusive.

XI. GRADUATE

A student shall not be a graduate of a four (4) year high school or any secondary school.

XII. COLLEGE/UNIVERSITY TEAMS

Individuals who have participated with a college or university team are ineligible for participation in any activity of the league.

XIII. AMATEUR

A student must be an amateur. A student may not receive cash or merchandise for athletic participation. A student does not lose her/his amateur status because of reimbursement for officiating, instructing, teaching or coaching a sport.

XIV. AWARDS RULE

Acceptable awards to students in recognition of participation in high school activities include medals, ribbons, letters, trophies, plaques, and other items of little or no intrinsic value (\$100.00 or less). Violation will render a student ineligible for all further high school competition.

XV. DUE PROCESS

Before a student is suspended from an extracurricular activity, the appropriate minimum due process components will be followed. They include:

- A. Regulations governing the eligibility for participation in extracurricular activities and consequences of violations of these rules will be provided to all participants.

- B. Students will be suspended from participation in extracurricular activities and consequences of these rules will be provided to all participants.
- C. Any student alleged to have violated the regulations will be provided an opportunity for a conference with the school administration to discuss the infraction, the evidence and the decision.
- D. In unique situations, the suspension may be varied by the administration, provided they do not waive the minimum requirement of the MSHSL.

XVI. NON-SCHOOL COMPETITION AND TRAINING

A. All-star teams and games:

Students who participate on an all-star team or in an all-star game after having participated in athletics as a representative of a member school are ineligible in that sport in which the violation occurred for one year from the date of the last violation. In the case of a senior, the student will forfeit remaining eligibility in athletic activities for the student's senior year, UNLESS the all-star game(s) has been sanctioned by the MSHSL Board of Directors.

B. Athletic Camps and Clinics

1. School Year - Attendance is permitted only at sanctioned camps and clinics conducted during the season of the sport.
2. Summer Vacation Period - Non-school specialized athletic camps and clinics do not require sanction.
 - a. The non-school sponsored camp or clinic fee must be provided by the student's parents or guardian, unless other arrangements are approved by the Board of Director.
 - b. A student may not attend a non-school sponsored camp or clinic where a member of the coaching staff from the high school the student attends serves as an instructor or is a staff member in that sport during the student's attendance.
 - c. There shall be no limitation on the number of students from any one school who wish to participate on non-school sponsored teams.
 - d. A salaried or non-salaried member of the Sophomore, B squad, Junior Varsity or Varsity coaching staff in a sport may not own organize, administer, direct or coach the camp or clinic that is attended by players from the coach's school in that sport.
 - e. Students must adhere to all other policies established by the Board of Directors (See High School Athletic Director for Policies).

C. Non-school Competition and Training

1. Team Sports (Football, Basketball, Volleyball, Hockey, Soccer, Baseball and Softball).
 - a. School Year - Shall not participate on a non-school team in an organized game, meet or tournament in that same sport during the

- school year. (Baseball and softball not included.)
- b. Summer Vacation Period - May participate on a non-school team provided the student adheres to policies established by the Board of Directors. Summer season for all students shall be defined as the day following the fourth Friday in May through Labor Day.
 2. Individual Sports (Cross Country, Wrestling, Gymnastics, Skiing, Swimming, Track, Golf and Tennis).
 - a. School Season - Shall not participate as a member of a non-school team or as an individual competitor in that same sport. (Skiing not included.)
 - b. School Year, prior to and following school season.
 - i. May compete in meets or tournaments as an individual but not as a member of a non-school team.
 - ii. May not receive coaching or training from a member of the student's high school coaching staff in that sport.
 - iii. May receive training through private lessons from individuals who are not members of the student's high school coaching staff in that sport.
 - c. Summer Vacation Period.
 - i. It is the philosophy of the MSHSL that during the summer vacation months students should have the opportunity to engage in training at camps and clinics and to participate with non-school teams provided these summer activities are voluntary and not influenced or directed by school personnel.
 - ii. May compete as an individual or as a member of a non-school team. Summer season for all students shall be defined as the day following the fourth Friday in May through Labor Day.
 - iii. May not receive coaching or training from a member of the student's high school coaching staff in that sport.
 3. Penalty - Any student who violates the non-school competition and training rules shall forfeit eligibility IN THAT SPORT for one calendar year from the date of the last violation. In the case of a senior, the student will forfeit remaining eligibility in all athletic activities for the student's senior year.
 4. Special Considerations
 - a. If after having participated with a high school team or squad, a student elects to play on a non-school team in any subsequent school year, the student must terminate play no later than the close of the school season to regain eligibility for the following school year.
 - b. Students who have completed their eligibility in a sport are exempt from the non-school competition and training rules in that sport.

- c. Limited competition during the school year for the outstanding student athlete may be approved by a Review Committee appointed by the Board of Directors providing the request has been approved and submitted by a school official.

INFORMED CONSENT

Informed Consent: By its nature, participation in interscholastic athletics includes risk of injury and the transmission of infectious diseases such as HIV and Hepatitis B. Although serious injuries are not common and the risk of HIV transmission is almost nonexistent in supervised school athletic programs, it is impossible to eliminate all risk. Participants have the responsibility to help reduce that risk. Participants must obey all safety rules, report all physical and hygiene problems to their coaches, follow a proper conditioning program, and inspect their own equipment daily.

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

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 Chip Brandt 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.
- 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.

HAZING PROHIBITION

I. PURPOSE

The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are

inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. 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.

III. DEFINITIONS

- A. "Hazing" means 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:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. 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.
 - 3. 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.
 - 4. 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.
 - 5. 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.

- B. "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.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct, which may constitute hazing, shall report the alleged acts immediately to an appropriate school district official designated by this policy.
- B. The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to the school district human rights officer or to the superintendent.
- C. Teachers, administrators, volunteers, contractors and other employees of the school district shall be particularly alert to possible situations, circumstances or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct, which may constitute hazing, shall inform the building principal immediately.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, 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 hazing.
- 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 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.

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 hazing 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 hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. DISSEMINATION OF POLICY

This policy shall be placed in each school's student handbook and in each school's Building and Staff handbooks.

PUPIL FAIR DISMISSAL ACT

121A.40 Citation Sections 121A.40 to 121A.56 may be cited as "The Pupil Fair Dismissal Act". 121A.41 Definitions

Subdivision 1. Applicability. As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. Dismissal. "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. District. "District" means any school district.

Subd. 4. Exclusion. "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. Expulsion. "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. Parent. "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a non-custodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. Pupil. "Pupil" means any student:

- (1) without a disability under 21 years of age; or
- (2) with a disability until September 1 after the child with a disability becomes 22 years of age;
- (3) and who remains eligible to attend a public elementary or secondary school.

Subd. 8. School. "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. School board. "School board" means the governing body of any school district.

Subd. 10. Suspension. "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a

pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension. Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 days. In the case of a student with a disability, the student's individual education plan team must meet immediately but not more than ten school days after the date on which the decision to remove the student from the student's current educational placement is made. The individual education plan team and other qualified personnel shall at that meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

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

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

Subd. 11. Alternative educational services. "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 assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards

under section 120B.02, although in a different setting.

121A.42 POLICY.

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.

When a pupil who has an individual education plan is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the pupil's disability, the district shall continue to provide special education and related services after a period of suspension, if suspension is imposed. The district shall initiate a review of the pupil's individual education plan and conduct a review of the relationship between the pupil's disability and the behavior subject to disciplinary action and determine the appropriateness of the pupil's education plan before commencing an expulsion or exclusion.

121A.44 EXPULSION FOR POSSESSION OF FIREARM.

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

121A.45 GROUNDS FOR DISMISSAL.

Subdivision 1. Provision of alternative programs. No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. Grounds for dismissal. A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

Subd. 3. Parent notification and meeting. If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. 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 pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

121A.46 SUSPENSION PROCEDURES.

Subdivision 1. Informal administrative conference before suspension. The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil 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.

Subd. 2. Administrator notifies pupil of grounds for suspension. At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

Subd. 3. Written notice of grounds for suspension. 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 sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon

mailing.

Subd. 4. Suspension pending expulsion or exclusion hearing.

Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

121A.47 EXCLUSION AND EXPULSION PROCEDURES.

Subdivision 1. Requiring a hearing; pupil may waive hearing. No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

Subd. 2. Written notice. Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:
 - (1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil'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 Department of Education;
 - (2) examine the pupil's records before the hearing;
 - (3) present evidence; and
 - (4) confront and cross-examine witnesses.

Subd. 3. Hearing schedule. The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

Subd. 4. Convenient time and place of hearing. The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

Subd. 5. Closed or open hearing. The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. Impartial hearer. The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or

(4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. Creating hearing record. The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. Access to pupil's records. At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. Pupil's right to compel testimony. The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. Pupil's right to present evidence and testimony. The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. Pupil not compelled to testify. The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. Hearer's recommendation limited to evidence at hearing; service within two days. The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. Basis of school board decision; opportunity for comment. The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations 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 of the basis and reason for the decision.

Subd. 14. Admission or readmission plan.

(a) A school administrator shall prepare and enforce an admission or

readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials 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.

121A.48 GOOD FAITH EXCEPTION.

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

121A.49 APPEAL.

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been

prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

121A.50 JUDICIAL REVIEW.

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

121A.51 REPORTS TO SERVICE AGENCY.

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

121A.52 NON-APPLICATION OF COMPULSORY ATTENDANCE LAW.

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

121A.53 REPORT TO COMMISSIONER OF EDUCATION.

Subdivision 1. Exclusions and expulsions. The school board must report through the department electronic reporting system each exclusion or expulsion within 30 days of the effective date of the action to the commissioner of education. This report must include a statement of alternative educational services given the pupil 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.

Subd. 2. Report. The school board must include state student identification numbers of affected pupils on all dismissal reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals by age, grade, gender, race, and

special education status of the affected pupils. All dismissal reports must be submitted through the department electronic reporting system.

121A.54 NOTICE OF RIGHT TO BE REINSTATED.

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

121A.55 POLICIES TO BE ESTABLISHED.

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purpose of section 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them must be adequate to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because he pupil a district expelled or excluded a student. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education plan from school grounds.

121A.56 APPLICATION.

Subdivision 1. Prohibition against discrimination remains in effect. Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change Section 363A.13, subdivision 2.

Subd. 2. Portions of school program for credit. Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.

SCHOOL 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, 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; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; num-chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.
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 non-student (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
 2. military personnel, or students or non-students 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 non-students 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 non-students, such a position is not meant to interfere with

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

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 non-student permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES: WEAPON POSSESSION/USE/DISTRIBUTION BY STUDENTS

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 NON-STUDENTS

A. Employees

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

B. Other Non-students

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.

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

I. PURPOSE

The purpose of this policy is to provide for a safe and healthful educational environment by enforcing the school district's policies against contraband.

II. GENERAL STATEMENT OF POLICY

- A. Lockers and Personal Possessions Within a Locker. Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.
- B. Desks. School desks are the property of the school district. At no time does

the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

- C. Personal Possessions and Student's Person. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.
- D. It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, book bags, packages, and clothing.
- C. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover

a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS, INSPECTIONS AND SEARCHES

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and

discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.
- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the

high school campus[es] during the school day only during the students designated lunch period or if there is an emergency and permission has been granted to the student by Principal or his/her designee to use a motor vehicle during the school day. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus.

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in other designated areas within the parking lots, which are designated for use only by the general public/visitors/handicapped.
- B. When there are unauthorized vehicles parked on school district property, school officials may:
 - 1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 - 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

- A. Patrols and Inspections. School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
- B. Search of Interior of Student Motor Vehicle. The interiors of motor vehicles of students in school district locations, including glove or trunk compartments, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to withdrawal of parking privileges and to discipline if the student refuses to open a locked motor vehicle under the student's control or its compartments upon the request of a school official.

- C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures. It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and/or seizures as provided by this policy.
- D. Seizure of Contraband. If a search yields contraband, school officials will seize the item and may turn it over to legal officials for ultimate disposition when appropriate.
- E. Dissemination of Policy. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

TOBACCO FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related

device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.

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

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

- A. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. "Smoking" includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment

IV. EXCEPTION

It shall not be a violation of this policy for an Indian adult to light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

VI. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.

- B. The school district will develop a method of discussing this policy with students and employees.

STUDENT FUNDRAISING

I. PURPOSE

The purpose of this policy is to address fundraising efforts.

II. GENERAL STATEMENT OF POLICY

- A. The Mora School Board recognizes a desire and a need for fundraising.
- B. The school board also recognizes a need for restraint to prevent fundraising activities from becoming too numerous and overly demanding on employees, students and the general public.
- C. The school board has the responsibility to monitor, supervise and control all fundraising activities associated with official school programs and activities.
- D. All fundraising activity must have prior approval. School District employees who supervise official school programs or extracurricular activities are directed not to organize, conduct or involve students in fundraising activities unless the fund-raising activity has been approved by the administration.

III. DEFINITIONS

- A. Fundraising is the selling of a product, providing a service or activity, or requesting donations. School fundraising directly funds school programs and students.
- B. Student organizations are groups that are sponsored by the district and approved by the school board. They are designed to provide opportunities for students to participate, on an individual or group basis, in school and public events for the improvement of skills. Student organizations are directed or supervised by School District staff.
- C. A charitable giving campaign solicits funds for a charitable cause not directly related to any district goal.

IV. TYPES OF FUNDRAISING

- A. For the purposes of this policy, fundraising activities are grouped under the following categories:
 - 1. Student Organization Solicitations. Student organizations include:
 - a. Student activities under the direction and regulation of the Minnesota State High School League, including athletics, speech, drama and music contests.
 - b. Student activities which include the sale of admission tickets to the general public and/or which are integrated into the curriculum (e.g., annual musical, fall play).
 - c. Intramural athletics, banquets, individual class clubs, language (Spanish club), music clubs, national honor society, student

- concessions, student council and yearbook.
- 2. Charitable Giving Campaigns
 - a. Campaign is being conducted for the purpose of providing money for a charitable cause not directly related to any district goal. Students sell a product, their own effort (e.g. walk-a-thon), a service (e.g. car wash), or contribute money.
- 3. Outside Organization Fundraisers
 - a. Outside organizations are non school-funded groups, run as a 501(c)(3) organization, such as parent/teacher/student organizations, sports' booster groups and commercial enterprises that provide supplementary services to existing school entities.
 - b. Outside organizations
 - i. Mora School District Approved Organizations.
 - ii. Other organizations.

V. GUIDELINES FOR APPROVAL OF FUNDRAISING ACTIVITIES

The administration will consider fundraising proposals and approve or disapprove fundraising activities. The administration will inform the school board of approvals. Administration approval of fundraising activities must be based on the following guidelines.

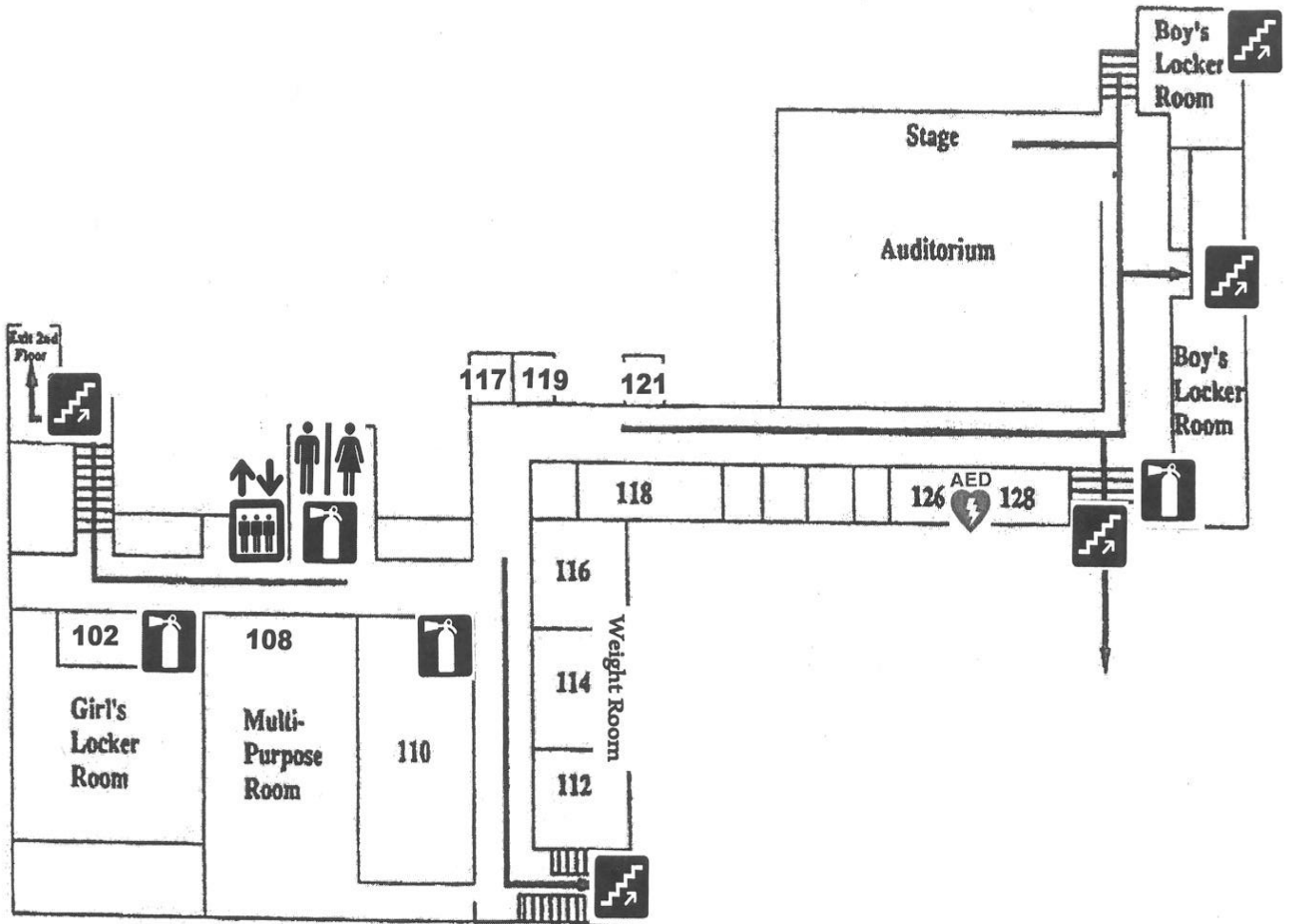
VI. IMPLEMENTATION GUIDELINES

- A. Student safety must be promoted.
- B. Participation in fundraising activities is voluntary. No student will be excluded from an event or program because of non-participation by the student or their parents. No student shall be forced, coerced or otherwise unduly pressured to participate in fundraising activities. Likewise, no reprimand, condemnation nor criticism shall be made of any student who does not participate or succeed in fundraising.
- C. Parent/guardian must be notified prior to student participation in fundraising activities outside of the school setting.
- D. Group (class or grade) incentives are the preferred means to motivate and reward students.
- E. Elementary door-to-door sales are discouraged.
- F. Fund raising activities during the school day will be limited and must not conflict with state laws and regulations relating to food service programs.
- G. District funds cannot be used to off-set, front-fund or pre-pay expenses for charitable fundraisers.
- H. All fundraising monies will follow and comply with accepted accounting procedures.
- I. All fundraising activities must comply with state law.
- J. The School District expects all students who participate in approved fundraising activities to represent the school, the student organization and

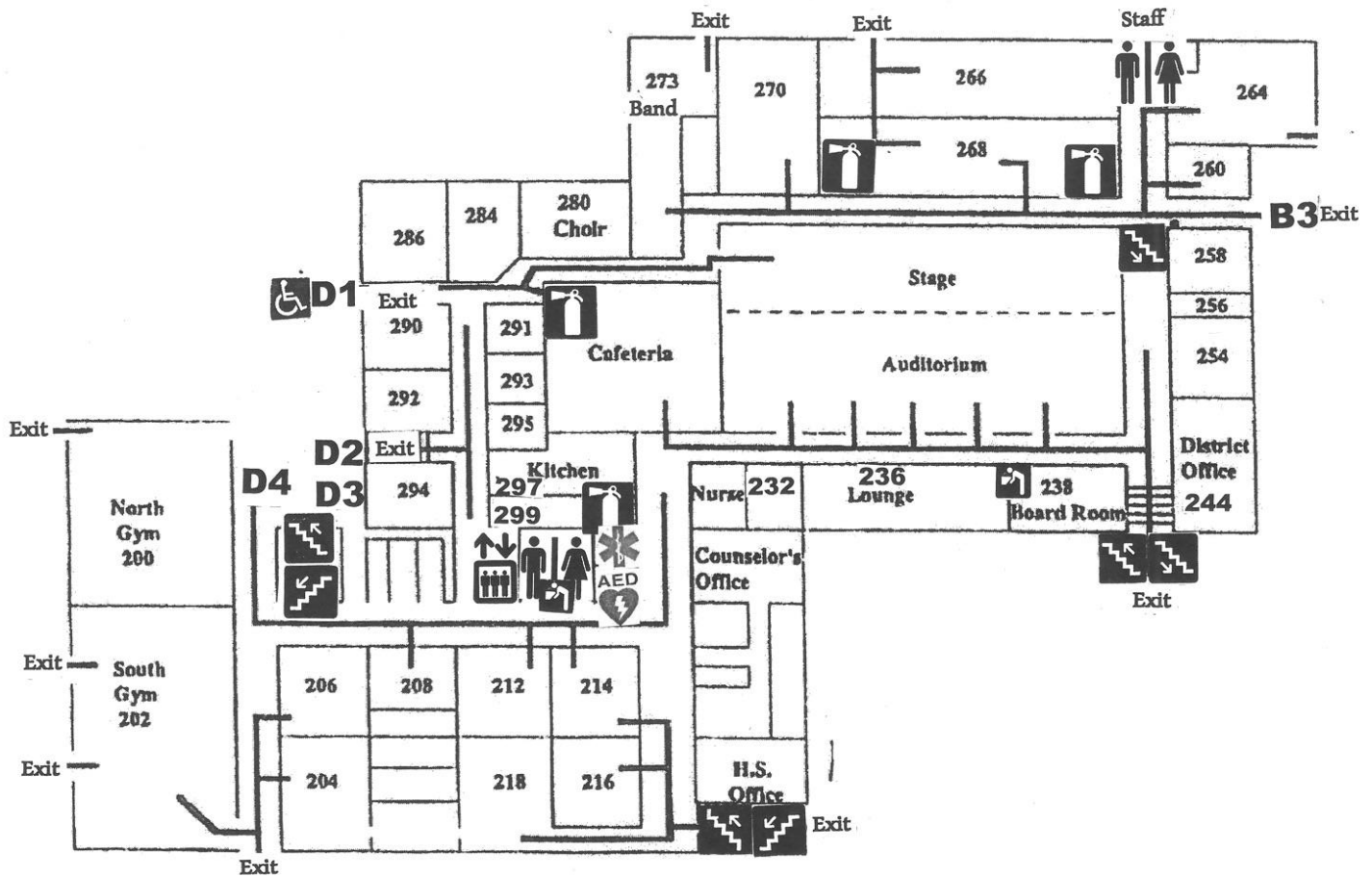
the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to student fundraising activities.

- K. Funds raised should complement – not replace – public funding for education.
- L. Fundraising goals must be developed in advance of the fundraising activity and be approved by the Superintendent or designee. Decisions on fundraising activities and the expenditure of fundraised dollars must be made in consultation with school administration.

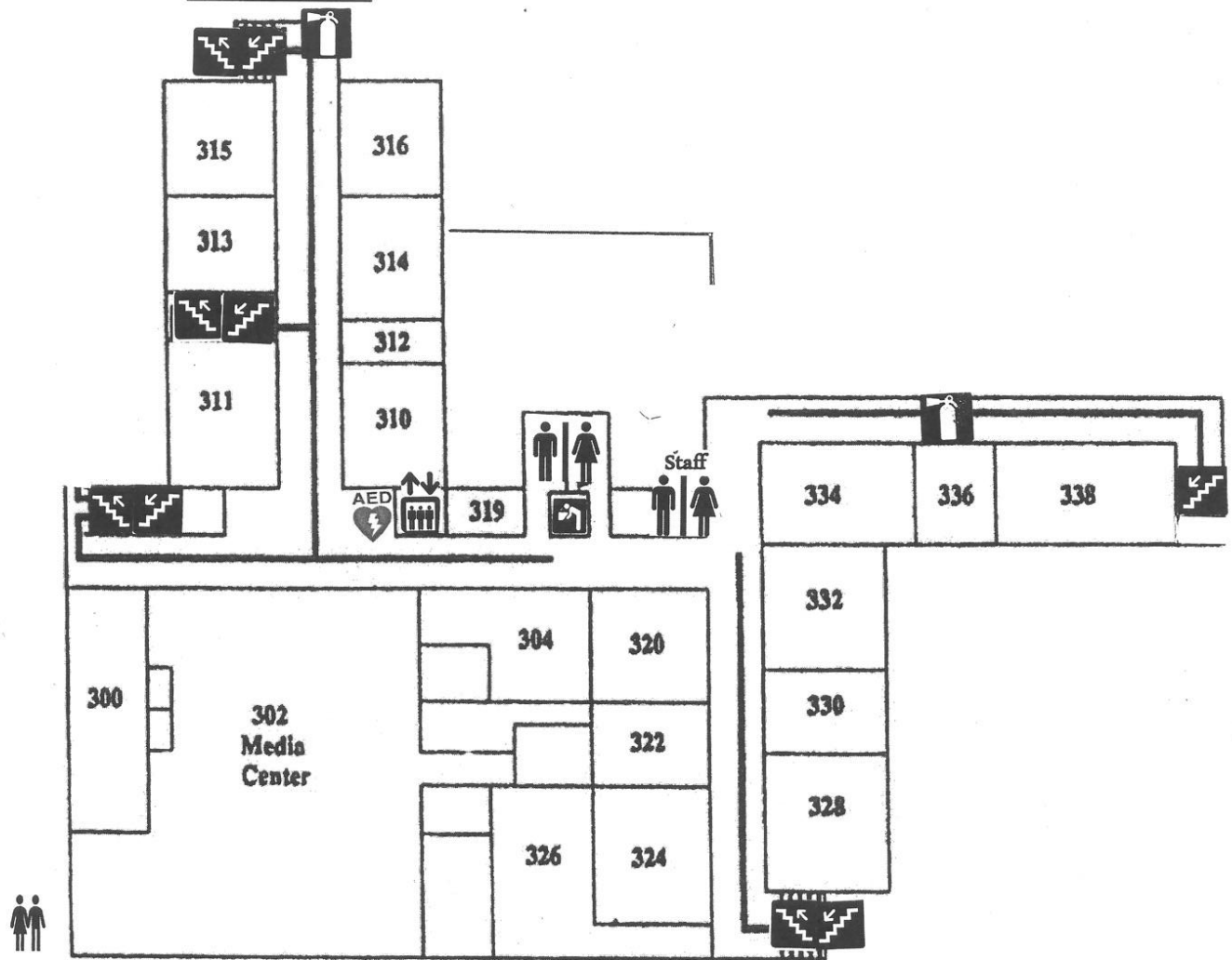
First Floor



Second Floor



Third Floor



Fourth Floor

