

# CASS LAKE-BENA SCHOOL DISTRICT

STUDENT HANDBOOK  
2021-2022



*The mission of the Cass Lake-Bena Schools is  
to educate, support, and prepare all learners  
for future success.*

## **Welcome to Cass Lake-Bena Schools**

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Cass Lake, MN 56633

District Website

District Facebook Address

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## **ACADEMICS**

### **GRADING PERCENTAGES**

93-100	A
90-92	A-
87-89	B+
83-86	B
80-82	B-
77-79	C+
73-76	C
70-72	C-
67-69	D+
63-66	D
60-62	D-

The numerical values are totaled and divided by the number of credits received. The result is the quarter/semester Grade Point Average (GPA). If the GPA is **3.67** or above, the student qualifies for the "A" honor roll. If the GPA is **3.0** or above, but less than **3.67**, the student qualifies for the "B" honor roll. Less than full time courses will carry less than full time credit for the honor roll. An Incomplete disqualifies a student from the honor roll.

### **SCHEDULE CHANGES**

Every effort is made to ensure students are enrolled in the courses they select. However, enrollments or schedule conflicts may result in some students not being enrolled in courses they selected. Schedule changes will not be made after the first 5 days of the semester/quarter. Therefore it is expected, when a conflict cannot be resolved by the guidance counselor and principal, students will remain in the courses scheduled for the entire semester/quarter. In the event that a student's schedule needs to be changed after 5 days, the building principal will make final determinations of student schedules and conflicts in consultation with the guidance counselor and students/families.

### **INCOMPLETES**

Incompletes will be given to a student upon agreement between the assigned teacher, the student and/or parent and the principal. The student must present a compelling excuse for the necessity of an incomplete for a given course. An incomplete will allow for an extension of no more than five (5) school days to complete and submit the required course work. No incompletes will be given without prior approval from the building principal.

### **CHEATING**

Cheating will result in no credit for the work involved.

Plagiarism, cheat sheets, stealing tests, or other forms of premeditated cheating may result in failure/loss of credit of the course. Final determination will be made by the building principal.

Teachers will review the consequences for cheating with students at the start of each term.

### **HOMEBOUND/HOMEBASED INSTRUCTION**

**Homebound instruction** may be available for students who are absent for medical reasons for more than 15 days. A medical form must be signed by the student's doctor and returned to the principal before the instruction is considered.

**Home-based instruction** may be available for students who are not permitted to be at school due to expulsion, or exclusion.

## **POST-SECONDARY ENROLLMENT OPTION (PSEO)**

Post-Secondary Enrollment Option is available to qualifying 11<sup>th</sup> and 12<sup>th</sup> grade students. For example, students can choose to take courses at Leech Lake Tribal College, Bemidji State University, and Northwest Technical College or on-line course work. Each college has their own guidelines for qualifying for the program. Students must meet with the high school guidance counselor to complete the necessary paperwork.

Credits earned through PSEO are entered on the student's high school transcript as a "P" (pass) or "NC" (no credit).

The credits count toward graduation however "P" or "NC" does not change the student's high school grade point average (GPA). **Not every college/university accepts PSEO credits. It is important to find out from the college or university you are applying to, what PSEO credits they will accept, during the college application process.**

Students taking PSEO courses must contact and work with their college professor or college support services when they need help with their college coursework. When students have open hours in their schedule because of college classes, they must work quietly on their course work in the media center.

(3) Credits earned at a College are entered on the High School transcript at a value of (.5) high school credit maximum. College classes of 4 or more credits **need to be pre-approved for HS credit by the Guidance Counselor and Principal.**

**Students must maintain high rates of achievement and accountability to be considered for PSEO courses including:**

- **Passed all prerequisite courses**
- **Current enrollment at the high school**

## **GRADUATION**

### **Graduation Requirements (Class of 2022)**

Graduates must earn a total of 26 credits to be earned in the following manner:

4 credits in English	1 credit in Physical Education
3 credits in Math	0.5 credit in Health
3 credits in Science	1 credit in Music/Art
3.5 credits in Social Studies	10 credits in Electives

### **Graduation Requirements (Class of 2023 & beyond)**

Graduates must earn a total of 28 credits to be earned in the following manner:

4 credits in English	1 credit in Physical Education
3 credits in Math	0.5 credit in Health
3 credits in Science	1 credit in Music/Art
3.5 credits in Social Studies	12 Credits in Electives

**\*\* Students can earn 34 credits in four years\*\***

## Graduation Ceremony

**All Seniors must have a minimum of 24 credits by the end of mid-quarter of 4<sup>th</sup> quarter senior year in order to participate in the graduation ceremony.** Credit status will be shared with all seniors/families at the completion of each quarter.

## Graduation with Honors

Seniors with a high GPA after the completion of 1st semester of the student's senior year will receive the following recognition at graduation:

3.8 and above	Graduate with HIGHEST HONORS
3.6 to 3.799	Graduate with HIGH HONORS
3.0 to 3.599	Graduate with HONORS

- The two students with the highest GPA's after the completion of the 3<sup>rd</sup> quarter of the student's senior year will be invited to speak at graduation.
- The student with the highest GPA after the completion of the 3<sup>rd</sup> quarter of the student's senior year will be determined to be the Valedictorian. The student with the 2<sup>nd</sup> highest GPA after the completion of 1<sup>st</sup> semester of the students senior year will be determined the Salutatorian.
- These honors will be officially determined and those students will be notified at the completion of 3<sup>rd</sup> quarter.

## ACCESS TO STUDENT RECORDS

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records go to the Cass Lake-Bena School District office.

All permanent student records, e.g. transcripts, health records, individual education program plans (IEP), are on file and available upon request. Parents/guardians, and students are allowed to inspect and review official student records, files and data including all material in the cumulative records within 45 days after the day the request for access is received by the school district. An appointment must be made through the office by those eligible to examine records. A written request stating the records to be reviewed is required. Students needing any of these documents may request them in writing to the office.

Your record, or any part thereof, cannot be transferred in writing or orally to any other agency without the written consent of your parent or guardian. However another school in the state in which you may have enrolled after transferring from this school or by court order may request the records for educational purposes. For more complete information on the rights of parents/guardians and eligible students regarding student records may be obtained at Cass Lake-Bena School District office.

## AFFIRMATIVE ACTION

"It is the policy of the Board of Education of Independent School District # 115 to comply with State and Federal law prohibiting discrimination and all requirements imposed by or pursuant to regulation issued thereto, to the end that no person shall, on the grounds of race, color, national origin, creed, religion, sex, and marital status with regard to public assistance, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any educational program or in employment, or recruitment, consideration, or selection, therefore, whether full-time or part-time under any education program or activity operated by the district for which it receives federal financial assistance." Approved 2/2/1988

## **ASBESTOS MANAGEMENT**

The school district has developed an asbestos management plan. A copy of this plan can be found in the school district office.

## **PESTICIDE APPLICATION NOTICE**

The school district may plan to apply pesticide(s) on school property. To the extent the school district applies certain pesticide; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting the school district office.

## **ATTENDANCE POLICY**

### **Attendance**

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.

### **Tardiness**

The building principal or designee will have the final decision and the right to ask for proof of reason for the tardy. Students are allowed two tardies per semester with a verbal reminder only. Tardiness is further defined as follows:

1. A student is considered tardy any time the student is not in their assigned area when class starts. Students must attain a tardy pass before attending the class.
2. Excused Tardiness; any tardiness for which the student is excused in writing by the principal and/or teacher.
3. After a third unexcused tardy, the building principal or designee will assign consequences according to policy.

**Unexcused tardies may be converted into unexcused absences at a rate of 3 unexcused tardies equals one unexcused absence per class period per Quarter.**

Students start a Level 1 of the consequences at the conclusion of each Semester and/or class. Final determination will be made by building administration on a case by case basis. Excessive referrals to building administration and/or Student Wellness Team may require consequences that are in place past the end of the current class, or Semester as determined by building principal.

### **Excused Absences**

The following are considered excused absences:

1. Illness
  - a. Three (3) consecutive absences will require a written statement from a doctor, dentist or counselor upon return.
2. Lice
  - a. The day the nurse sends the student home and the next day, except on Fridays, the student is expected to return to school on Monday.
3. Death in family
4. Impassable roads
5. Religious holidays
6. Court



7. Medical, dental or counseling appointment
  - a. An appointment slip is required upon return
8. Family trips
  - a. Pre-approval from the building principal is required and completed homework is due immediately upon return.
9. Traditional gathering
  - a. Pre-approval from the building principal is required and completed homework is due immediately upon return.
10. Family Emergency

**NOTES OR PHONE CALLS WILL NOT BE HONORED IF RECEIVED MORE THAN TWENTY FOUR (24) HOURS AFTER THE CHILD'S LAST DAY OF ABSENCE. IF A REASON IS NOT GIVEN FOR THE ABSENCE, THE ABSENCE WILL NOT BE EXCUSED.**

(1) 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.

(2) Work missed because of absence must be made up within **three days** 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 and/or designee may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Excused absences will be limited to five (5) days per Semester. Additional days beyond five (5) requires approval by building principal or designee.

#### **Unexcused absences**

Examples of unexcused absences include the following but are not limited to:

1. Oversleeping or missing the bus
2. Failure to follow the proper procedures when leaving the school building
3. Walking out of class or skipping class

#### **Appeal Procedures**

Within five school days after the absence that put the student at a loss of credit in a class, a student and/or parent/guardian may request an appeal by the Attendance Review Committee. The request may be in writing, in person, or by telephone call. The Attendance Review Committee shall include the building level attendance team and include the superintendent, or designee. Final decision is made by the district superintendent.

Before the hearing the students must provide the reasons in writing why he/she should remain in the class and maintain the credit.

If the student is granted an appeal hearing, the student will remain in his/her class until the appeal is heard. The student is expected to attend all scheduled classes while waiting for the appeal.

At the appeal hearing, a student must account for all of the absences in the class for which he/she has lost credit. The student may present whatever pertinent information he/she feels is relevant to his/her attendance.

The student must appear in person at the appeal. A parent or guardian may be present. If the student does not attend the appeal will be denied and credit will be lost.

The student's appeal will be heard by two administrators. The two administrators will include the building principal and superintendent, or designee.

A school employee will notify the student within one school day of the decision of the appeal.

### **Truancy/Educational Neglect**

Absences without parent/guardian permission and administrative approval are defined as truant.

For unexcused absences the process used by our school district will be:

- Three (3) unexcused absences letter sent
- Five (5) unexcused absences intervention plan per building wellness/attendance team
- Seven (7) unexcused absences truancy or educational neglect filed
- Fifteen (15) consecutive absences-excused or unexcused-during the school year will require (according to MN State Law) that the student be dropped. The student must re-enroll in order to return to class.

### **Consequences for Truancy**

After the third offense a parent/guardian conference will be held with the Principal and a truancy petition will be filed with the County Court System or Leech Lake Social Services for those students under eighteen (18) years of age with ongoing truancy problems. A habitual truant is a student who has been absent without lawful excuse for one or more class periods on seven school days.

### **Skiping**

A student who does not attend an assigned class and is not excused from attending the assigned class will be subject to the following consequences:

Students who "skip" class and leave the classroom, building and/or grounds without written permission from school staff will receive consequences as determined by the building principal and shall/may include:

1. Discipline referral
2. I.S.S., OSS and/or A.S.D. (# of days determined by building principal)
3. Social Restriction/Pass Restriction
4. Open Campus Privileges
5. Unexcused absence per period "skipped" (Leaving classroom, building and/or district event/grounds)

Final determination of the above listed consequences will be determined by the building principal. Severity of the consequences is based on frequency and/or severity of the student's actions.

Truancy may also be filed according to District Attendance Policy.

An unexcused absence may result in loss of credit or partial credit for each class period that is unexcused.

### **BULLYING PROHIBITION**

The School District is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property, at school-related functions, or activities on school transportation, and by misuse of technology. Detailed information regarding the school district's "Bullying Prohibition" policy is available on the district website or through the district office.

**\*For Bullying Intake Form see Appendix G**

## **CELL PHONES AND OTHER ELECTRONIC COMMUNICATION DEVICES**

This policy pertains to the High School, Middle School, and Alternative Learning Center. See Appendix C for the Elementary specific policy.

**Cell phones or electronic devices are not allowed to be used during class time with these exceptions below. Students are allowed to use electronic devices:**

- During breakfast
- During Lunch
- During passing periods
- If students use the classroom pouches as outlined below and have teacher approval.

**1st offense:** Immediately sent to the office for an official warning from the Principal.

**2nd offense:** Immediately sent to the office; where the device will be confiscated until the end of the day.

**3rd offense:** Immediately sent to the office; where the device will be confiscated until the parent/guardian can meet with the Principal.

**\*Students who refuse to submit their phone/device to the office will be considered “Insubordinate” and the subject to additional consequences.**

## **CIVILITY POLICY**

Members of CLBS staff will treat parents and other members of the public with respect and expect the same in return. CLBS is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering the building. This policy promotes mutual respect, civility, and orderly conduct among CLBS employees, parents, and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment free workplace for our students and staff. In the interest of presenting CLBS as positive role models to the children of this school as well as the community, CLBS encourages positive communication and discourages volatile, hostile or aggressive actions. CLBS seeks public cooperation with this endeavor.

Approved 11/18/1998

## **CODE OF CONDUCT- STUDENT EXPECTATIONS**

CLBS strives to promote a quality teaching and learning environment. The maintenance of a healthy, quality and safe educational climate requires expectations, behavior guidelines, and consequences. Our code of conduct is in effect on school grounds, during school hours, and when present at all school sponsored activities. Students may receive consequences for off campus conduct that disrupts, interferes, or otherwise affects the environment, activities, or operation of the school.

## **EIGHTEEN-YEAR OLD STUDENTS**

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy.

## **K – 12 BEHAVIOR EXPECTATIONS**

### **BE PROMPT AND BE PREPARED**

- Come on time
- Come with needed materials

- Come with assignments complete

#### **RESPECT AUTHORITY**

- Listen to authority
- Follow directions promptly
- Accept responsibility for yourself

#### **RESPECT THE RIGHTS OF OTHERS**

- Use appropriate voice and language
- Listen to speaker
- Respect opinions of others
- No harassment
- Keep hands, feet and object to yourself

#### **RESPECT PROPERTY**

- Respect property of others
- Respect own property
- Respect school property –**SUNFLOWER SEEDS ARE NOT ALLOWED IN THE BUILDING**
- Use materials and equipment appropriately

#### **DISPLAY A CONCERN FOR LEARNING**

- Remain on task- allow others to remain on task

#### **DISPLAY APPROPRIATE SOCIAL SKILLS**

- Display courtesy and tact
- Interact with others appropriately
- Keep school a safe place
- 

#### **DISPLAY APPROPRIATE CHARACTER**

- Display positive character
- Display productive character
- Respect your body and your mind

## **STUDENT INTERNET/COMPUTER ACCEPTABLE USE POLICY**

### **STUDENT INTERNET/COMPUTER ACCEPTABLE USE POLICY**

#### **ISD #115 Cass Lake-Bena Schools**

**Introduction** We are pleased to offer students of Cass Lake-Bena Public Schools access to District computer network resources, electronic mail and the Internet. We consider access to these resources to be necessary for receiving a well-rounded education in the modern world. Parents, please review this document carefully with your student. Families have the right to restrict the use of Internet and e-mail by completing a form and returning it to your school. The request for restriction is recorded in the student information system, and the form is kept on file. Any questions or concerns about this permission form or any aspect of the computer network should be referred to your school's principal. OPT-OUT requests remain in effect for the current school year.

If no opt-out documentation is on file, access to the Internet and School e-mail will be provided to students.

#### **General Network Use**

The network is provided for students to conduct research, complete assignments, and communicate with others. Access to network services is given to students who act in a considerate and responsible manner. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege, not a right, and requires personal responsibility. As such, general school rules for behavior and communications apply and users must comply with district standards. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network. The District monitors communications and may review files and to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that anything stored on district servers or in the cloud will be private. The District reserves the right to terminate or otherwise restrict Computer or Network access at any time and for any reason. The District further reserves the right to monitor all network activity to maintain the integrity of the network.

**Internet/E-mail Access** Access to the Internet and e-mail will enable students to use thousands of libraries, databases, and other resources. Be advised that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, the parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Cass Lake-Bena Public Schools supports and respects each family's right to decide whether or not to restrict access.

Unacceptable use includes, but is not limited to the following:

- Sending, storing or displaying offensive messages or pictures;
- Using obscene language;
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian;
- Cyberbullying, hate mail, harassing, insulting or attacking others, discriminatory jokes and remarks;
- Damaging or otherwise modifying computers, computer systems or computer networks;
- Downloading, installing, or using games, audio files, video files or other applications
- Attempting to boot devices from any source other than that designated by the District

- Violating copyright laws;
- Sharing or using others' logons or passwords or other confidential information;
- Trespassing in others' folders, work or files;
- Intentionally wasting limited resources;
- Posting information, sent or stored, online that could endanger others;
- Employing the network for nonacademic, personal, commercial, political purposes, financial gain, fraud, or illegal activity;
- Attaching unauthorized equipment to the district network.
- Use or procure outside email accounts or Internet chat rooms or view or place singles ads

Violations may result in a suspension or revocation of access. Additional disciplinary action will be determined at the school level. When applicable, law enforcement agencies will be involved.

## Parent/Guardian Opt Out Request Form

Check below if you **DO NOT** want your student to have access to one or more of the following:

☐ School E-mail  
☐ Internet Access

**OPT OUT** forms remain in effect for the current school year. If no **OPT OUT** documentation is on file, access to the Internet and School e-mail will be provided to students.

Student Name \_\_\_\_\_

School \_\_\_\_\_

Grade \_\_\_\_\_

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

Date \_\_\_\_\_

Principal's Review Signature \_\_\_\_\_

For the Opt Out to become effective, return this form to the building Principal.  
 Rev 7.17.2019

## **DIRECTORY INFORMATION AND DATA PRIVACY**

CLBS will release the following directory information to the public upon request unless; a parent or guardian submits in writing to the building principal or superintendent before **October 1<sup>st</sup>** that they do not want any of the listed directory information provided to any other organizations.

- Name
- Address
- Telephone listing
- Date and place of birth
- Grade level
- Participation in officially recognized activities or sports
- Weight and height of athletic teams
- Dates of attendance
- Degrees and awards received including being named on the honor roll
- Most recent previous educational agency or institution attended
- Student's photograph
- Any other information considered not to be harmful or an invasion of privacy if disclosed

## **DISCIPLINE GUIDELINES AND PROCEDURES**

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law.

## **RESTORATIVE PRACTICES**

We will also make use of restorative practices with children. Restorative practices are used in many school districts across the state and have found to be effective in decreasing discipline concerns. Restorative practices are based on the practices of indigenous cultures. Restorative practices require participants to take ownership of their behavior, to understand the harm the behavior may have caused others, and to repair the harm caused. Teachers may use circles to build community within their classes (homerooms and otherwise). Circles and conferences may also be used to prevent concerns from becoming larger issues. Circles and restorative conferences may also be used as part of discipline, either in lieu of or in addition to the code of consequences. Restorative practices take a community approach and include family members whenever possible.

## **Ombudsperson Service**

The school district has established an ombudsperson service for students, parents, and staff. This service provides advocacy for enforcement of the Student Code of Conduct and the procedures to remediate disputes related to implementation of the Student Code of Conduct and the goals of the school district in maintaining an orderly learning environment for all students. For more information about this service, contact **Indian Education**.

## **PURPOSE**

- Ensure students are aware of and comply with the district expectations for student conduct to develop socially acceptable behavior
- Ensure there is no interference with the educational process
- Take appropriate action when students fail to adhere to the Code of Student Conduct established
- Promotes decision making, self-discipline, and self-responsibility for mutual respect and a quality safe learning environment
- Emphasize shared responsibility among the school board, superintendent, principal, teachers, staff, parents/guardians, students and community.

## **REASONABLE FORCE**

Reasonable force may be used by staff to restrain a student, if the student is intending to harm self or others. (See Cass Lake-Bena Policy 532 for further information)

**DISMISSAL** means the denial of the current educational program to any student, including suspension, exclusion, and expulsion. A student may be dismissed for any of the following grounds.

- Willful violation of any reasonable school board policy.
- Willful violation that significantly disrupts the rights of others to an education.
- Willful conduct that endangers the student or other students, other people, or property of the school.

#### **IN SCHOOL SUSPENSION (ISS)**

Students may be removed from class for minor offenses to ISS or other designated location as determined by the building Principal.

#### **AFTER SCHOOL DETENTION (ASD)**

Students assigned to serve after school detention will be notified by the attendance monitor of the day assigned. Students will report to ASD immediately after school and remain until they are dismissed. Students who do not comply will be referred to the building Principal for further action.

#### **SOCIAL RESTRICTION**

Social Restriction will be used for violation of behavioral code of conduct. Any student on social restriction will not be allowed to participate or attend any school related events or activities such as but not limited to lyceums, dances, sports practices, contests, etc. Students assigned to Out of School Suspension (OSS) are automatically on social restriction during the time of suspension.

#### **PROGRESSIVE DISCIPLINE**

- Administrative discretion for consult and decision making may precede consequences for any violation.
- Students who continue to violate policies, the consequences for each offense will increase according to the violation.
- Unless otherwise specified in an IEP, state law, or federal law a student with a disability will comply with these procedures.
- A three level process will be used except in serious offenses:
  - o Teacher/staff level
  - o Administrative level
  - o Cass Lake-Bena School Board

#### **TEACHER/STAFF LEVEL**

Depending on the severity of the offense, one or more of the following actions will be taken:

- Verbal reminder
- Assigned seating
- One on one discussion
- Time out within classroom
- Written suggestions and agreement
- Parent/guardian conference
- Removal to principal's office
- Teacher discretion

#### **ADMINISTRATIVE LEVEL**

After all interventions are exhausted within the classroom, a disciplinary referral will be submitted to the designated principal.

- Referrals will be managed according to each offense listed in the code of conduct
- Consequences will be considered but are not limited to the following:
- Parent Contact
- Conference with appropriate official



- Written or verbal apology
- Written agreement
- After School Detention
- In School Suspension (ISS)
- Out of School Suspension (OSS)
- Report to Student Resource Officer consultation to consider citation (ticket) for legal consequences, and/or additional charges, or action by student resource officer
- Principal discretion
- Social Restriction
- Peer Court

All students assigned OSS will be required to attend a re-entry meeting to develop a re-entry plan.

### **ARBOR PROGRAM**

*ARBOR Program* has been authorized as an alternative to suspension program. Students whose behavior would result in an out of school suspension according to the District's Code of Conduct may be assigned to serve their suspension time in the Alternative to Suspension program. When assigned to the Alternative to Suspension program, students will complete academic work provided by their classroom teachers. Students will also participate in restorative practices work including but not limited to circles, conferences to repair harm and community service work. Students will also work specifically on lessons designed to address the specific behavior that resulted in assignment to the Alternative to Suspension program. Upon completion of the behavior work, students will meet with their building principals to present their findings and plans for change. Students must successfully complete all assigned work before they are able to return to their designated school.

CASS LAKE-BENA SCHOOL BOARD WILL HEAR RECOMMENDATIONS FOR EXPULSION IN CONSULTATION WITH THE SUPERINTENDENT.

### **DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES**

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non-school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. For detailed information, see the complete "Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees"

### **ELECTED OFFICES**

Positions include but are not limited to Homecoming and Prom candidates and other elected positions of honor. Student eligibility for any elected school position students must:

- have passed all classes the previous semester & passing grades for current semester in all courses
- have a minimum of 90% attendance for the current semester, or S.Y.
- have no "Out of School" suspensions during the current S.Y.

### **EMPLOYMENT BACKGROUND CHECKS**

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees

## **FIELD TRIP BEHAVIOR EXPECTATIONS**

- The behavior expectations apply to any and all school sponsored field trips.
- Students must follow the handbook rules and regulations throughout the duration of the trip.
- Students participating in any trips out of the country must adhere to the following additional expectations: students must possess a valid U.S. passport and any additional required identification/documentation as regulated.

## **OVERNIGHT TRIP REQUESTS**

- Need to be pre-approved by the principal.
- Subsequently reviewed and need to be approved by the HS Leadership team and School Board.

## **HARASSMENT AND VIOLENCE PROHIBITION**

The school district strives to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, and familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, and familial status, status with regard to public assistance, sexual orientation, including gender identity and expression, or disability.

## **HAZING PROHIBITION**

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's policy.

## **RESPONSES TO ACTIVE THREATS IN THE BUILDING**

The State of Minnesota requires that schools conduct a number of safety drills throughout the school years. Cass Lake-Bena Schools has adopted the ALICE (Alert, Lockdown, Inform, Counter, and Evacuate) protocol. Staff have been trained in the various elements, and students will be trained in each component as well, as we practice our response to threats. The ALICE protocol allows for a more proactive approach to intruders or active shooters than the traditional lockdown approach, and matches response recommendations by the federal government and law enforcement agencies. This type of training and practice tends to give fewer negative outcomes (fewer lives lost) in the event of an active shooter or significant threat to institutions, than did the traditional lockdown approach. Parents will be notified before the first practice event takes place.

## **TRAUMA INFORMED SCHOOL PRACTICES**

As of the school-year 2018-19, Cass Lake-Bena Schools will explore and implement Trauma Informed Practices. This need has been established to further insure ALL students have their needs met in every aspect. Supported by years of discipline, academic, and behavior data, our hope is that this initiative will result in improved student well-being and success socially, emotionally, and academically. The following diagram illustrates the shift in mindset needed to accomplish this initiative:

TRADITIONAL VIEW	TRAUMA INFORMED VIEW
Student has anger management problems	Student is using non-adaptive responses to get needs met
Student has ADHD; is destructive and uncontrollable	Student has difficulty self-regulating; student was triggered,
Student is choosing to act out	Student lacks the necessary skills
Student is non-responsive	Student doesn't trust adults; student has negative view of the world
Traditional response: Student needs consequences or medication	Trauma informed response: Student needs to develop self-regulation skills and develop trusting relationships

Over the course of the next few years, the district will be providing on-going training to ensure each student receives the best opportunity for success. We know that together, our team can further support the needs of our students through creating meaningful, long-lasting relationships.

**Cass Lake-Bena School District #115**  
**Policy Against Religions, Racial and Sexual Harassment and Violence**

- I. Everyone at District #115 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
- II. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, or sex, including gender identity and expression:
  - A. Name calling, jokes or rumors;
  - B. Pulling on clothing;
  - C. Graffiti;
  - D. Notes or cartoons;
  - E. Unwelcome touching of a person or clothing;
  - F. Offensive or graphic posters or book covers; or
  - G. Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or makes you feel bad.
- III. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Rochelle Johnson, Superintendent of Schools.
- IV. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- V. Your right to privacy will be respected as much as possible.
- VI. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- VII. The School District will also take action if anyone tried to intimidate you or take action to harm you because of what you have reported.
- VIII. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the District Office upon request.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE  
LAW. DISCRIMINATION IS AGAINST THE LAW.**

**CONTACT:** Rochelle Johnson, Superintendent of Schools  
Human Rights Officer  
15308 State Highway 371 NW  
Cass Lake, MN 56633  
Telephone: 218-335-2203 ext. 6011

## **HEALTH OFFICE INFORMATION**

The school health office is located near the main office to give support to keep students in class and ready to learn. Some over-the-counter meds are available as needed, if the ANNUAL HEALTH UPDATE is signed by a parent giving consent. The annual health update is important for records of new medications, conditions and instructions about any allergies, asthma, diabetes care or other special needs your child may have. The health office keeps a record of each student visit on file.

### **When to Keep Your Child Home**

For the safety of the school community, please keep your student at home if they are running a fever of over 100 degrees, have diarrhea, vomiting, scabies, tonsillitis or strep throat, pink eye, impetigo, lice mumps, or other contagious conditions. **It is important to keep your phone number current so the health office can contact you for any emergency situations or permission to release your child from school when necessary.**

Immunizations are to be up to date before the student is enrolled. Please have your clinic visit completed before school starts.

### **Health Screenings**

Screenings for vision and hearing, height and weight are done at various grade levels. When a problem is noted, parents will be informed and asked to seek further medical evaluations. Medical plans of care will be followed at school. Parents and teachers can make referrals at any time during the school year for health screenings.

### **Prescription Medications**

If your child requires a prescribed medication during the school day, it must be in an original prescription container labeled for the student by the pharmacy or physician. Written permission forms are at the health office for parents and clinics to provide necessary information.

### **Non-Prescription Medications**

Students may carry over-the-counter medications and use those medications when necessary; students are not permitted to give over-the-counter medications to other students.

Health records are kept confidential and are not included in the educational files. Please contact the school nurse (district-wide licensed school nurse) with any questions or concerns at 335-2203 ext. 1309.

**Marijuana is not allowed on school property even if prescribed. Permission forms can be obtained from the health office for parents and physicians to provide the necessary information.**

## **HUMAN RIGHTS**

Human rights must be respected by all and these rights apply to all students, staff, parents/guardians, and community members anytime and anywhere.

- The right to be treated with respect and dignity.
- The right to develop your own personality without disrespectful criticism or pressure from cliques.
- The right to have personal property and school property respected and protected from harm.
- The right to an education; teachers are free to teach and students free to learn without being interrupted by disrespectful and/or disruptive students.
- Freedom from physical abuse and mental abuse.
- Freedom from being mocked or harassed because of race, sex, including gender identity and expression, religion, physical strength, size, features, friendship groups, age, culture, handicap, financial status, clothing, classroom performance, etc.

## **LEARNING YEAR PROGRAM**

The school district offers to its students a learning year program that provides instruction throughout the year on an extended year calendar, extended school day calendar, or both. A student's participation in the program is optional. If

a student participates in the program, the student may accelerate attainment of grade level requirements or graduation requirements. Students interested in participating in the learning year program should contact the Principal.

### **LOCKERS AND PERSONAL POSSESSIONS WITHIN A LOCKER**

According to state law, 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.

Students' personal possessions 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 will provide notice of the search to students whose lockers were searched, unless disclosure would impede an ongoing investigation by police or school officials.

Students assigned a locker are responsible for any items in their locker. Students are encouraged to **NOT** share their combination or their lockers with another student. Students may be held responsible for possessing other students' property during the school year.

### **LYCEUM / ASSEMBLY BEHAVIOR**

Speakers/performers at any student gathering are to be treated with respect as guests of our school. Students will sit in their assigned areas. Students will remain in their seats during the performance and until dismissed at the end of a performance. Disruptive students will be removed and will spend the day in ISS.

- Sit in assigned area at all times. (Do not move around).
- Do not talk to others
- No electronic devices
- Show respect for the Performers! (Clap, participate when asked, etc.)
- Keep hands and feet still (Fidgeting is disruptive.)
- Do not ask to go to the Bathroom, Nurse, Office, Locker, or anyplace else!

Consequence for violation of any rule above:

- ISS to be served same day of Lyceum.
- Any additional violations will result in loss of privilege to attend assemblies/lyceums for the rest of the school year.

CASS LAKE-BENA SCHOOLS  
HOME OF THE PANTHERS

### **CASS LAKE – BENA SCHOOL SONG**

Hail to the Cass Lake High  
Cheer them along the way  
Onward to victory  
May we win again today  
We'll give a cheer  
For the Cass Lake High  
Long may we reign supreme  
Shout till the echos ring  
For the glory of our team!  
P-A-N-T-H-E-R-S

## **NONDISCRIMINATION**

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities. The school board has designated ***Superintendent, Rochelle Johnson at the District office*** as the district's human rights officer to handle inquiries regarding nondiscrimination.

## **NOTICE OF VIOLENT BEHAVIOR BY STUDENTS**

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

## **OPEN ENROLLMENT**

CLBS accepts students from other districts according to the open enrollment options. **Students will require administrative approval to enroll.** When there has been an attendance or disciplinary action in the previous district, a contract may be developed with parent/guardian as a condition of acceptance. Please see Cass Lake-Bena Policy 509 for further information.

## **PARENT RIGHT TO KNOW**

If a parent requests it, the school district will provide information regarding the professional qualifications of his/her child's classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree;
4. Whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parents with information as to the level of achievement of their child in each of the state academic assessments. The school district also will provide notice to parents if, for four or more consecutive weeks, their child has been assigned to or taught by a teacher who is not highly qualified.

## **PDA – Inappropriate Public Displays of Affection**

- 1<sup>st</sup> offense: Verbal reminder from staff member.
- 2<sup>nd</sup> offense: Staff member submits a referral and Principal meets with students.
- 3<sup>rd</sup> offense: Staff member submits a referral and Principal contacts parent/guardian.
- 4<sup>th</sup> offense: Staff member submits a referral. Consequences for insubordination to be determined per handbook.

## **STUDENT SEARCHES**

School officials need only "reasonable suspicion" to search students and property in their possession at school. In the interest of student safety and to ensure that schools are drug free, district authorities may conduct searches. Students violate school policy when they carry contraband on their person or in their personal possessions or store contraband in their desks, lockers, or vehicles parked on school property. "Contraband" means any unauthorized item, the possession of which is prohibited by school district policy and/or law. If a search yields contraband, school officials will seize the item(s) and, where appropriate, give the item(s) to legal officials for ultimate disposition. Students found

to be in violation of this policy are subject to discipline in accordance with the school district's "Student Discipline" policy, which may include suspension, exclusion, expulsion, and, when appropriate, the student may be referred to legal officials.

## **VEHICLES ON CAMPUS**

### **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.

### **Search of the Interior of a Student's Motor Vehicle**

The interior of a student's motor vehicle in a school district location, including the glove and 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 or its compartments under the student's control upon the request of a school official.

## **STUDENT ATTIRE**

The health and safety of students is the basis for the dress code. The purpose is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards. Students are expected to maintain an appearance that is professional, respectful to others, and not disruptive to the educational process. All dress should reflect good judgment and good taste. Please dress appropriately.

- **Jewelry** must be removed before participating in PE, open gym, shop, or labs.
- **Graffiti** or gang related or obscene drawings are not permitted and will be reported to the Student Resource Officer.
- **No hats/caps/hoods/head coverings are to be worn in the buildings during the school day except with approval of building principal (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).** When hats/caps are brought to school they must be removed before entering the building and stored in a locker. If worn after leaving the building at the end of the day, they must be worn straight on head, either backwards or forwards.
- **Shoes.** Suitable footwear must be worn at all times in and around the building. Any footwear that can damage floor surfaces are prohibited such as spikes, etc.
- **Headwear.** Bandanas or other known gang related clothing or insignias may not be worn in school or at any school related sponsored activities at all.

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- **Pants** must be worn at the natural waistline and cover the students' underwear. Baggy pants must be held up with a belt. Skirts and shorts must be acceptable lengths to cover to mid-thigh, 1" below finger tips.
- **Shirts or tops** must cover the shoulders, back, chest and stomach areas. Underwear must not be showing or hanging out. No spaghetti straps, halter tops, strapless tops, or one strap tops are allowed during the school day.
- **WEARING BLANKETS IS NOT ALLOWED**
- **WEARING SUNGLASSES IS NOT ALLOWED UNLESS THERE IS A VALID REASON**

**If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.**

**Inappropriate pictures, words or promotion of alcohol or other drugs cannot be worn in school or any school sponsored activity or event.**



**No gang-related apparel/accessories will be allowed. You will be asked to change the item or brought home to change the item.**

**Specific shirt or sweater colors do not in themselves promote gang related activities. It is the manner in which the clothing is worn which can provide a gang related interpretation. Students are not allowed to wear clothing, shoes, or colors aligned to the "right" or "left." This is also a symbol of gang affiliation.**

Students will be required to change their clothing. Students may turn them item inside out or be sent home to change when necessary. Removal or confiscation of attire will apply to offenses 1-5.

- 1<sup>st</sup> offense: verbal reminder, document incident
- 2<sup>nd</sup> offense: Noon detention, parent contact
- 3<sup>rd</sup> offense: 1 day ISS, Refer to Student Resource Officer
- 4<sup>th</sup> offense: 2 days OSS, Readmission Plan,  
Refer to Student Resource Officer
- 5th offense: 5 days OSS, Refer to Student Resource Officer
- 6<sup>th</sup> offense: Consequences determined by building and/or district administration (Severity Clause may apply)

### **STUDENT DRIVING AND PARKING**

Students are permitted to park at the school as a matter of privilege, not of right.

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.

The interior of a student's motor vehicle in a school district location, including the glove and 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 or its compartments under the student's control upon the request of a school official.

Each student who wishes to park on school property will complete a student parking permit request available in the principal's office. Upon providing proof of a valid driver's license and insurance coverage on the vehicle driven, the student shall receive a parking permit.

Student parking is in the southwest lots in front of the school. Students are not to park in any other designated parking spaces on school property. Students are not allowed to drive or sit in a car during school hours.

Only with parent and administration permission will any student be allowed to drive to a designated appointment during school hours. Anyone driving recklessly or carelessly on school property as to endanger persons or property will have their parking privileges suspended indefinitely. Also anyone in violation of other school rules while in their personal vehicle will have their parking privileges suspended indefinitely.

Snowmobiles or ATVs are not allowed on school property.

- Any offense will be referred to law enforcement
- Minimum action: Student conference, parent notice, refer to law  
1<sup>st</sup> offense enforcement, suspend driving and parking privileges for 1 semester, document
- Maximum action: Car towed at student expense—loss of driving and  
2<sup>nd</sup> offense parking privilege for the remainder of the year

### **STUDENT SURVEYS**

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and

use of information for marketing purposes, and certain physical examinations may be obtained at Cass Lake-Bena School District office.

## **TOBACCO-FREE SCHOOL**

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using electronic delivery device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related device, or electronic delivery device in a public school, on school grounds in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline.

***[Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.]***

## **TRANSPORTATION**

The district provides transportation to and from school. All students are encouraged to ride the buses to school. When a student chooses to not use the school transportation, you are responsible for your own safety. All rules and regulations of the school are in effect beginning when a student boards a bus at the beginning of the day and until the student gets off the bus at the end of the day. All bus drivers have the authority to administer appropriate consequences for misconduct. In addition to all other school rules, the following rules are in effect while riding the bus or at the bus stop.

### **Buses – Conduct on School Buses and Consequences for Misbehavior**

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and rules for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.

- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

Refer to ISD 115 Consequences for Misbehavior

**RIDING THE BUS IS A PRIVILEGE**; ANY INAPPROPRIATE BEHAVIOR INCLUDING INSUBORDINATION, DISRUPTIVE, DISRESPECTFUL OR UNCOOPERATIVE BEHAVIOR WILL BE CONSEQUENCED AS FOLLOWS:

- 1<sup>st</sup> Offense: Conference with principal and parent contact
- 2<sup>nd</sup> Offense: 1-2 days bus suspension
- 3<sup>rd</sup> Offense: 3-5 days bus suspension; parent meeting and agreement
- 4<sup>th</sup> Offense and any subsequent offense: 5-10 days bus suspension; parent meeting and agreement; Severity Clause applies if needed. (see p. 15)

**STEPS IN THE DISCIPLINE PROCESS MAY BE SKIPPED DEPENDING ON THE SEVERITY OF THE OFFENSE.** CONSEQUENCES MAY INCLUDE SUSPENSION OR EXPULSION FROM SCHOOL RESULTING FROM BUS MISCONDUCT DEPENDING ON THE SEVERITY AND TYPE OF BEHAVIOR.

## **UNPAID MEAL CHARGES [\*]**

### **I. PURPOSE**

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

## **VISITORS**

Visitors must sign in at the main office at the school.

Parents/guardians are welcome to visit the school. Visits for conferences or to observe the classroom must be arranged in advance with administration or the teacher. All visitors must sign the visitor pass book and will be directed to the appropriate destination.

**SEE THE FOLLOWING APPENDICES FOR SCHOOL SPECIFIC INFORMATION AND FORMS.**

**Appendix A: High School**

**Appendix B: Middle School**

**Appendix C: Elementary School**

**Appendix D: Alternative Learning Center**

**Appendix E: 2021-2022 School Calendar**

**Appendix F: Consequences for Misbehavior Based Upon Student Code of Behavior**

**Appendix G: Bullying and Harassment Form**

**\*\*FOR FURTHER INFORMATION ON THE STUDENT HANDBOOK, PLEASE REFER TO THE STUDENT HANDBOOK PAGE ON THE CASS LAKE-BENA SCHOOL WEBSITE\*\***

## **APPENDIX**

### **APPENDIX A: HIGH SCHOOL**

#### **Welcome to Cass Lake –Bena High School**

Address	15308 State Highway 371 NW Cass Lake, MN 56633
Phone	(218) 335-2203
Toll-Free Number	1-866-262-6442
Fax	(218) 335-7649
High School Website	<a href="http://www.clbs.k12.mn.us/hs/index.html">www.clbs.k12.mn.us/hs/index.html</a>
District Website	<a href="http://www.clbs.k12.mn.us">www.clbs.k12.mn.us</a>
High School Facebook address.....	<a href="https://www.facebook.com/cass-lake-bena-high-school">www.facebook.com/cass lake-bena high school</a>
Superintendent – Rochelle Johnson	(218) 335-2204
Principal – Bryan Hackbarth	(218) 335-2203

***85 minute straight block schedule with quarter elective classes. Students will be in 4 classes a week and can earn .5 credit per quarter and 1 credit per semester.***

With an 85 minute class period, we understand that we would also have to change the way we teach our students. After researching a number of possible options, the high school leadership team decided that the best fit for our students was Project-Based Learning (PBL). PBL is a research based teaching method in which students gain knowledge and skills by working for an extended period of time to investigate and respond to authentic and engaging topics. PBL promotes a dynamic classroom in which students actively explore real-world subjects; while acquiring a deeper knowledge of understanding. PBL prepares students for academic, personal, and career success, and prepares young people to rise to the challenges of their lives.

## **2 Hour Late Start Monday Schedule**

Hour	Time	
First Bell	10:10 <sub>AM</sub>	
Advisor/Homeroom/Morning Meeting	10:15-10:56 <sub>AM</sub>	41 min
1st Hour	10:59-11:57 <sub>AM</sub>	58 min
Lunch	11:57-12:27 <sub>PM</sub>	30 min
2nd Hour	12:30-1:28 <sub>PM</sub>	58 min
3rd Hour	1:31-2:29 <sub>PM</sub>	58 min
4th Hour	2:32-3:30 <sub>PM</sub>	58 min

## **Tuesday - Friday Schedule**

Hour	Time	
1st Hour	8:25-9:50 <sub>AM</sub>	85 min
2 <sup>nd</sup> Hour	9:55-11:20 <sub>AM</sub>	85 min
Homeroom	11:25-11:55 <sub>AM</sub>	30 min
Lunch	12:00-12:30 <sub>PM</sub>	30 min
3rd Hour	12:35-2:00 <sub>PM</sub>	85 min
4th Hour	2:05-3:30 <sub>PM</sub>	85 min

### **ACADEMICS**

#### **HONOR ROLL**

The honor roll is determined at the end of each quarter. Each grade is assigned a numerical value as follows:

A	=	4.0	B	=	3.0	C	=	2.0	D	=	1.0
A-	=	3.67	B-	=	2.67	C-	=	1.67	D-	=	.67
B+	=	3.33	C+	=	2.33	D+	=	1.33	F	=	0

#### **SCHEDULE CHANGES**

Every effort is made to ensure students are enrolled in the courses they select. However, enrollments or schedule conflicts may result in some students not being enrolled in courses they selected. Schedule changes will not be made after the first 5 days of the semester. Therefore it is expected, when a conflict cannot be resolved by the guidance counselor and principal, students will remain in the courses scheduled for the entire semester. In the event that a student's schedule is needed to be changed after 5 days, the building principal will make final determinations of student schedules and conflicts in consultation with the guidance counselor and students/families.

### INCOMPLETES

Incompletes will be given to a student upon agreement between the assigned teacher, the student and/or parent and the principal. The student must present a compelling excuse for the necessity of an incomplete for a given course. An incomplete will allow for an extension of no more than five (5) school days to complete and submit the required course work. No incompletes will be given without prior approval from the building principal.

### ALL HIGH SCHOOL STUDENTS PARTICIPATING IN EXTRA-CURRICULAR ACTIVITIES MUST HAVE A COMPLETE SCHEDULE OF COURSES TO BE CONSIDERED ELIGIBLE.

### RULES AND REGULATIONS FOR EXTRA-CURRICULAR ACTIVITIES

Policy 534: GENERAL STATEMENT OF POLICY

For a student to be eligible to participate in an Extra-Curricular Activities sponsored by Cass Lake –Bena ISD 115, the student must meet the following criteria at mid-quarter grades and quarter grades.

When a student is declared ineligible, they will sit out two games or two weeks, whichever is longer. This will not exceed 33% of the season. The AD and Principal will review and determine the student's eligibility. They must practice during this time and are declared fully eligible until the eligibility check.

#### **Eligibility Check dates:**

- 1) 1st Mid Quarter
- 2) End 1st Quarter
- 3) 2nd Mid Quarter
- 4) End 2nd Quarter
- 5) 3rd Mid Quarter
- 6) End 3rd Quarter
- 7) 4th Mid Quarter
- 8) End 4th Quarter

### **Policy: No F's 90% Attendance**

#### **\*\* Spring grades carry over to Fall Sports\*\***

MSHSL Rules will be enforced. Students and parents/guardians will be provided with specific rules and requirements of the MSHSL, prior to each activity season.

Parents/Guardians have access to our "Parent Portal" to check assignments/grades daily. Excused absences will not count against the "90% Attendance" requirement, unless the school is notified more than 24 hours after student's last absence from school.

### OPEN ENROLLMENT

CLBHS accepts students from other districts according to the open enrollment options. Students will be accepted at the beginning of each semester only and will require administrative approval to enroll. When there has been an attendance or disciplinary action in the previous district, a contract may be developed with parent/guardian as a condition of acceptance. Please see Cass Lake-Bena Policy 509 for further information.

### CELL PHONES

CLBHS has a phone/electronics guideline that utilizes "pouches" in each classroom and "no teacher warnings" for students who decide not to put their device in the classroom pouch and use them during class.

1. Only students that put their device in the classroom pouch at the beginning of class are “in consideration” to use them later for music, internet searches, apps, etc. The classroom teacher will make that determination.
2. Every classroom teacher will regulate hall passes to protect the integrity of the phone/electronics guideline.

**Bus passes to ride another bus will not be issued unless there are extreme circumstances that warrant it. These passes need to be approved by the HS Principal.**

## **APPENDIX B: MIDDLE SCHOOL**

# **Welcome to Cass Lake-Bena Middle School Boozhoo Cass Lake-Bena Middle School**

**Main Office** - 218-335-2203

**Fax** 218-335-1149

**Middle School Website:** <http://www.clbs.k12.mn.us/middle-school-5-8.html>

**Superintendent:** Rochelle Johnson 218-335-2204

**Principal:** Clifford Skagen 218-335-2203

### **Schedule**

#### **Monday Class Schedule**

10:15 – 10:35	Homeroom
10:38 – 11:18	Period 1
11:21 – 12:01	Period 2
12:04 – 1:24	Period 4
12:01 – 12:31	5/6 Lunch
12:51 – 1:21	7/8 Lunch
1:24 – 2:04	Period 3
2:07 – 2:47	Period 5
2:50 – 3:33	Period 6

#### **Tuesday-Friday Schedule**

8:15 – 8:35	Homeroom
8:38 – 9:38	Period 1
9:41 – 10:41	Period 2
10:44 – 11:44	Period 3
11:44 – 1:28	Period 4
11:44 – 12:25	5/6 Lunch
12:47 – 1:28	7/8 Lunch
1:31 – 2:31	Period 5
2:34 – 3:33	Period 6

#### **Classes Offered**

##### **Core Classes**

English Language Arts  
Math  
Science  
Social Studies

##### **Non-Core and Elective Classes**

Art  
Band  
Choir  
General Music  
Gifted and Talented  
Health  
Physical Education  
General Ojibwe  
Ojibwe Culture and Language  
Ojibwe Language  
Reading and Math Enhancement  
Technology

### **Arrivals and Departures**

Our school day begins at 8:15 and ends at 3:34. Students arriving late must check-in at the office before going to homeroom.

#### **Drop Off**

Students being dropped off by a vehicle can be dropped off at the middle school .

#### **Students Leaving School Early**

Students leaving school early must be pick-up by a legal guardian and must have notified the school in advance. Written permission is required unless there is an urgent need to leave immediately. The office staff will request Identification from the person who is picking up the student.

#### **Pick Up**

The designated spot for students being picked-up is at the flagpole next to the high school. Grade 5 and 6 students will be escorted to the pick up location.

### **Attendance**



Attendance is critical to student success. We expect our students to be at school on time and be at school at least 90% of the time. Students who are not in class or not excused by 9:00 a.m. will have an automated phone call requesting a family member contact the school.

### **Bus Passes**

Bus passes to ride another bus are not issued unless there are extreme circumstances that warrant it. All passes need to be approved by the Middle School administration.

### **Extra-Curricular Activities**

All students participating in extracurricular activities must be passing all of their classes and have 90% attendance (No F's). Also, excused absences do not count against the 90% Attendance requirement, unless the school is notified 24 hours after the excused absence.

Students who do not meet this requirement are declared ineligible. If a participant is ineligible, the participant will sit out two games, two competitions or two weeks whichever is longer. This ineligibility list is determined by the school administration. During the ineligibility period the participants are expected to attend practices or preparatory sessions.

The Minnesota State High School League (MSHSL) rules will be enforced if the activity is an official activity of the MSHSL.

### **Lockers**

Students will be issued a locker to use throughout the year. Lockers are school property and "on loan" to the student for the school year. It is the responsibility of the student to ensure that no one else has the combination for the locker, and to keep the contents of the locker free of illegal or dangerous items. Valuables, including wallets or purses, should not be kept in the locker, as the district assumes no responsibility for lost or stolen items. Marking your clothing and other personal possessions for identification is recommended. Only school locks are allowed on lockers. Any other locks will be removed.

### **Open enrollment**

CLBMS accepts students from other districts according to our open enrollment policy. Students will be denied an open enrollment status if a grade level reaches its capacity.

### **Positive Behavior Interventions and Supports (PBIS)**

In our efforts to establish Cass Lake Bena Middle School as a safe, welcoming and purposeful learning environment. PBIS actively encourages students to achieve their academic potential while also behaving with good character.

### **Social Emotional Learning (SEL)**

Social and emotional learning is an integral part of education and human development, SEL is a process in which young people acquire and learn about their knowledge, skills and attitudes to develop a healthy identity, manage emotions, keep lasting relationships and achieve personal goals.

### **Restorative Practices**

Restorative practices teaches students how to strengthen relationships between individuals as well as social connections with the school and community. It is also used as a way to mend harm to others as part of a consequence of student misbehaviors (Appendix F). The middle school uses Peacemaking Circles, Restorative Meetings and Conferencing.

## **APPENDIX C: ELEMENTARY SCHOOL**

### **Cass Lake Bena Elementary School**

015 4th St NE

Cass Lake MN 56633

Ph: 218-335-2201

Fax: 218-335-8538

### **General Information**

#### **Building Contacts:**

Dr. Joshua Grover, Principal	ext. 5012
Rebecca Gustafson, Assistant Principal	ext. 5524
Julie Peacock, Secretary	ext. 5000
Nancy Buckentin, Secretary	ext. 5011

#### **Arrivals and Departures**

Our school day begins at 8:15 a.m. The flagpole entrance is on Fourth Street. If children come to school late, they must check in at the office before going to their rooms. Our school day ends at 3:10 p.m.

#### **Drop Off**

If you drive your child to school, for safety reasons, we ask that you use the one way in front of the school. Fourth Street from Central to Elm is a one way street and allows parking only at specified times. **Parking is not permitted from 7:30 – 8:30 a.m. and from 2:30 – 3:30 p.m. in front of the school in the drop off zone.**

#### **Pick Up**

Vehicle pickup must take place at the flagpole on Fourth Street.

#### **Students Leaving Before the End of the Day**

If a child needs to be dismissed during the school day, advanced written permission is requested. **Students will be called from class when the parent arrives in the office to sign the child out.** Children can not be released to anyone other than the parent/guardian without specific written permission from the parent/guardian. The office may request an I.D. from the adult. **We strongly encourage guardians not to regularly pick up their student before the bell at the end of the day (3:10). Doing so significantly disrupts their education.**

#### **Attendance**

The bell rings at 8:15 a.m. Regular attendance at school is an essential factor in your child's success. Please call the school when your child is unable to attend to ensure the safety and whereabouts of each child. Call 218-335-2201 and let us know:

- Your child's name
- Your child's teacher
- The reason for the absence

#### **Tardiness**

A student is tardy if they are not in their classrooms by 8:15 a.m. An exception to this would be when a bus or buses are late, and students need more time to complete their breakfast. Students arriving after 9:00 a.m. will be counted absent for the morning. When a student arrives after 12:45 p.m. he/she will be considered absent for the whole day. Any student leaving before 2:45 will be considered absent for the afternoon. **In addition, automated phone calls will be made after 10:00 am if the absence is not called in and excused.**

### **Nonresident Students Enrollment**

Prior to the start of each school year, Cass Lake – Bena Elementary School will support the School Board approved class sizes of 18 – 22 students by closing open enrollment when a class size reaches 18. This cap will allow additional enrollment of resident students without exceeding the 22 student class size maximum.

Applications for enrollment under the Enrollment Options Law (Open Enrollment), will be approved provided that acceptance of the application will not exceed the capacity of a class, or school building as established by the school board resolution and provided that:

- Space is available for the applicant under enrollment cap standards established by school board policy or other directive.
- The applicant is not otherwise excluded by action of the school district because of previous conduct in another school.
- Students may be accepted after the open enrollment period at the beginning of the semester by agreement between school districts.

Enrollment Options application forms are available in the Superintendent's office.

### **Kindergarten**

Each year our school conducts a kindergarten registration drive for the next year's kindergarten class. A child may be admitted to kindergarten in School District #115 if the child's fifth (5th) birthday is before September 1<sup>st</sup>.

### **Class Assignments**

Classroom assignments are within the school district's discretion.

### **Cell Phones**

Cell phones are not permitted during the school day.

### **Recess**

If a child is well enough to attend school, he or she will be expected to participate in outdoor recess. Temperature and wind chill will be checked prior to recess time to determine if students will stay in or go out on cold winter days. When the weather is too cold to go outside, students will remain inside and be supervised in the classroom.

### **Physical Education**

All students shall participate in physical education classes unless they are experiencing some disability. If this is the case, we must have a note from the student's parent or guardian which may excuse them for a maximum of three days. If the disability extends beyond three days, a doctor's excuse is required. Students are asked to wear tennis shoes to physical education classes for safety reasons.

### **Promotion and Retention**

Students who achieve at levels deemed acceptable by local and state standards shall be promoted to the next grade level at the completion of each school year. Retention of a student may be considered when professional staff and/or parents feel that it is in the best interest of the student. This decision is based on several factors. Some of these are:

- Achievement Test Scores
- Progress Monitoring
- Progress in relation to grade level, shown on report cards
- Developmental Maturity
- Attendance – 30 days or more will be considered grounds for retention.

### **Dreamcatcher Park Playground Rules**

- No Tag Games
- No Climbing on the Slides
- No Climbing on Top of Monkey Bars
- No Climbing over Fences or Railings
- No Spitting
- No Throwing Objects
- Take turns on the Equipment
- Walk over and back to and from Equipment
- When you hear the whistle, you must line up IMMEDIATELY

Playground rules and consequences will be enforced by Playground Supervisors. Repeated violations of the rules will result in a suspension from the park during school hours.

## **APPENDIX D: AREA LEARNING CENTER**



We welcome you to the Cass Lake Area Learning Center (ALC.) We are a state approved program that was established in 1987 for students in grades 7-12. We are a smaller, student centered, relationship focused alternative school designed to help struggling students overcome challenges that interfere with a successful school experience.

The State of Minnesota has defined the eligibility statutes for alternative programs; we are a choice program. A family/student can choose to look into the ALC programming as an educational option, and no one can mandate that a student must attend classes at the ALC. This also means

the ALC maintains the right to choose or decline a student in a program based on student eligibility, and guidelines set by the State of MN.

Our staff recognize that every student and their struggles are unique. The staff, therefore, is committed to providing a personalized educational experience to meet the individual needs/goals of each student.

With flexible scheduling, flexibly-paced course options, access to comprehensive student supports, Project Based Learning, and most importantly an understanding, caring, and supportive school staff and community, Cass Lake ALC students who have struggled in mainstream school settings often find renewed hope and engagement in the learning process.

### **PROGRAMS**

*\*\*\*Attendance and effort is critical to success in all programs. If a student does not earn the adequate progress each mod, the student may be moved to another program or need to return to the traditional school in their home district.*

**Seat Based Learning** is for students between 9th and 12th grades. Classes run like a typical school with room changes and core/elective classes offered.

**Mid Level Program** is designed for 7th and 8th grade students. It focuses on improving attendance and academics, while addressing social skills development in order to prepare them for success in high school. Mid Level students attend school Mondays (10:00 AM – 3:20 PM) and Tuesdays - Fridays (8:10 AM -3:20 PM.)

**Flex Program** (*Focused Learning Education Experiences*) is designed for students between the grades of 9th and 12th interested in earning a high school diploma. Students may have been chosen for the program because they have an IEP, have not attended school in the past couple years, are considerably behind in credits, have a job or children, or they have not been successful in the Independent Study Program. Flex classes are available Tuesdays (8:10 AM -3:20 PM), Wednesdays (8:10 AM -5:30PM) and Fridays (8:10 AM - 3:20 PM).

**Horizons** is a Special Education Level 4 program designed with additional supports to address specific IEP driven student needs. Unless stipulated otherwise in the IEP, students attend school Mondays (10:00 AM – 3:20 PM) and Tuesdays - Fridays (8:10 AM --3:20 PM.)

**Independent Study** is for students 16-21 years of age that are able to complete work on their own; it is recommended that the student has at least 16 credits. Independent Study is open most Wednesdays (3:30 PM – 5:30 PM) with the goal of earning a high school diploma. If a student does not earn the required amount of credits each mod, the student may be moved to another program.

**Dual Enrollment** is for students that are enrolled full time at any high school, but need credit recovery classwork to get caught up with credits that they are behind in. Students can be signed up for two classes and must attend Wednesday nights (3:30 PM – 5:30 PM) to meet with teachers.

**ABE (Adult Basic Education)** is programming designed for students 18 years old and older to complete their GED testing or the state Adult Diploma. This program is currently located out at the Leech Lake Tribal College.

## **Important ALC Information to Know**

### **Attendance/ Registration**

- ALC students need to register every school year and in the summers if they attend.
- The Cass Lake ALC is open for students of all school districts to apply.
- A tardy can turn into an unexcused absence for every class that a student is over 10 minutes late for class.
- Attendance is IMPORTANT for all programs.

### **Grades/ Credits**

- Credit towards graduation is through the amount of work completed. Grades are sent out and gone over with students every Mod (monthly.)
- Grade level is determined by number of credits that a student has completed.

<b>9<sup>th</sup> grade</b>	<b>0 - 5.75 credits</b>
<b>10<sup>th</sup> grade</b>	<b>6 - 11.75 credits</b>
<b>11<sup>th</sup> grade</b>	<b>12 - 17.75 credits</b>
<b>12<sup>th</sup> grade</b>	<b>18 and over credits</b>

### **Other**

- Lunch is closed campus. Students are not allowed to leave at lunch time.
- Students will NOT be called out of class to get food brought to the school.
- Bus passes will not be issued unless under extreme circumstances and need ALC administration approval.

Any questions, please call the ALC at (218) 335-2204

At first recording prompt, hit a 5 for ALC office

Extension 6208 for Assistant Principal Ellen Skogen

# APPENDIX E: 2021-2022 SCHOOL CALENDAR

Approved: April 28, 2021

Cass Lake-Bena Schools | 2021-22 Calendar

Revised: August 11, 2021

## Key Log

NS No School  
C Parent/Teacher Conferences  
PD Professional Development Day  
WD Teacher Work Day  
OP Open House  
ED Early Dismissal (noon)  
In-S In-Service (new staff)  
LS Late Start (two hours)

## Class Times

AJLC 8:15 am to 3:15 pm  
Elementary 8:15 am to 3:10 pm  
Middle School 8:30 am to 3:32 pm  
High School 8:30 am to 3:32 pm

## Important Dates

Open House - Sept. 7  
First Day of School Year - Sept. 8  
Last Day of School Year - June 2  
Graduation Day - May 27  
Weather Make Up Days - TBD  
Early Dismissal - Oct. 20, Nov. 24, Dec. 23, April 14, p May 27 and June 2

## Count Days

Student Contact Days - 172  
Parent/Teacher Conf. Days - 3  
Professional Development Days - 3  
Teacher Work Days - 3

## January:

17 No School (holiday)  
21 End of 2<sup>nd</sup> Quarter (42 days)  
24 No School  
24 Teacher Work Day

## Count Days:

19 Student  
20 Teacher

## JANUARY 2022

S	M	T	W	Th	F	S
						1
2	LS	4	5	6	7	8
9	LS	11	12	13	14	15
16	NS	18	19	20	21	22
23	WD NS	25	26	27	28	29
30	LS					

## AUGUST 2021

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	In-S	27	28
29	PD	PD				

## August:

26 New Staff In-Service  
30 Professional Development  
31 Professional Development

## Count Days:

0 Student  
1 Teacher

## February:

21 No School (holiday)

## Count Days:

19 Student  
19 Teacher

## FEBRUARY 2022

S	M	T	W	Th	F	S
		1	2	3	4	5
6	LS	8	9	10	11	12
13	LS	15	16	17	18	19
20	NS	22	23	24	25	26
27	LS					

## SEPTEMBER 2021

S	M	T	W	Th	F	S
				PD	WD	3
5	NS	OP	8	9	10	11
12	LS	14	15	16	17	17
19	LS	21	22	23	24	25
26	LS	28	29	30		

## September:

1 Professional Development  
All Staff In-Service  
2 Teacher Work Day  
6 No School (holiday)  
7 Open House (10 am - 6 pm)  
8 First Day of School

## Count Days:

18 Student  
20 Teacher

## March:

2 Conferences 3:30-7:30 pm  
3 No School  
3 Conferences 7:45 am - 3:45 pm  
4 No School

## Count Days:

21 Student  
22 Teacher

## MARCH 2022

S	M	T	W	Th	F	S
		1	C	NS	NS	5
6	LS	8	9	10	11	12
13	LS	15	16	17	18	19
20	LS	22	23	24	25	26
27	LS	29	30	31		

## OCTOBER 2021

S	M	T	W	Th	F	S
					1	2
3	LS	5	6	7	8	9
10	LS	12	13	14	15	16
17	LS	19	ED	NS	NS	23
24	LS	26	27	28	29	30

## October:

20 Early Dismissal (noon)  
21 No School - MEA  
22 No School - MEA

## Count Days:

19 Student  
19 Teacher

## April:

1 End of 3<sup>rd</sup> Quarter (46 days)  
14 Early Dismissal (noon)  
15 No School (holiday)  
18 No School

## Count Days:

19 Student  
19 Teacher

## APRIL 2022

S	M	T	W	Th	F	S
					1	2
3	LS	5	6	7	8	9
10	LS	12	13	ED	NS	16
17	NS	19	20	21	22	23
24	LS	26	27	28	29	30

## NOVEMBER 2021

S	M	T	W	Th	F	S
	LS	2	3	4	5	6
7	LS	9	C	C	NS	13
14	LS	16	17	18	19	20
21	LS	23	ED	NS	NS	27
28	LS	30				

## November:

5 End of 1<sup>st</sup> Quarter (42 days)  
10 Conferences 3:30-7:30 pm  
11 Conferences 7:45am-3:45 pm  
11 No School (students)  
12 No School  
24 Early Dismissal (noon)  
25 No School (holiday)  
26 No School

## Count Days:

18 Student  
19 Teacher

## May:

27 Graduation  
27 Early Dismissal (noon)  
30 No School (holiday)

## Count Days:

21 Student  
21 Teacher

## MAY 2022

S	M	T	W	Th	F	S
1	LS	3	4	5	6	7
8	LS	10	11	12	13	14
15	LS	17	18	19	20	21
22	LS	24	25	26	ED	28
29	NS	31				

## DECEMBER 2021

S	M	T	W	Th	F	S
			1	2	3	4
5	LS	7	8	9	10	11
12	LS	14	15	16	NS	18
19	LS	21	22	ED	NS	25
26	NS	NS	NS	NS	NS	

## December:

17 No School (Blg Bear)  
23 Early Dismissal (noon)  
24-31 No School

## Count Days:

16 Student  
16 Teacher

## June:

2 End of 4<sup>th</sup> Quarter (41 days)  
2 Last day of School  
2 Early Dismissal (noon)  
3 Teacher Work Day

## Count Days:

2 Student  
3 Teacher

## JUNE 2022

S	M	T	W	Th	F	S
			1	ED	WD	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		



## **APPENDIX F: CONSEQUENCES FOR MISBEHAVIOR BASED UPON STUDENT CODE OF BEHAVIOR**

### **CASS LAKE-BENA SCHOOL DISTRICT #115**

#### **CONSEQUENCES FOR MISBEHAVIOR BASED UPON STUDENT CODE OF BEHAVIOR**

**2021-2022 SCHOOL YEAR - Adopted July 22, 2015**

#### **Overview**

- 1.1. The consequences for misbehavior described in this regulation are designed to be fair and consistent for all students in the Cass Lake-Bena Schools. They apply to Cass Lake-Bena School students on district property, in district vehicles (including buses) and at all school activities (in or out of the district) and events.
- 1.2. Because it is not possible to list every misbehavior that occurs, misbehaviors not included in this regulation will be responded to as necessary by staff. This regulation is based on the assumption that minor behaviors are dealt with by bus drivers, chaperones, teachers, counselors, administrators and other appropriate district staff.
- 1.3. This policy applies to all students in all district activities. Cass Lake-Bena School Policy and the Minnesota State High School League rules also apply to extra-curricular activities.

**In order to insure that all parents and students are inserviced about the policy, the following procedures shall be followed:**

#### **Dissemination Parents**

- 1.1. The policy shall be published in the district newsletter prior to the beginning of each new school year. Parents enrolling their children in school after the beginning of the school year shall be provided a copy of the policy.
- 1.2. Students – When a student receives a consequence for a violation of policy, he/she should be informed of the consequences for additional violations. During the first two weeks of each new school year, the consequences for misbehavior listed in this policy shall be reviewed with each student. Students beginning school at other times of the year shall have the policy reviewed with them within two weeks of entering the district. All 5<sup>th</sup> through 12<sup>th</sup> grade students shall sign a form indicating that the policy was reviewed with them. The building principal shall keep the signed form on file until the student has graduated or exited the district. The form shall include the following: student's name, school, grade, date of review, and signature.

#### **Consequences**

- 2.1. For each misbehavior described in this regulation, there are specific consequences for first, second, third and fourth violations. Consequences are defined as follows:
  - 2.1.1. 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 re-admission plan. The

re-admission plan shall include, where appropriate, a provision for implementing alternative educational services upon re-admission and may not be used to extend the current suspension. Consistent with section 125A.09, subdivision 3, and the re-admission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of re-admission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident or 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 education placement is made. The Individual Education Plan team 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.

2.1.1.1. Detention as referenced in this Code of Consequences is addressed in the student handbook of each respective building.

The requirement of the Individual Education Plan team meeting applies 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. Any student suspended is not allowed on school property, in school district vehicles (including buses), at school activities (in or out of the district) and events.

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, homebased 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.

2.1.2. M.S. 121A.41, Subd. 4. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year. Any student excluded is not allowed on school property, in school district vehicles (including buses), at school activities (in or out of the district) and events.

2.1.3. M.S. 121A.41, Subd. 5. "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. Any student expelled is not allowed on school property, in school district vehicles (including buses), at school activities (in or out of the district) and events.

2.1.4. When an asterisk (\*) appears in front of a consequence, justify the reasons on the report why the student's behavior warranted a consequence other than the consequence listed.



- 2.2. Administrators will refer all suspected crimes committed on district property, in district vehicles (including buses) and at all school activities (in or out of the district) and events to Law Enforcement (School Board Regulation will be followed).
- 2.3. Building administrators or their designees are responsible for thoroughly investigating occurrences of misbehavior and based on credible evidence assigning consequences as listed in this document. Consequences should not be determined until all investigations are complete. If needed, another school day should be used to investigate all leads and sources of information. Students may need to be suspended until investigations are completed. Inappropriate behavior by a student on a school bus or at the school bus stop or transfer point shall be investigated by the building principal or administrator of the building in which the student attends. Consequences for the transportation violation shall be administered by the principal of the building the student attends.
- 2.4. Any student expelled/excluded from another school in another district will not be allowed to attend a school within the Cass Lake-Bena Schools until the length of time of the expulsion/exclusion in the other district has expired. If a student enters Cass Lake-Bena Schools and district officials are not aware that the student had been expelled/excluded from another district, the student shall be excluded at the time district officials become aware of the expulsion/exclusion. (ALC will accept students depending on infractions and special provision.)
- 2.5. A student who discovers that he/she has accidentally brought a weapon or a "facsimile of" on property or in school vehicles will not receive a consequence for possessing a weapon or "facsimile of" if immediately upon discovering he/she has it in his/her possession, the student must immediately turn in the weapon or "facsimile of" to the building principal or designee.
- 2.6. Any student suspended for committing a violent act against another person will be referred for anger management/conflict resolution intervention or other follow-up. If applicable, law enforcement will be contacted.
- 2.7. Any student who believes that he/she is being threatened with violence by another student is encouraged to tell an educator and/or his/her parents about the concern. The educator and/or parent should inform a building administrator of the threat. Information provided by a student to a bus driver about a threat should be passed on to the building principal or designee.
- 2.8. Unless otherwise specified in an IEP, state laws or federal laws, a student with a disability will comply with these procedures.
- 2.9. Any pupil who brings a firearm to school unlawfully shall, as soon as practical, be referred to the criminal justice or juvenile delinquency system.
- 3.0 Firearms (including replica firearms and splat ball guns) shall not be brought onto school property.

#### **Sources of Additional Information**

For more information about student behavior, discipline and related issues, refer to individual building's student handbooks and ISD 115 Policy 506.

See appendix for references regarding state rules and statutes and district policies applicable to this document.

### **Misbehaviors**

Students are expected to not engage in the following activities. The consequences apply regardless of whether the misbehavior took place on school property, in a district vehicle or at a school or district activity or event.

Recorded offenses accumulate for a maximum of one year.

### **Violent Behavior**

In an effort to provide a safe learning environment, the district may move to more severe penalties upon the degree of violent behavior/aggression that has been exhibited.

### **Severity Clause**

Based on the severity of a student's conduct, more serious consequences, including suspension and expulsion, may be imposed at any level. Any offense that occurs in school, that would be considered a crime outside of school, may be subject to the issuance of a citation (ticket).

### **Misbehaviors and Consequences**

#### **1. Physical Violence Towards Others**

##### **A. Physical Aggression**

1. Assault, Aggravated - Committing an assault upon another person with a weapon or an assault which inflicts great bodily harm. (See Severity Clause.)	1st Offense	2nd Offense	3rd Offense	4th Offense
Grades K-12	Expulsion			
2. Assault, physically assaulting a person responsible for enforcing school regulations. (See Severity Clause and 2.1.4)	1st Offense	2nd Offense	3rd Offense	4th Offense
Grades K-2	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension

<b>Grades 3-12</b>	5-10 Day Suspension	Expulsion	
<b>3-4 Assault</b> , intentionally inflicting or attempting to inflict bodily harm upon another person or acting with intent to cause fear in another person or immediate bodily harm. (Includes laser pointers, mace or pepper spray.) (See 2.1.4) Includes an accomplice to any assault or fight who may assist by encouraging the act of the assault/fight or by instigating, promoting, or videotaping/recording the assault, includes spitting or the transfer of body fluids (See Severity Clause).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
	Parent Conference	1 Day Suspension	2 Day Suspension
	<b>Grades K-2</b>	1-3 Day Suspension	3-5 Day Suspension
	<b>Grades 3-4</b>	3-5 Day Suspension	Expulsion
<b>5. Bodily Harm</b> – Committing a reckless act that intentionally causes bodily harm or endangerment to self or others. (Includes laser pointers, mace or pepper spray, and spitting.) (See Severity Clause and 2.1.4).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
	Parent Conference	1 Day Suspension	2 Day Suspension
	<b>Grades K-2</b>	1-3 Day Suspension	3-5 Day Suspension
	<b>Grades 3-4</b>	3-5 Day Suspension	Expulsion
<b>6. Fighting</b> – Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which both parties contributed to the situation by verbal and/or physical action. (See Severity Clause and 2.1.4).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>
	Parent Conference	1 Day Suspension	2 Day Suspension
	<b>Grades K-2</b>	1 Day Suspension	2 Day Suspension
	<b>Grades 3-4</b>	2 Day Suspension	3 Day Suspension

	<b>Grades 5-12</b>	3-5 Day Suspension	5-10 Day Suspension	Expulsion	
7. <b>Terroristic Threats</b> – Threats, directly and indirectly, to commit any crime of violence with the purpose of terrorizing another or to cause evacuation of a building, place or assembly, vehicle or facility. Includes death threats. (See Severity Clause).					
	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension Or Referral for Assessment	
<b>Grades 3-4</b>	1-5 Day Suspension	5-10 Day Suspension	Expulsion		
<b>Grades 5-12</b>	3-10 Day Suspension	Expulsion			

## B. Weapons Possession

1. <b>Firearms</b> - Means any firearm, whether loaded or unloaded.	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	Expulsion			
2. <b>Replica Firearm/Weapon</b> – Means a device or object that is not defined as a dangerous weapon, and that is a facsimile and reasonable appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, grenade, knife or any other firearm/weapon. (This category includes splat/paint ball guns, includes BB guns and pellet guns). (See 2.14). (Severity Clause may apply.)	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	1 Day/ Parent Conference	2 Day Suspension	3 Day Suspension	4 Day Suspension
<b>Grades 3-4</b>	1-3 Day Suspension	3-5 Day Suspension	Expulsion	

<b>Grades 5-12</b>		3-10 Day Suspension	Expulsion		
<b>2.5 Replica Firearm/Weapon</b> – Means a device or object that is not defined as a dangerous weapon, and that is a facsimile and reasonable appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, grenade, knife or any other firearm/weapon in a motorized vehicle on school grounds. (This category includes splat/paint ball guns, includes BB guns and pellet guns.) (See 2.14). (Severity Clause may apply).		<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>		1 Day/ Parent Conference	2 Day Suspension	3 Day Suspension	4 Day Suspension
<b>Grades 3-12</b>		3 Day/Parent Conference	3-5 Day Suspension	5-10 Day Suspension/Expulsion	
<b>3. Weapons</b> – A weapon, device, instrument, liquid material, substance, animate or inanimate, that is used for, or is readily capable of, causing death or serious bodily injury. This includes razor blades, straight razors and all knives (administrative discretion will be used with knives having blades of less than two and one-half inches). (See Severity Clause.)		<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>		Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
<b>Grades 3-4</b>		1-3 Day Suspension	3-5 Day Suspension	Expulsion	
<b>Grades 5-12</b>		3-10 Day Suspension	Expulsion		
<b>4. Ammunition Possession</b> – Possession of spent or live ammunition including bullets, BB's, shot or other projectiles designed to be used in a weapon. (See 2.14). (Severity Clause may apply).		<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>		1 Day/Parent	2 Day Suspension	3 Day Suspension	4 Day Suspension

	Conference				
<b>Grades 3-12</b>	3 Day/Parent Conference	3-5 Day Suspension	5-10 Day Suspension/Expulsion		
5. <u>Explosives, Possession and/or Use</u> – Possession or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantial and instantaneous release of gas and heat. (See Severity Clause.)	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension	
<b>Grades 3-12</b>	Expulsion				
6. <u>Fireworks, Possession</u> – Possession or offering for sale any substance or combination of substances or articles prepared for the purpose of producing a visible or audible effect by combustion, explosion, deflagration or detonation. (See Severity Clause.)	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension	
<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension	
<b>Grades 5-12</b>	1-3 Day Suspension	5 Day Suspension	Expulsion		
7. <u>Arson</u> – Intentional destruction or damage to school or district buildings or property by means of fire. (See Severity Clause.)	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	
<b>Grades K-2</b>	Parent Conference / Referral for Assessment	3 Day Suspension	4 Day Suspension	5 Day Suspension	
<b>Grades 3-12</b>	Expulsion				

8. Throwing Objects – Throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus. (See Severity Clause.)					
	<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
	<b>Grades 3-12</b>	0-1 Day Suspension	0-3 Day Suspension	5 Day Suspension	Loss of bus privileges for 20 school days or remainder of school year.

9. Possession and/or misuse of other devices or other potentially dangerous devices, including but not limited to, laser pointer, laser, mace or pepper spray. This would also include the misuse of cell phones, cameras, or other devices to record inappropriate acts. (See Severity Clause.)					
	<b>Grades K-2</b>	Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
	<b>Grades 3-12</b>	0-1 Day Suspension	1-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension or Expulsion

## II. Sexual Violence

1. <u>Sexual</u> - Nonconsenting intercourse		1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades 3-12</b>	Expulsion			

2. Other - Nonconsenting sexual contact. (See Severity Clause.)		1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades K-2</b>	Parent Conference/ Referral for Assessment	1 Day Suspension	3 Day Suspension	5 Day Suspension
	<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	5 Day Suspension	5-10 Day Suspension

<b>Grades 5-12</b>	<b>1-5 Day Suspension</b>	<b>5-10 Day Suspension or Expulsion</b>		
3. <u>Sexual Extortion</u> – Threatening an individual to obtain sexual favors or promising preferential treatment for sexual favors. (See 2.1.4)	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-12</b>	Expulsion			
4. <u>Sexual Harassment/inappropriate sexual behavior</u> including indecent exposure and behavior or public nudity and sexting through the use of electronic devices, includes the forwarding of all data as defined. Unwelcome sexual behavior (to include gestures, comments, and physical actions, pictures or written words) that creates a hostile learning environment. This would also include cyber bullying which is a willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment). (See Severity Clause and 2.1.4).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
<b>Grades 5-12</b>	1-2 Day Suspension	3 Day Suspension	5 Day Suspension	5-10 Day Suspension or Expulsion

### III. Verbal/Written Aggression Toward Others (Including District Personnel)

1. <u>Abuse</u> – Arousing alarm in others through the use of language or gestures (verbal or written) and racial slurs that are discriminatory, abusive or obscene, or intended to provoke physical aggression. (See 2.1.4). (Severity Clause may				
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apply).	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
<b>Grades 5-12</b>	0-2 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	5-10 Day Suspension or Expulsion

2. <b>Threats</b> – Directly or indirectly threatening (verbal, in writing, or through gestures) another person with bodily harm. This would also include cyber bullying which is a willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment) and including sexting through the use of electronic devices (See Severity Clause and 2.1.4).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
<b>Grades 5-12</b>	0-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	5-10 Day Suspension or Expulsion

3. <b>Robbery or Extortion</b> – Obtaining property from another person where his/her consent was induced by use of force, threat of force or under false pretense. (See Severity Clause).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-4</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 5-12</b>	5 Day Suspension	Expulsion		

4. <b>Threatening a person in authority.</b> (See Severity Clause and 2.1.4).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 3-4</b>	2 Day Suspension	3 Day Suspension	3 Day Suspension	5 Day Suspension

	<b>Grades 5-12</b>	3-5 Day Suspension	5-10 Day Suspension	Expulsion	
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#### IV. Insubordinate and Disrespectful Behavior Toward Others

##### A. Behavior that disrupts the normal operation of the school

1. <b>Interference, Disruption or Obstruction</b> – Any action taken to attempt to prevent a staff member or student from exercising his/her lawfully assigned duties.	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	Parent Conference	0-1 Day Suspension	0-2 Day Suspension	0-3 Day Suspension
<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension	4 Day Suspension
<b>Grades 5-12</b>	0-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	5-10 Day Suspension or Expulsion

2. <b>Dress and Grooming</b> – Wearing clothing that includes words and/or visuals which are obscene, abusive, or discriminatory, or which advertise illegal narcotics, drugs or alcohol.	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 3-4</b>	0-1 Day Suspension	2-3 Day Suspension	4-5 Day Suspension	5 Day Suspension
<b>Grades 5-12</b>	0-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	5-10 Day Suspension or Expulsion

3. <b>Driving Motor Vehicles, Careless or Reckless</b> – Driving on school property in such a manner as to endanger persons or property. (Severity Clause may apply).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades 8-12</b>	Parent Conference	5 day loss of privilege to drive on school property	20 day loss of privilege to drive on school property	Loss of privilege to drive on school property

4. <b>Identification Falsification</b> – Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member.	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades K-2</b>	Parent Conference	0-1 Day Suspension	2 Day Suspension
	<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	4 Day Suspension
	<b>Grades 5-12</b>	1 Day Suspension	3 Day Suspension	5-10 Day Suspension

5. <b>Use of Ignition Devices</b> – Igniting matches, cigarette lighters and other devices that produce flames.	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension
	<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension
	<b>Grades 5-12</b>	0-1 Day Suspension	3-5 Day Suspension	5-10 Day Suspension or Expulsion

6. <b>Sexual Intercourse/Unacceptable Sexual Behavior</b>	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades K-4</b>	Parent Conference	3-5 Day Suspension	5-10 Day Suspension or Expulsion
	<b>Grades 5-12</b>	0-5 Day Suspension	5-10 Day Suspension or Expulsion	

7. <b>Fire Alarm, False- Intentionally giving a false alarm of fire, or tampering or interfering with a fire alarm.</b>	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades K-2</b>	Parent Conference	1 Day Suspension	2 Day Suspension
	<b>Grades 3-4</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension
	<b>Grades 5-12</b>	5 Day Suspension	Expulsion	4 Day Suspension

8. <b>Bullying</b> – Any hurtful or aggressive act toward an individual or group that is intentional or repeated; or Harassing – engaging in or conspiring with others to engage in acts that degrade, intimidate, or disgrace other individuals. This would also include cyber bullying and sexting, which is a willful and repeated harm inflicted through the use of electronic media using a computer or cell phone (which creates substantial disruption in the learning environment). (See Severity Clause and 2.1.4)	<b>1st Offense</b>		<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
	Parent Conference		1 Day Suspension	2 Day Suspension	3 Day Suspension
	<b>Grades K-2</b>		2 Day Suspension	3 Day Suspension	4 Day Suspension
	<b>Grades 3-4</b>		3-5 Day Suspension	5-10 Day Suspension	Expulsion
9. <b>Hazing</b> – Committing an act against another 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 any organization. (See 2.1.4).	<b>1st Offense</b>		<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
	Parent Conference		1 Day Suspension	2 Day Suspension	3 Day Suspension
	<b>Grades 3-4</b>		3 Day Suspension	5 Day Suspension	Expulsion
	<b>Grades 5-12</b>				
10. <b>Actions that indicate gang behavior</b> - Any action or representation that indicates affiliation to a gang. Any action that indicates, but is not limited to head ware and colors presenting gang affiliation. (Severity Clause may apply.)	<b>1st Offense</b>		<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
	Parent Conference		0-1 Day Suspension	0-2 Day Suspension	0-3 Day Suspension
	<b>Grades K-2</b>		0-2 Day Suspension	0-3 Day Suspension	Expulsion
	<b>Grades 3-4</b>		0-3 Day Suspension	3-5 Day Suspension	Expulsion
	<b>Grades 5-12</b>				
	Parent Conference				

**B. Refusing to take direction from someone in authority.**

1.	<b>Actions that indicate gang behavior</b> - Any action or representation that indicates affiliation to a gang. Any action that indicates, but is not limited to head ware and colors presenting gang affiliation. (Severity Clause may apply.)	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
	<b>Grades K-4</b>	Parent Conference	0-1 Day Suspension	0-2 Day Suspension	0-3 Day Suspension
	<b>Grades 5-12</b>	1 Day Suspension	2 Day Suspension	3 Day Suspension	5-10 Day Suspension

**C. Damage or destruction to school or personal property.**

1.	<b>Willful Damage of Property (Vandalism)</b> – Defacing, cutting or otherwise damaging property (includes unauthorized entrance into a computer system) that belongs to the school, to other students, to staff members or to other individuals while the student is on school property, at a school activity, in a district vehicle or under the supervision of school staff. (See 2.1.4).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
	<b>Grades K-2</b>	Parent Conference	0-1 Day Suspension	0-2 Day Suspension	0-3 Day Suspension
	<b>Grades 3-4</b>	0-1 Day Suspension	2 Day Suspension	3 Day Suspension	5-10 Day Suspension or Expulsion
	<b>Grades 5-12</b>	1-3 Day Suspension	3-5 Day Suspension	5-10 Day Suspension	Expulsion

2.	<b>Tampering with Emergency of Safety Equipment</b> – Unauthorized use of emergency or safety equipment on the bus, including first aid kits, fire extinguishers and emergency doors or hatches. (See 2.1.4). Severity Clause may apply).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
	<b>Grades K-12</b>	Parent Conference	1 Day Suspension Bus	3 Day Suspension Bus	5 Day Suspension Bus

3.	<b>Fire Extinguishers, Unauthorized Use</b> – Unauthorized handling of a fire extinguisher and emergency equipment including AED's.	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>

	<b>Grades K-4</b>	Parent Conference	1 Day Suspension	3 Day Suspension	Expulsion
	<b>Grades 5-12</b>	5 Day Suspension	5-10 Day Suspension or Expulsion		
4. <b>Theft or Knowingly Receiving or Possessing Stolen Property</b> – Unauthorized taking of the property of another person, or receiving or possessing such property. (See 2.1.4). (Severity Clause may apply).					
	<b>Grades K-2</b>	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades 3-4</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
	<b>Grades 5-12</b>	0-1 Day Suspension	0-2 Day Suspension	3 Day Suspension	4 Day Suspension
		1-3 Day Suspension	4-5 Day Suspension	5-10 Day Suspension	Expulsion
5. <b>Burglary</b> – Entering a building or computer system without consent and with intent to commit a crime, or entering a building or computer system without consent and committing a crime.					
	<b>Grades K-4</b>	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades 5-12</b>	Parent Conference	1 Day Suspension	3 Day Suspension	5 Day Suspension
		3 Day Suspension	5 Day Suspension	5-10 Day Suspension	
6. <b>Trespassing</b> – Being present in any district facility or portion of a district facility when it is closed to the public, or unauthorized presence in a district vehicle. (Includes unauthorized entrance into a computer system.)					
	<b>Grades 3-4</b>	1st Offense	2nd Offense	3rd Offense	4th Offense
	<b>Grades 5-12</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
		3 Day Suspension	5 Day Suspension	5-10 Day Suspension	

## V. **Substance and Tobacco Use**

If a school district employee has reason to believe that a student is abusing, possessing, transferring, distributing or selling chemicals, the student will be required to meet with the appropriate support staff. Parents will be invited to the meeting. Students must comply with pre-assessment team's recommendation. Refusal to comply will result in additional consequences with further suspension and/or may include recommendation for expulsion.

<p>1. <b>Alcohol or Chemicals, Possession or Use</b> – Possessing or using any narcotic, inhalant, or controlled substance where possession or use is prohibited by MN or federal law. (Any prescription medication a student is required to take, with the exception of prescribed inhalers, must be left and administered by the school nurse, in accordance with district administrative requirements. (See 2.1.4). (Severity Clause may apply).</p>	<b>1st Offense</b>			
	<b>Grades K-4</b>	0-3 Day/Parent Conf.	2nd Offense	3rd Offense
	<b>Grades 5-12</b>	5-10 Day Suspension	3-10 Day Suspension	Expulsion
<p>1.5 <b>Alcohol or Chemical Possession</b> – Possessing alcohol, narcotic, inhalant, or controlled substance in a motorized vehicle on school grounds. (See 2.14). (Severity Clause may apply).</p>	<b>1st Offense</b>			
	<b>Grades K-12</b>	3 Day/Parent Conference	2nd Offense	3rd Offense
			3-5 Day Suspension	5-10 Day Suspension/Expulsion
<p>2. <b>Alcohol</b> – Distribute or possession with the intent to distribute alcohol where sale or distribution is prohibited by Minnesota or federal law. (See 2.1.4).</p>	<b>1st Offense</b>			
	<b>Grades K-4</b>	3 Day Suspension	2nd Offense	3rd Offense
	<b>Grades 5-12</b>	Expulsion	5 Day Suspension	Expulsion
<p>3. <b>Chemicals</b> – Distributing or possessing with the intent to distribute any narcotic, inhalant or controlled substance including prescription drugs when sale or distribution is prohibited by Minnesota or federal law. See 2.1.4). (Severity</p>				

Clause may apply).	1st Offense	2nd Offense	3rd Offense	4th Offense
<b>Grades K-4</b>	0-3 Day Suspension	Expulsion		
<b>Grades 5-12</b>	Expulsion			
4. <b><u>Tobacco</u></b> – Possessing or using tobacco in district buildings, on district grounds, in district vehicles or at district events, in violation of district administrative regulations. (Severity Clause may apply).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-4</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 5-12</b>	0-1 Day Suspension	2 Day Suspension	3 Day Suspension	5 Day Suspension
5. <b><u>Drug Paraphernalia</u></b> – Possessing drug paraphernalia in district buildings, on district grounds, in district vehicles or at district events.	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-4</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 5-12</b>	0-3 Day Suspension	3-10 Day Suspension	Expulsion	
6. <b><u>Possession with intent to distribute over-the-counter medication</u></b> in district buildings, in district vehicles, or at district events, in violation of district administrative regulations. (Severity Clause may apply).	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-4</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
<b>Grades 5-12</b>	0-5 Day Suspension	5-10 Day Suspension	Expulsion	
7. <b><u>Simulated Controlled Substance</u></b> – Possession, distribution and/or attempting to deceive another person of a simulated controlled substance.	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>
<b>Grades K-4</b>	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension



Grades 5-12	0-5 Day Suspension	5-10 Day Suspension	Expulsion
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**VI. Technology and Telecommunication Misuse**

<p>1. Misuse of equipment (personal or district-owned), deletion or violation of password-protected files, computer programs, data, or system files; inappropriate accessing of files; unethical use of information or violation of copyright laws; accessing, uploading, printing, or distributing pornographic, obscene, abusive, or sexually explicit material; transmitting obscene, abusive, or sexually explicit language; vandalizing, damaging, or disabling the property of another person or organization; unauthorized commercial use or financial gain or the user is prohibited. Improper use may result in the loss of use of equipment. If the conduct at issue constitutes a violation of the harassment, facial, sexual, religious, or sexual orientation provisions, the consequences provided hereunder will be applied. (Severity Clause may apply).</p>	1st Offense	2nd Offense	3rd Offense	4th Offense
	Parent Conference	1 Day Suspension	2 Day Suspension	3 Day Suspension
	Grades K-4			
	Grades 5-12	1 Day Suspension	2 Day Suspension	3 Day Suspension
				5 Day Suspension or Expulsion

## APPENDIX

### **State Statutes**

**M.S. 120.101, Subd. 4 School:** (M.S., Section 120.101, Subd. 4)... a "school" means a public school, as defined in section 120.05, or a nonpublic school, church or religious organization, or home-school in which a child is provided instruction in compliance with sections 120.101 and 120.102.

**M.S. 121A.41, Subd. 4. Exclusion:** "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a pupil for a period that shall not extend beyond the school year.

**M.S. 121A.41, 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.

**M.S. 121.44. Firearms Expulsion:** 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.

**M.S. 123.801:** "Transportation by school bus is a privilege not a right for an eligible student. A student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written school district discipline policy. Revocation of a student's bus riding privilege is not exclusion, expulsion, or suspension under the Pupil Fair Dismissal Act. Revocation procedures for a student who is an individual with disabilities under the Individuals with Disabilities Act, Section 504 or the Rehabilitation Act and the Americans with Disabilities Act are governed by the acts provisions."

**M.S. 121A/41, 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 or 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 re-admission plan. The re-admission plan shall include, where appropriate, a provision for implementing alternative educational services upon re-admission and may not be used to extend the current suspension. Consistent with section 125A.09, subdivision 3, and the re-admission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of re-admission. 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 education placement is made. The Individual Education Plan team shall at the meeting: conduct a review of the relationship between the child's disability and the behavior subject to disciplinary action; and determine the appropriateness of the child's education plan.

The requirement 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.

**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 progress toward meeting graduation standards under section 120B.02 although in a different setting.

**M.S. 121A.44. Firearms Expulsion:** (a) Notwithstanding the time limitation in section 121A.41, subdivision 5, and 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 case-by-case basis. For the purpose 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 weapon 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.

**M.S. 121A.42:** 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.

**M.S. 626.556: Reporting Maltreatment of Minors:** SBR 700-90-3 based on M.S. 626.556 requires that a person who knows or has reason to believe a child is being neglected or physically or sexually abused within the last preceding three years, shall immediately report the information to the human services agency, policy department, or the county sheriff where the child resides if the person is: 1) A professional or professional's delegate who is engaged in the practice of healing arts, social services, hospital administration, psychological or psychiatric treatment, child care, education, or law enforcement; or 2) Employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report information that is otherwise privileged.

**School District Involvement with the Police:** If the school makes a formal request for outside law enforcement intervention or outside law enforcement requests to have contact with a student, the school will make reasonable efforts to contact parent(s) or guardian(s) prior to such contact, depending on the urgency of the situation. Parents or guardians will be informed of their right to be present during questioning of the student. In cases where parents or guardians cannot be reached, the principal will use his/her discretion with respect to proceeding without parental contact, taking into account the severity and urgency of the situation. If the principal acts without parent consent, he/she will make a reasonable effort to notify the superintendent of schools or his/her designee, preferably in advance of any police involvement.

In cases when a student is out of control or is a potential danger to self or others, the principal will make a judgment about the necessity for the immediate involvement of police or medical personnel.

**Employee Interaction with Students:** All district employees are expected to deal with the students in a firm, fair and consistent fashion, to treat all students with respect and to recognize individual differences among students.

**Victims of Violence:** Victims of violence should be provided the opportunity to talk with personnel who can address concerns they may have and inform them that the behaviors of the perpetrators are being addressed. Prevention of further violence toward victims needs to be given close attention. Laws relating to confidentiality must be observed when dealing with all students.

**Expulsion and Exclusion Hearings:** Expulsion and exclusion hearings shall be conducted by an independent, impartial hearing officer (unless determined otherwise by the school board) and recommendations made to the school board and served upon the parties within two days of the end of the hearing. The school board has final authority regarding expulsion or exclusion of a student from school and shall render its decision within five days of receiving the recommendation of the hearing officer.

## APPENDIX G: BULLYING AND HARASSMENT FORM

### Bullying and Harassment Incident Intake Form

Date: \_\_\_\_\_

Name of person writing this report: \_\_\_\_\_

Check whether you are the: ☐ Target of the behavior ☐ Reporter (not the target)

Check whether you are a: ☐ Student ☐ Staff member (specify role): \_\_\_\_\_

☐ Parent ☐ Administrator ☐ Other (specify): \_\_\_\_\_

Name of student bullied/harassed (target): \_\_\_\_\_

School: \_\_\_\_\_

Grade: \_\_\_\_\_

Name(s) of bully/ies: \_\_\_\_\_

Description of incident(s) (answer who, what, where, when, how) (another sheet if necessary):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Where did the incident happen? Check all that apply:

- ☐ Bus ☐ Cafeteria ☐ Classroom ☐ Gym ☐ Locker Room  
☐ Hallway ☐ Restroom ☐ Internet/Social Media ☐ To/from school ☐ School sponsored activity or event  
☐ Other: \_\_\_\_\_

Name(s) of witnesses (teachers, staff, other students): \_\_\_\_\_

Has this kind of incident happened to the target before?

☐ Yes ☐ No

If yes, how many times? \_\_\_\_\_ When? \_\_\_\_\_

Circle all behaviors that apply.

#### PHYSICAL CONDUCT -- *Harm to another's body or property*

- |                            |                                  |                    |                        |
|----------------------------|----------------------------------|--------------------|------------------------|
| -Threatening physical harm | --Making threatening gestures    | --Starting a fight | -Cornering or blocking |
| -Pushing                   | --Pinching                       | --Scratching       | - Hair pulling         |
| --Spitting                 | --Slapping                       | --Kicking          | --Tripping             |
| --Biting                   | -Destroying or defacing property | --Theft            | --Extortion            |
| - Assault with a weapon    | --Sexual assault                 | --Arson            |                        |

**EMOTIONAL CONDUCT -- Harm to another's self-worth**

- |   |                         |   |                     |
|---|-------------------------|---|---------------------|
| -Threatening to secure silence                            | --Challenging in public | --Insulting gestures                                      | --Dirty looks       |
| --Insulting remarks                                       | --Name Calling          | --Taunting  | --Insulting remarks |
| -Racial, ethnic or religious slurs                        | --Degrading graffiti    | --Harassing and/or frightening phone calls, emails, texts |                     |
| -Unwanted sexually suggestive remarks, images or gestures |                         |   |                     |

**RELATIONAL CONDUCT -- Harm to another through damage (or threat of damage) to relationship or feelings of acceptance, friendship or group inclusion**

- |                                       |                                    |                               |
|---------------------------------------|------------------------------------|-------------------------------|
| -Gossiping/spreading rumors           | -Threatening to end a relationship | --Playing mean tricks         |
| -Ruining a reputation                 | --Exclusion                        | --Ostracizing                 |
| -Ignoring someone to punish or coerce |                                    | -Arranging public humiliation |

Describe any physical evidence that exists related to the incident (including physical marks, video/audio, printouts/screenshots of social media and other websites, emails, photos, text messages, etc.) Be advised that photos should be taken and printed off for all evidence contained on cellphones (i.e. text messages, photos, social media activity.): \_\_\_\_\_

**\*\*Where possible, please attach copies of all evidence information to this report. \*\***

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

The District prohibits retaliation (i.e. threats, rumor spreading, ostracism, assault, destruction of property, etc.) by a student or District employee against any person who makes a report of bullying in good faith, serves as a witness, or participates in an investigation.

Signature of person making the report

Date

Form given to: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_