

2023-2024

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This handbook represents the policies and procedures under which the Hills-Beaver Creek secondary school operates. The school board has adopted all policies and they are available in the school office during business hours. The district expects each student to be familiar with the handbook, for this in turn will assist our school in achieving a higher standard of learning. A student who has a concern about the handbook can visit with the administration, teachers, or a school board member. Refer to this handbook when in question about policy or procedure. This handbook supersedes all previous handbooks policies and procedures.

Hills-Beaver Creek School Song

Hail to our victors valiant
Hail to our conquering heroes
Hail! Hail! The Patriots
We're gonna win tonight
Fight! Fight! Fight!
We'll show them, mighty Patriots
We'll show them we're the greatest
Hail! Hail! the Patriots
We're with you all the way.

Welcome

Welcome to Hills - Beaver Creek School!

This handbook has been developed to provide information on policies and procedures that will assist you in having a good school experience. Ultimately, school policies are established to provide guidance and set expectations in an effort to ensure a positive and safe learning environment.

We encourage students at Hills – Beaver Creek ISD 671 to participate in many of the opportunities we offer in the academics, social, athletic, CTE, and fine arts programs.

Best wishes for a successful year and Go Patriots!

Mr. Todd Holthaus, Superintendent & Elementary Principal

Mr. Andrew Kellenberger, Secondary Principal

District Information

The Hills – Beaver Creek School District has the longest standing consolidated school district in the state of Minnesota. We are located in the very southwest corner of the state within a few miles of the South Dakota and Iowa borders. Our district is composed of residents from the towns and rural areas of Beaver Creek, Hills, and Steen primarily. The secondary building was newly constructed on the Northwest side of Hills. The original building still stands on the east side of Hills as we utilize the Hugo Goehle gym and locker room facilities. The elementary building is located in Beaver Creek.

SCHOOL HOURS

School starts at 8:00 a.m. and ends at 3:23 p.m. Students are not to be in the building before 7:45 a.m. or after 3:45 p.m. if they are not under a staff member's supervision. In the secondary school, students have 5 minutes passing time between classes and before/after school. The following schedules reflect:

- Daily Schedule for 8 Period Day
- 2 Hour Late Schedule
- Early Dismissal Schedule
- Assembly Schedule

Daily Schedule for 8 Period School Day

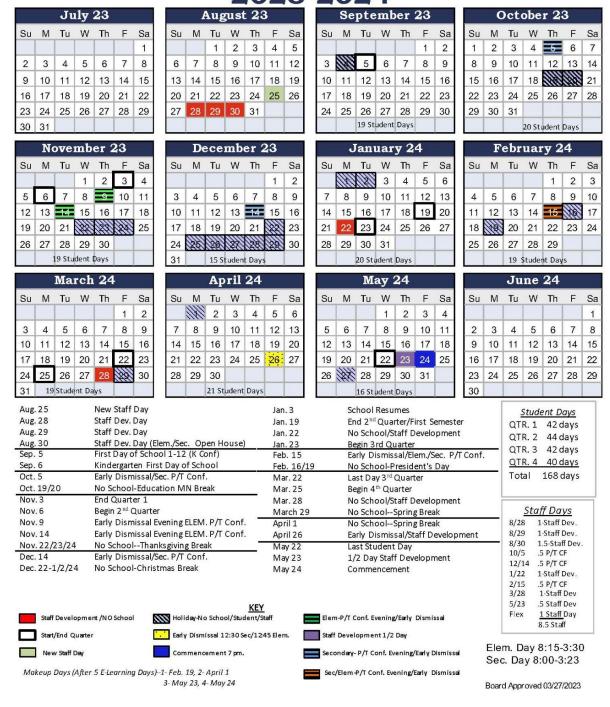
| DAILY SCHEDULE FOR 8 PERIOD DAY 23-24 | |
|--|--|
| SENIOR HIGH SCHEDULE ***8:00 First Bell | MIDDLE SCHOOL SCHEDULE ***8:00 First Bell |
| PERIOD 1 - 8:05 - 8:51 | PERIOD 1 - 8:05 - 8:51 |
| PERIOD 2 - 8:56 - 9:42 | PERIOD 2 - 8:56 - 9:42 |
| PERIOD 3 - 9:47 - 10:33 | PERIOD 3 - 9:47 - 10:33 |
| PERIOD 4 - 10:38 - 11:24 | PERIOD 4 - 10:38 - 11:24 |
| PERIOD 5 - 11:29 - 12:15 | 6-8 LUNCH - 11:29 - 11:54 |
| 9-12 LUNCH - 12:20 - 12:45 | PERIOD 5 - 11:59 - 12:45 |
| PERIOD 6 - 12:50 - 1:36 | PERIOD 6 - 12:50 - 1:36 |
| PERIOD 7 - 1:41 - 2:27 | PERIOD 7 - 1:41 - 2:27 |
| PERIOD 8 2:32 - 3:18 *** 3:23 Last Bell | PERIOD 8 2:32 - 3:18 *** 3:23 Last Bell |

| 2 HOUR LATE SCHEDULE 23-24 | | |
|--|--|--|
| SENIOR HIGH SCHEDULE ***10:00 First Bell | MIDDLE SCHOOL SCHEDULE ***10:00 First Bell | |
| PERIOD 1 - 10:05 - 10:40 | PERIOD 1 - 10:05 - 10:40 | |
| PERIOD 2 - 10:43 - 11:15 | PERIOD 2 - 10:43 - 11:15 | |
| PERIOD 3 - 11:18 - 11:50 | PERIOD 3 - 11:18 - 11:50 | |
| PERIOD 4 - 11:53 - 12:25 | 6-8 LUNCH - 11:53 - 12:23 | |
| 9-12 LUNCH - 12:28 - 12:58 | PERIOD 4 - 12:26 - 12:58 | |
| PERIOD 5 - 1:01 - 1:33 | PERIOD 5 - 1:01 - 1:33 | |
| PERIOD 6 - 1:36 - 2:08 | PERIOD 6 - 1:36 - 2:08 | |
| PERIOD 7 - 2:11 - 2:43 | PERIOD 7 - 2:11 - 2:43 | |
| PERIOD 8 - 2:46 - 3:18 *** 3:23 Last Bell | PERIOD 8 - 2:46 - 3:18 *** 3:23 Last Bell | |

| EARLY DISMISSAL SCHEDULE 23-24 | |
|--|---|
| SENIOR HIGH SCHEDULE ***8:00 First Bell | MIDDLE SCHOOL SCHEDULE ***8:00 First Bell |
| PERIOD 1 - 8:05 - 8:35 | PERIOD 1 - 8:05 - 8:35 |
| PERIOD 2 - 8:38 - 9:07 | PERIOD 2 - 8:38 - 9:07 |
| PERIOD 3 - 9:10 - 9:38 | PERIOD 3 - 9:10 - 9:38 |
| PERIOD 4 - 9:41 - 10:09 | PERIOD 4 - 9:41 - 10:09 |
| PERIOD 5 - 10:12 - 10:41 | PERIOD 5 - 10:12 - 10:41 |
| PERIOD 6 - 10:44 - 11:13 | PERIOD 6 - 10:44 - 11:13 |
| PERIOD 7 - 11:16 - 11:45 | PERIOD 7 - 11:16 - 11:45 |
| PERIOD 8 - 11:48 - 12:16 | 6-8 LUNCH - 11:45 - 12:15 |
| 9-12 LUNCH - 12:16 - 12:46 ***12:51 Last Bell | PERIOD 8 - 12:18 - 12:46 *** 12:51 Last Bell |

| ASSEMBLY SCHEDULE 23-24 | |
|---|---|
| SENIOR HIGH SCHEDULE ***8:00 First Bell | MIDDLE SCHOOL SCHEDULE ***8:00 First Bell |
| PERIOD 1 - 8:05 - 8:49 | PERIOD 1 - 8:05 - 8:49 |
| PERIOD 2 - 8:54 - 9:35 | PERIOD 2 - 8:54 - 9:35 |
| PERIOD 3 - 9:40 - 10:21 | PERIOD 3 - 9:40 - 10:21 |
| PERIOD 4 - 10:26 - 11:07 | PERIOD 4 - 10:26 - 11:07 |
| ASSEMBLY - 11:12 - 11:42 | ASSEMBLY - 11:12 - 11:42 |
| PERIOD 5 - 11:47 - 12:28 | 6-8 LUNCH - 11:47 - 12:14 |
| 9-12 LUNCH - 12:33 - 1:00 | PERIOD 5 - 12:19 - 1:00 |
| PERIOD 6 - 1:05 - 1:46 | PERIOD 6 - 1:05 - 1:46 |
| PERIOD 7 - 1:51 - 2:32 | PERIOD 7 - 1:51 - 2:32 |
| PERIOD 8 - 2:37 - 3:18 ***3:23 Last Bell | PERIOD 8 - 2:37 - 3:18 ***3:23 Last Bell |

Hills-Beaver Creek Schools ISD #671 2023-2024



District 671 Policies & Procedures

Section 1: Federal & State Mandates Adherence

Equal Opportunity Statement

It is the policy of Hills – Beaver Creek ISD 671 to provide equal educational opportunities to all persons regardless of race, color, creed, religion, national origin, sex, age, marital status, and status with regard to public assistance or disability. All students, regardless of sex, may enroll in any course – provided they meet the prerequisite requirements for such course.

Background Check Notification

All new persons, prior to being employed by the Hills – Beaver Creek Public Schools, must pass a criminal background check. Volunteers that coach and those who travel as chaperones on overnight field trips will be subject to a background check. Other occasional volunteers may be required to a background check at the discretion of the District. In addition, all new teachers will be subject to a license check on the Board of Teaching Disciplinary Inquiry System.

BULLYING PROHIBITION POLICY (POLICY #514) Rev. 2023

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

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.
- D. Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.
 - Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.
- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

- H. False accusations or reports of bullying against another student are prohibited.
- I. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 - 1. The developmental ages and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
 - 1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or

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

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

- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
 - 1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
 - 2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 - 3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. "Malicious and sadistic conduct" means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.
- F. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events,

and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

- G. "Prohibited conduct" means bullying cyberbullying malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- I. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

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

D. A teacher, school administrator, volunteer, contractor, or other school employee shall be

particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.
- F. Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be

consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See HILLS-BEAVER CREEK ISD #671 Policy 506) and other applicable school district policies; and applicable regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

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

Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

- 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
- 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
- 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
- 4. The incidence and nature of cyberbullying; and
- 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

- 1. Engage all students in creating a safe and supportive school environment;
- 2. Partner with parents and other community members to develop and implement prevention and intervention programs;

- 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
- 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
- 5. Teach students to advocate for themselves and others;
- 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
- 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See HILLS-BEAVER CREEK ISD #671 Policy 515) in the student handbook.

VIII. NOTICE

- A. A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy must be conspicuously posted throughout each school building, in the administrative offices of the school district, and in the office of each school.
- C. This policy must be distributed to each school district or school employee and independent contractor at the time of hiring or contracting.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. Each school must develop a process for discussing this policy with students, parents

of students, independent contractors, and school employees.

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

IX. POLICY REVIEW

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

HARASSMENT & VIOLENCE POLICY (POLICY #413)

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 671 (the "School District") to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors, or persons subject to the supervision and control of the District.)

It shall be a violation of this policy for any pupil, teacher, administrator, or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other personnel. The School District will act to investigate all complaints, either formal or informal, verbal or written of religious, racial or sexual harassment or violence, and to duplicate or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

- **A.** <u>Sexual Harassment: Definition.</u> Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
- (i) submission to that conduct or communication is made a term or condition, either explicitly or implicitly, or obtaining or retaining employment, or obtaining as education; or
- (ii) submission to rejection of that conduct or communication by as individual is used as a factor in decisions affecting that individual's employment or education;

(iii) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include but is not limited to:

- (i) unwelcomed verbal harassment or abuse;
- (ii) unwelcomed pressure for sexual activity;
- (iii) unwelcomed, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
- (iv) unwelcomed sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- (v) unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises or preferential treatment with regard to an individual's employment or educational status; or
- (vi) unwelcome behavior or words directed at an individual because of gender.
- **B.** Racial Harassment: Definition. Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
- (i) has the purpose of effect of creating as intimidating, hostile or offensive working or academic environment.
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's employment or academic opportunities.
- **C.** Religious Harassment Definition. Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
- (i) has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
- (ii) has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
- (iii) otherwise adversely affects an individual's employment or academic opportunities.
- **D.** <u>Sexual Violence: Definition.</u> Sexual violence is a physical act of aggression or force of the threat thereof which involves the touching of another's intimate parts. Intimate parts, as defined in Minnesota Statues section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

- (i) touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
- (ii) coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;

- (iii) coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- (iv) threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse on another.

III. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assist or participates in an investigation, or who testifies, assists or participates in a preceding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, and form of intimidation, reprisal or harassment.

IV. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

V. HARASSMENT OR VIOLENCE AS ABUSE

Under certain circumstances, alleged harassment or violence may be abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

VI. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
- B. This policy shall appear in the student handbook.
- C. The School District will develop a method of discussing this policy with students and employees.
 - D. This policy shall be reviewed at least annually for compliance with state and federal law.

DISTRICT 671 POLICY AGAINST RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE

 Everyone at District 671 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.

- 2. A harasser may be a student or an adult. Harassment may include the following when related to religion, race, sex or gender:
 - a. name calling, jokes or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoons;
 - e. unwelcomed 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 make you feel bad.
- 3. 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.
- 4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
- 5. Your right to privacy will be respected as much as possible.
- 6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
- 7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- 8. 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: Human Rights Officer -

Todd Holthaus

Hills-Beaver Creek Schools 301 N Summit Ave, PO Box 547

Hills, MN 56138 Phone: 962-3240

Email: t.holthaus@isd671.net

Nondiscrimination Statement

In District 671, no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to

discriminations under any educational program or employment, recruitment, considerations or selections, therefore, whether full-time or part-time, for any educational program or activity for which ISD 671 is responsible.

Anyone who is a resident of the Hills-Beaver Creek School District or who attends its public schools feels that he/she has been discriminated against in any of the areas covered above should contact Todd Holthaus, Superintendent, ISD 671.

Todd Holthaus, Superintendent Hills-Beaver Creek ISD 671 PO Box 547 Hills, MN 56138 (507) 962-3240 t.holthaus@isd671.net

HAZING PROHIBITION (Policy #526)

I. PURPOSE--The purpose of this policy is to maintain a safe learning environment for students and staff that is free from hazing. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
 - D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures. Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

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

III. DEFINITIONS

A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:

- 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also, may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
 - E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances, or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials, or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

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

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

VI. RETALIATION OR REPRISAL

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

MANDATED REPORTING

All school district personnel are mandated reporters as designated by the state of Minnesota under MN Statute 626.556. All H-BC Staff are required to report suspected child abuse or neglect.

SECTION 504

It is the policy of Hills – Beaver Creek ISD 671 to protect disabled students from discrimination on the basis of disability and to identify and evaluate learners who, within the intent of Section 504 of the Rehabilitation Act of 1973, need special services, accommodations, or programs in order that such learners may receive a free appropriate public education. For this policy, a learner who is protected under Section 504 is one who:

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or

- 2. has a record of such impairment; or
- 3. is regarded as having such impairment.

Such learners are eligible for services, accommodations, or programs under the provisions of Section 504 even though they are not eligible for special education pursuant to the Individuals with Disabilities Education Act.

Any individual with knowledge or belief of conduct that may constitute discrimination toward a disabled student should report the alleged acts or file a grievance immediately with an appropriate school district official or Lois Leenderts, the Section 504 Coordinator of the H-BC ISD 671 at 507-962-3240 or at 301 N Summit Ave, Hills, Minnesota 56138. *A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.*

SCHOOL WEAPONS (POLICY #501)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. "Weapon"

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

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

IV. EXCEPTIONS

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

C. Policy Application to Instructional Equipment/Tools

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

D. Firearms in School Parking Lots and Parking Facilities

A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder's vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

A. The school district does not allow the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

- 1. immediate out-of-school suspension;
- 2. confiscation of the weapon;
- 3. immediate notification of police;
- 4. parent or guardian notification; and
- 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

While the school district does not allow the possession, use, or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

A. <u>Employees</u>

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

B. Other Non Students

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

SEARCH OF STUDENT LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON (Policy #502)

PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. <u>Desks</u>

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials

for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

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

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.
- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

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

VI. SEIZURE OF CONTRABAND

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

VII. VIOLATIONS

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

Student Records

District 671 complies with state and federal laws regarding student records. The district may release directory information: the student's name, address, phone number; date and place of birth; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; the most recent educational agency or institution attended by the student; and similar information.

Information does not include identifying information on a student's religion, race, or nationality nor his or her grades or test results.

Parents and students of legal age can request that part of all of this information not be disclosed without prior written consent, except to school officials or as provided under federal law. Any request regarding student records must be in writing and sent to the District Office. See H-BC Policy 515 for further information.

EDUCATIONAL RECORDS (POLICY #515)

Students and parents have specific rights regarding school records as specified in the 1974 Family Educational Rights and Privacy Act, the Minnesota Data Privacy Act, P.L. 94-142 Education for All Handicapped Children Act), and according to MN Statute.

Title IX and Equal Education Opportunity 102 Rev. 2023

102 EQUAL EDUCATIONAL OPPORTUNITY

I. PURPOSE

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully 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. The school district also makes reasonable accommodation for students with disabilities.
- B. The school district prohibits harassment and discrimination of any individual based on any of the protected classifications listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence (Policy 413).
- C. The school district prohibits discrimination of students with a disability, within the intent of Section 504 of the Rehabilitation Act of 1973 ("Section 504"), who need services, accommodations, or programs in order to receive a free appropriate public education. For information as to protections that may apply pursuant to Section 504 and the school district's corresponding procedures for addressing disability discrimination complaints, refer to the school district's policy on student disability nondiscrimination (Policy 521).
- D. The school district prohibits sexual harassment discrimination of any individual on the basis of sex in its education programs or activities. For information as to the protections that apply pursuant to Title IX and school district's corresponding procedures and processes for addressing sexual harassment and discrimination, refer to the school district's policy on Title IX sex nondiscrimination (Policy 522).
- E. The school district shall provide equal opportunity for members of each sex and to members of all races and ethnicities to participate in its athletic program. In determining whether equal opportunity to participate in athletic programs is available for the purposes of this law, at least the following factors shall be considered to the extent that they are applicable to a given situation: whether the opportunity for males and females to participate in the athletic program reflects the demonstrated interest in athletics of the males and females in the student body of the educational institution; whether the opportunity for members of all races and ethnicities to participate in the athletic program reflects the demonstrated interest in athletics of members of all races and ethnicities in the student body of the educational institution; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of each sex; whether the variety and selection of sports and levels of competition effectively accommodate the demonstrated interests of members of all races and ethnicities; the provision of equipment and supplies; scheduling of games

and practice times; assignment of coaches; provision of locker rooms; practice and competitive facilities; and the provision of necessary funds for teams of one sex.

- F. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- G. Every school district employee shall be responsible for complying with this policy.
- H. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

The school district prohibits the harassment of any individual for any of the categories listed above. Any student, parent or guardian having any questions or complaints regarding alleged Title IX violations should contact Andrew Kellenberger, the Title IX Officer for the district at (507) 962-3240 or at 301 N Summit Ave, Hills, MN 56138. A complete copy of this policy may be obtained from the district office that fully outlines students' rights and grievance procedures.

TOBACCO-FREE ENVIRONMENT (POLICY #419) Rev. 2023

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district, or person smokes or uses tobacco, tobacco-related devices, or carries or uses an activated electronic delivery device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. In addition, this prohibition includes vehicles used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

[Note: The following language is not required by law, but is recommended by

MSBA for inclusion in this policy.]

D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, tobacco-related devices, or electronic delivery devices. The school district will not promote or allow promotion of tobacco products or electronic delivery devices on school property or at school-sponsored events.

III. DEFINITIONS

- A. "Electronic delivery device" means any product containing or delivering nicotine, lobelia, or any other substance, whether natural or synthetic, intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of aerosol or vapor from the product. Electronic delivery devices includes but is not limited to devices manufactured, marketed, or sold as electronic cigarettes, electronic cigars, electronic pipe, vape pens, modes, tank systems, or under any other product name or descriptor. Electronic delivery device includes any component part of a product, whether or not marketed or sold separately. Electronic delivery device excludes drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- B. "Heated tobacco product" means a tobacco product that produces aerosols containing nicotine and other chemicals which are inhaled by users through the mouth.
- C. "Tobacco" means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including, but not limited to, cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco. Tobacco excludes any drugs, devices, or combination products, as those terms are defined in the Federal Food, Drug, and Cosmetic Act, that are authorized for sale by the United States Food and Drug Administration.
- D. "Tobacco-related devices" means cigarette papers or pipes for smoking or other devices intentionally designed or intended to be used in a manner which enables the chewing, sniffing, smoking, or inhalation of vapors aerosol or vapor of tobacco or tobacco products. Tobacco-related devices include components of tobacco-related devices which may be marketed or sold separately.
- E. "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, pipe, or any other lighted or heated product containing, made, or derived from nicotine, tobacco, marijuana, or other plant, whether natural or synthetic, that is intended for inhalation. Smoking includes carrying or using an activated electronic delivery device.
- F. "Vaping" means using an activated electronic delivery device or heated tobacco product.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when an Indian adult lights tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony. An American Indian student may carry a medicine pouch containing loose tobacco intended as observance of traditional spiritual or cultural practices. An Indian is a person who is a member of an Indian tribe as defined under Minnesota law.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco-cessation product, as a tobacco-dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose. Nothing in this exception authorizes smoking or use of tobacco, tobacco-related devices, or electronic delivery devices on school property or at off- campus events sponsored by the school district.

V. VAPING PREVENTION INSTRUCTION

- A. The school district must provide vaping prevention instruction at least once to students in grades 6 through 8.
- B. The school district may use instructional materials based upon the Minnesota Department of Health's school e-cigarette toolkit or may use other smoking prevention instructional materials with a focus on vaping and the use of electronic delivery devices and heated tobacco products. The instruction may be provided as part of the school district's locally developed health standards.

[NOTE: In addition, school districts may choose to require (a) evidence-based vaping prevention instruction to students in grades 9 through 12; and/or (b) a peer-to-peer education program to provide vaping prevention instruction.]

VI. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees.

AHERA Notification

As a result of recent federal legislation (Asbestos Hazard Emergency Response Act-AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Hills-Beaver Creek Public School has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

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

Furthermore, the Hills-Beaver Creek Public School has completed their 3-Year Re-inspection required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year Hills-Beaver Creek Public School conducted the following with respect to its asbestos containing buildings materials:

*Implemented our Operations and Maintenance Program

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. In addition, the law requires all buildings to be inspected three years after a management plan is in effect. IEA, Inc. will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commending work to be given this information.

The Hills-Beaver Creek Public School has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school

office. Copies are available at 25 cents per page. Questions related to the plan should be directed to IEA Inc., or by contacting the Hills-Beaver Creek Public School.

IAQ/General Pesticide Notice

Indoor Air Quality Notice

Hills-Beaver Creek School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and

by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists of self-help information so they can properly evaluate their child's home of other out of school situations by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subject, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

The Hills-Beaver Creek School District Indoor Air Quality contact person is Mr. Dalton Bass, District Head Custodian. If there are any questions regarding the school's IAQ Program, please feel free to call the school at 507-962-3240.

General Pesticide Notice

A Minnesota state law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

State law also requires that you be told that the long-term health effects on children from the application of such pesticides of the class of chemicals to which they belong may not be fully understood.

If you would like to be notified prior to pesticide applications made on days other than those specifies in the estimated schedule please contact Mr. Dalton Bass, District Head Custodian, Hills-Beaver Creek Schools at 507-962-3240.

Section 2: Student Safety

A.L.I.C.E. (Alert, Lockdown, Inform, Counter, Evacuate)

ALICE Training is the method that students and school staff are trained in to defend themselves if involved in an aggressive intruder, active shooter event. ALICE utilizes procedures that assist students in determining the need for fighting, hiding or evacuating.

EMERGENCIES

Fire Drills are held on a periodic basis. Signs in each room direct students to the appropriate exit. Tampering with the fire alarm when there is no fire or fire drill is against the law and violators will be prosecuted.

Tornado Drills are held at the beginning of the tornado season. Signs in each room direct students to the appropriate shelter.

Lock Down Drills are required by the Minnesota Department of Education. Five drills are the required minimum each year. Staff members are instructed on proper procedures.

Other emergency situations should be referred to the superintendent's office or the principal or his/her designate.

SAFETY DRILLS

In accordance with State law, each school will conduct the following safety drills throughout the school year. Five (5) fires drills, five (5) lockdown drills, and one (1) severe weather drill.

SCHOOL CLOSING ANNOUNCEMENTS

School closing, delayed starting times, or early dismissal will be announced over radio stations KQAD, Luverne. In addition, and when possible, KELO, KSFY and KDLT television stations in Sioux Falls. Every attempt will be made to make reports, if school start time will be delayed, by 6:30 a.m. Please do not call the school. Telephone lines must be kept open for emergencies. Also, the School's Emergency Notification system will be utilized to call emergency contact numbers to notify parents and family members of late starts, early dismissals, and school cancellations.

The District values and respects your parental instincts regarding your child's safety and emphasizes the decision to send your son/daughter to school, when an emergency or weather-related situation arises ultimately rests with the parent.

SECURITY CAMERAS

Video surveillance may occur in any school district building, district school bus, or on any school district property. See district policy 711 and 712 for further information.

<u>VISITORS</u>

All visitors to the school must sign in at the school office. Students visiting Hills-Beaver Creek Secondary School must have administrative approval a minimum of three days advance notice. Students without prior approval will not be allowed to visit. When students visit, the principal will

decide the length of the visit. No student visitors will be allowed to stay more than two periods. Visitors must obtain a visitor's badge from the office and wear it at all times in the building.

Section 3: Student Health

ACCIDENTS (reporting and handling):

Accidents resulting in injury to students, staff, or visitors should be reported immediately to the office. If you have purchased school medical insurance, forms for insurance claims are available in the Superintendent's office.

If simple first aid is required, contact the nearest staff person to assist you. There are supplies available for minor cuts and scratches in the office.

If the injury appears serious (unconscious, broken bones, possible head or back injury, etc.) the supervisor or staff person in charge will contact the ambulance. (Dial 911) Decisions on care and needs of the person will be made by the ambulance squad. If hospitalization is required, the ambulance will transport the injured person to the nearest available hospital.

Accidents resulting in damage to property should be reported to the office or custodians as soon as possible so that repairs may be made and staff should report all accidents to the office.

HEALTH AND EMERGENCY (POLICY #516)

Since students often become ill during the day and are not able to stay in school, it is essential that each parent fill out the emergency card so we know where to reach a parent or other contact person during the day. It is important that arrangements are made with a neighbor or relative to pick up the child and care for him/her if a parent cannot be reached.

HEALTH RECORDS (POLICY # 516)

The school maintains a health record for each student. It shows required immunizations, results of preschool screening and a description of special medical needs related to heart, diabetes, asthma, allergy, vision, and hearing problems.

MEDICATION (POLICY #516)

Occasionally it becomes necessary for a child to take medication during the school day. Only prescribed medications will be given at school. In the event a child needs medication during the school day, the following procedures apply:

ADMINISTRATION OF PRESCRIPTION MEDICATION BY A TEACHER OR THE PRINCIPAL WILL BE DONE ONLY:

- -with written authorization from the doctor
- -with written authorization from the parent or guardian
- -if medication is in a container labeled by the physician /pharmacy

If the child will be taking prescription medication regularly during the school year, parents will need to sign a medication form, available from the office.

If a child is taking short-term medication (less than 10 days) parents may send a written note instead of filing the medication form. The note must include directions that state the name of the medication, physician's name, dosage amount, time medication is to be given, and possible side effects.

ALL MEDICATION MUST BE BROUGHT TO THE OFFICE. ALL MEDICATION IS STORED IN A LOCKED CABINET AND IS DISTRIBUTED BY AUTHORIZED SCHOOL PERSONNEL ONLY.

Section Four: Student Busing & Transportation

STUDENT SAFETY TRANSPORTATION POLICY 709 Rev. 2023

Mission - It is the goal of I.S.D. #671 to provide safe and efficient transportation for the students of the district. We believe that rider misbehavior sidetracks us from achieving this goal. As such, we support the majority who behave by firm and fair enforcement of these rules for all. Remember, riding the school bus is a privilege, not a right. see MN§ 121A.59 2007

Students that ride the Hills-Beaver Creek buses should be at the designated bus stop on time (a minimum of 5 minutes before scheduled time). Students crossing the road after getting off the bus, must cross in front of the bus, no exceptions.

A. Students in the Hills-Beaver Creek Schools and Hills Christian School are required to obey and follow the rules listed below. The driver is fully in charge at all times. Students are to obey and respect the driver. If the following bus rules are violated, students will be referred to the principal for appropriate action.

I. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. 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. MN§ 121A.59 2007
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director and/or principal. Serious misconduct may be reported to local law enforcement.
 - 1. <u>School Bus and Bus Stop Rules</u>. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop 5 minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. 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.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.
- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. <u>Consequences</u>

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Secondary (6-12)

1st offense - warning

2nd offense – 5 school-day suspension from riding the bus

3rd offense – 10 school-day suspension from riding the bus

4th offense – 20 school-day suspension from riding the

bus/meeting with parent

5th offense – suspended from riding the bus for the remainder of the school year

Note: When any student goes 60 transportation days without a report, the student's consequences may start over at the first offense. This is at the discretion of the administration of each building.

(2) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(3) Records

Records of school bus/bus stop misconduct will be forwarded to the individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(4) <u>Vandalism/Bus Damage</u>

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within 2 weeks may result in the loss of bus privileges until damages are paid.

(5) <u>Notice</u>

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(6) <u>Criminal Conduct</u>

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

II. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children. Bus Rules are included in the handbook are provided to all parents and are required to be read by parents during registration each fall.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

- 1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
- 2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
- Communicate safety concerns to their school administrators;
- 4. Monitor bus stops, if possible;
- 5. Have their children to the bus stop 5 minutes before the bus arrives;
- 6. Have their children properly dressed for the weather; and
- 7. Have a plan in case the bus is late.

BUS PHONE LINE:

If your child will not be riding the bus in the AM please call or text message the bus driver directly <u>prior to 6:30 am the day</u> your child will not be riding. Leave your name, child's name and the bus driver or bus number they will not be riding. **Call 507-962-3240 Press 4.**

TRIPS

Students going to school functions on a school bus or other school-sponsored transportation are expected to return home on the bus/school-sponsored transportation unless the parent notifies the advisor "in writing" that they will be going home with them. If this rule is broken you may not be allowed to ride the bus to other school functions or participate in them.

To ride the Athletic Spectator Bus the student must be attending Hills-Beaver Creek Secondary. Spectator buses need enough passengers to pay for the trip.

Section Five: Student Attendance

ATTENDANCE AND ABSENCES (POLICY #503) STUDENT ATTENDANCE

A. Responsibilities

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

- 2. <u>Parent or Guardian's Responsibility:</u> It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.
- 3. <u>Teacher's Responsibility:</u> It is the teacher's responsibility to take daily attendance and to maintain accurate attendance records in each assigned class and study hall. It is also the teacher's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments upon request. Finally, it is the teacher's responsibility to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility:

- a. It is the administrator's responsibility to require students to attend all assigned classes and study halls. It is also the administrator's responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students, to maintain accurate records on student attendance and to prepare a list of the previous day's absences stating the status of each. Finally, it is the administrator's responsibility to inform the student's parent or guardian of the student's attendance to work cooperatively with them and the student to solve attendance problems.
- b. In accordance with the regulations of the Minnesota Department of Education and the Minnesota Compulsory Instruction Law, Minn. Stat. 120A.22, the students of the school district are REQUIRED to attend all assigned classes and/or study halls every day school is in session, unless the student has completed the studies ordinarily required in the tenth grade and has elected not to enroll or has a valid excuse for absence.

B. <u>Attendance Procedures</u>

A student is considered absent whenever he/she is not present in class. Attendance shall be taken at the beginning of the school day and shall be taken at the beginning each period throughout the day. Teachers will report any student to the office who is not on the absent list but is absent from their class.

1. Absence Procedure for Students

- a. The school is to be notified by the parent/guardian if the student will be absent/tardy or dismissed early from school.
- b. The school office will accept collect phone calls.
- c. Parents should call the office by 8:05 a.m. to report an absence.
- d. If the parent has not called by 9:00 a.m. the office staff will call the students home to verify the absence.

2. Excused Absences

a. The following reasons shall be sufficient to constitute excused absences:

- (1) Illness.
- (2) Serious illness in the student's immediate family.
- (3) A death in the student's immediate family or a close friend or relative.
- (4) Medical or dental treatment.
- (5) Court appearances occasioned by family or personal action.
- (6) Religious instruction not to exceed three hours in any week.
- (7) Physical emergency conditions such as fire, flood, storm, etc.
- (8) Official school field trip or other school-sponsored outing. (Does not count as an absence.)
- (9) Removal of a student pursuant to an in school suspension are to be handled as excused absences and students will be permitted to complete make-up work.
- (10) Prearranged Family Trips.
- (11) College visits prearranged by the high school counselor.
- b. Consequences of Excused Absences
 - (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 1 day for each day absent from the date of the student's return to school. Any work not completed within this period shall result in "no credit" for the missed assignment. However, the building principal or the classroom teacher may extend the time allowed for completion of make-up work in the case of an extended illness or other extenuating circumstances.

Unexcused Absences

- a. The following are examples of absences, which will not be excused (This is not an all inclusive list.):
 - (1) Truancy. An absence by a student, which was not approved by the parent and/or the school district.
 - (2) Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
 - (3) Work at a business, except under a school-sponsored work program.
- b. Consequences of Unexcused Absences
 - (1) Absences resulting from official suspension will be handled in accordance with the Pupil Fair Dismissal Act, MN Stat. 121A.40-121A.56.
 - (2) Days during which a student is suspended from school shall not be counted in a student's total cumulated unexcused absences.
 - (3) In cases of recurring unexcused absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statues.
 - (4) Students with unexcused absences shall be subject to discipline in the following manner: The student will serve detention: two times the amount of school missed.
- 4. Consequences of Excessive Absences
 - a. The following procedure will be used for excessive absences.

- (1) On the sixth (6) absence, parents or guardians will be notified by a letter from the principal.
- (2) On the eighth (8) absence, a conference will be held, if requested, with the principal, appropriate staff, parents or guardians and student.
 - (3) If the student is absent an eleventh (11) time, the student may be removed from class and will not be readmitted until a parent and student conference with the child study committee. Credit may be withheld.

C. <u>Participation in Extracurricular Activities and School-Sponsored On-the Job Training Programs</u>

- 1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored onthe-job training programs.
- 2. School-initiated absences will be accepted and participation permitted.
- 3. A student may not participate in any activity or program if he or she has an unexcused absence from any class during the day.
- 4. If a student is suspended or removed from any class, he or she may not participate in any activity or program that day.
- 5. To participate in any Category I, II, or III activities, the student must be present one-half of the school day.

ATTENDANCE APPEALS PROCESS

A request for an appeal must be made to the administration within three (3) school days after receipt of the drop notification. The student will be in class until the appeal is concluded. The student, parent(s)/guardian(s), and dean will meet with the appeal committee. The appeal committee shall consist of the principal and teachers.

NOTE: Special consideration will be given to students with a long-term illness.

LEAVING SCHOOL AND SIGNING OUT

Students are allowed to leave school by having parental permission. A student signing out must print legibly with their first and last name visible noting the time and location of their destination. All students are responsible for signing out and in at the main office with their first and last name legibly.

Students must also sign out for open-lunch to allow school staff to know the student's whereabouts in the event of a phone call or emergency. Students may lose the privilege of open lunch if they do not follow this expectation.

MAKEUP WORK (POLICY #503)

If students are absent one day because of illness, no arrangements will be made to receive make-up work. If students are gone two or more consecutive days because of illness, parents are

encouraged to call for make-up work. Calls should be made by 10:00 a.m. and homework may be picked up at the office between 3:20-4:00 p.m.

SCHOOL DAY

The school day begins at 8:00 and ends at 3:23. The school building is open from $\underline{7:45}$ a.m. until 3:45 p.m. every day that school is in session. No student is to be in the building before $\underline{7:45}$ a.m. unless under the supervision of a staff person.

TARDY (POLICY #503)

- 1. <u>Definition:</u> Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.
- 2. Reporting Tardiness
 - a. Students tardy at the start of school must report to the school office for an admission slip and sign in for the school day.
 - b. Tardiness between periods will be handled by the teacher.
- 3. Excused Tardiness. Valid excuses for tardiness are:
 - a. illness;
 - b. serious illness in the student's immediate family;
 - c. a death in the student's immediate family or of a close friend or relative;
 - d. medical or dental treatment;
 - e. court appearances occasioned by family or personal action;
 - f. physical emergency conditions such as fire, flood, storm, etc.;
 - g. any tardiness for which the student has been excused in writing by an administrator or faculty member.

4. Unexcused Tardiness

- a. An unexcused tardiness is failing to be in an assigned area at the designated time class period commences without a valid excuse.
- b. For students with an Unexcused Tardy at the beginning of the school day. (Begins new at Semester time)
- c. For student's tardy to the first period of the day:
 - 1) First Offense: Warning and note sent home
 - 2) Second Offense: Warning and note sent home
 - 3) Third-seventh offense: Lunch detention
 - 4) Eighth offense: Student referred to the principal for further disciplinary action
- d. For those students tardy to individual classes after the first period of the day individual classroom teachers will handle. (Excessive tardies will be referred to the principal by the classroom teacher.
- e. A student with 3 tardies will equal 1 detention after school. Students will be assigned a classroom to serve after school.

4. Procedure for Unexcused Tardiness at Beginning of Day

- a. Student will check-in to the office with Administrative Assistant
- b. Student will call parent with personal cell phone
- c. Student will will hand Administrative Assistant his/her phone

d. Administrative Assistant will state, "STUDENT NAME is tardy today as they arrived at TIME. Please encourage your student to get to school at 8:00 AM as they need to be at class at 8:05 AM. Thank you."

Section Six: Student Conduct, Expectations & Discipline

H-BC is committed to following the expectations of PBIS. Positive Behavior Interventions and Supports (PBIS) is a framework for supporting a positive school climate and culture to support student learning. PBIS practices are research based and data driven. This is communicated to our school community through Patriot GRAD. This builds upon the elementary PRIDE expectations. At the secondary building, GRAD means being goal-oriented, respectful, accountable, and determined in all areas to help our students be successful. Examples of our GRAD expectations will be posted on our school website.

The mission of the Hills-Beaver Creek Secondary School is to empower students to develop the skills, attitudes, and desire to reach their fullest potential and achieve excellence in all that they do.

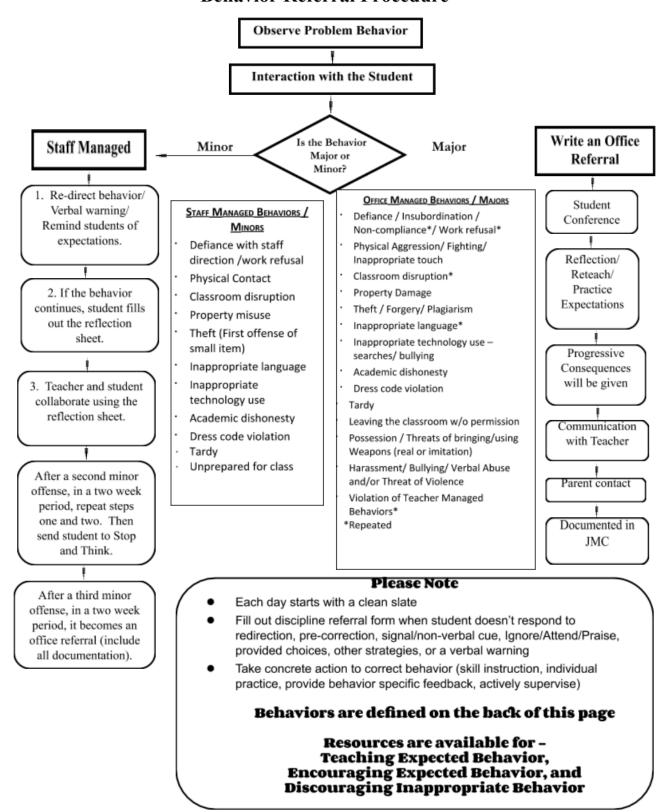
Following the research of PBIS, we commit to celebrating school-wide recognition and celebration of positive behavior. We use interventions to help support students who are not meeting behavioral expectations, including the access to mental-health support providers. We promote parent involvement in helping to address student academic and behavioral concerns.

PBIS GRAD Matrix

| | - IVIGUIX | ı | I | I | T | 1 |
|---------------|---|---|---|--|---|---|
| | Learning School Activity Locations (ex. classrooms) gyms) | | Buses | Campus (ex. hallways, restrooms, parking lot) | Lunchroom | On Devices |
| Goal-Oriented | -attend all classes every day -be prepared with supplies -be on time & ready for lessons -politely ask for help when needed -set goals & strive to achieve | -set goals & strive to achieve -develop a growth mindset -be a positive role model | -be prompt -stay seated -be a good role model | -walk directly to your destination -be prompt | -be kind & courteous to everyone (ie. use manners, invite others to sit with you) -use equipment properly -use appropriate language & voice level | -during class students must check-in phones to designated area -create a positive digital footprint |
| Respectful | -listen and participate -follow directions the first time -use equipment properly | -be kind & courteous to everyone -represent our school -use equipment properly -show positive | -be kind & courteous to everyone -use equipment properly -use appropriate | -be kind & courteous to everyone -use equipment properly -respect others' privacy -use | -be kind & courteous to everyone -use equipment properly -use appropriate language & voice level | -use equipment properly -be kind & courteous to everyone -use phone during the 5 |

| | be kind & courteous to everyone -allow others the opportunity to learn -use appropriate language & voice level | sportsmanship -use appropriate language & voice level | language & voice level -listen to bus driver | appropriate language & voice level | | minute transition between classes during class students must check-in phones to designated area |
|-------------|---|--|--|--|--|---|
| Accountable | -complete all assignments & activities on time -do your own work -take responsibility for your actions -prioritize & organize your time -see something, say something | -represent our school consistently -take responsibility for your actions -see something, say something | -take responsibility for your actions -keep the isles clean -remain seated -see something, say something | -take responsibility for your actions -see something, say something | -leave area cleaner than you found it -take responsibility for your actions -think before you speak, text, or post -see something, say something | -see something, say something -take responsibility for your actions -remember passwords and usernames |
| Determined | -keep trying, even when it's difficult -seek help when needed -set goals & strive to achieve -expect to be successful -develop a growth mindset | -keep trying, even when it's difficult - seek help when needed -set goals & strive to achieve -expect to be successful | -decide to be positive with self & others | -dedicate to being on time -strive to keep a tidy locker | -manage your time efficiently -be a leader | -figure out programs confidently by trial and error before asking for help |

Behavior Referral Procedure



Minor Problem Behaviors

| Minor Problem Behavior | Definition |
|---------------------------------------|---|
| Academic Dishonesty/ Lying/Cheating | First offense of copying class work. |
| Defiance | Student engages in brief or low-intensity failure to follow directions or talks back. |
| Disrespect | Student delivers low-intensity, socially rude or dismissive messages to adults or students. |
| Disruption | Student engages in low-intensity, but inappropriate disruption. |
| Dress Code Violation | Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district. |
| Inappropriate Language | Student engages in low-intensity instance of inappropriate language. |
| Other | Student engages in any other minor problem behaviors that do not fall within the above categories. |
| Physical Contact/ Physical Aggression | Student engages in non-serious, but inappropriate physical contact. |
| Property Misuse | Student engages in low-intensity misuse of property. |
| Tardy | Student arrives at class after the bell (or signal that class has started). |
| Technology Violation | Student engages in non-serious, but inappropriate (off-task) use of cell phone, music/video players, camera, and/or computer. |

Major Problem Behaviors

| Major Problem Behavior | Definition |
|---|---|
| Abusive Language/ Inappropriate Language/ Profanity | Student delivers verbal messages that include swearing, name calling, or use of words in an inappropriate way. |
| Arson | Student plans and/or participates in malicious burning of property. |
| Bomb Threat/ False Alarm | Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion. |
| Bullying | The delivery of direct or technology-based messages that involve intimidation, teasing, taunting, threats, or name calling. |
| Defiance/ Insubordination/ Non-Compliance | Student engages in refusal to follow directions or talks back. |
| Disrespect | Student delivers socially rude or dismissive messages to adults or students. |
| Disruption | Student engages in behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior. |
| Dress Code Violation | Student wears clothing that does not fit within the dress code guidelines practiced by the school/district. |
| Fighting | Student is involved in mutual participation in an incident involving physical violence. |
| Forgery/ Theft/Plagiarism | Student is involved by being in possession of, having passed on, or being responsible for removing someone else's property; or the student has signed a person's name without that person's permission, or claims someone else's work as their own. |

| Gang Affiliation Display | Student uses gesture, dress, and/or speech to display affiliation with a gang. |
|--|--|
| Harassment | The delivery of disrespectful messages in any format related to gender, ethnicity, sex, race, religion, disability, physical features, or other protected class. |
| Inappropriate Display of Affection | Student engages in inappropriate, consensual (as defined by school) verbal and/or physical gestures/contact, of a sexual nature to another student/adult. |
| Inappropriate Location/ Out of Place | Student has left the classroom / out of place. |
| Academic Dishonesty/ Lying/Cheating | Student delivers message that is untrue and/or deliberately violates rules. (Examples - Cheating on AR tests, doing work/ giving answers for another student) |
| Other Behavior | Student engages in problem behavior not listed. |
| Physical Aggression | Student engages in actions involving serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.). |
| Property Damage/Vandalism | Student participates in an activity that results in destruction or disfigurement of property. |
| Skip class | Student leaves or misses class without permission. |
| Tardy | Student is late to class or the start of the school day (and Tardy is not considered a minor problem behavior in the school). |
| Technology Violation | Student engages in inappropriate (sexual material, bullying behavior, threatening) use of cell phone, pager, music/video players, camera, and/or computer. |
| Truancy | Student receives an 'unexcused absence' for ½ day or more. |
| Use/Possession of Alcohol | Student is in possession of or is using alcohol. |
| Use/Possession of Combustibles | Student is/was in possession of substances/objects readily capable of causing bodily harm and/or property damage (matches, lighters, firecrackers, gasoline, lighter fluid). |
| Use/Possession of Drugs | Student is in possession of or is using illegal drugs/substances or imitations. |
| Use/Possession of Tobacco | Student is in possession of or is using tobacco. |
| Use/Possession of Weapons | Student is in possession of knives (> 6 in., < 6 in.) and guns (real or look alike), or other objects readily capable of causing bodily harm. |

ALCOHOL, TOBACCO (including Vaping e-cigarettes), AND DRUG POLICY 418 Rev. 2023

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

The purpose of this policy is to maintain a safe and healthful environment for employees and students by prohibiting the use of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances without a physician's prescription.

II. GENERAL STATEMENT OF POLICY

A. Use or possession of alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, and controlled substances before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.

- B. A violation of this policy occurs when any student, teacher, administrator, other school district personnel, or member of the public uses or possesses alcohol, toxic substances, medical cannabis, nonintoxicating cannabinoids, edible cannabinoid products, or controlled substances in any school location.
- C. An individual may not use or possess cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public school, as defined in Minnesota Statutes, section 120A.05, subdivisions 9, 11, and 13, including all facilities, whether owned, rented, or leased, and all vehicles that the school district owns, leases, rents, contracts for, or controls.
- D. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage containing more than one-half of one percent alcohol by volume.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 United States Code section 812, including analogues and look-alike drugs.
- C. "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
- D. "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means.
- E. "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the commissioner.
- F. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- G. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.
- H. "Sell" means to sell, give away, barter, deliver, exchange, distribute or dispose of to another, or to manufacture; or to offer or agree to perform such an act, or to possess with intent to perform such an act.
- I. "Toxic substances" includes: (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide, or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the commissioner of health.

J. "Use" means to sell, buy, manufacture, distribute, dispense, be under the influence of, or consume in any manner, including, but not limited to, consumption by injection, inhalation, ingestion, or by any other immediate means.

IV. EXCEPTIONS

- A. A violation of this policy does not occur when a person brings onto a school location, for such person's own use, a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.
- B. A violation of this policy does not occur when a person possesses an alcoholic beverage in a school location when the possession is within the exceptions of Minnesota Statutes section 624.701, subdivision 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).
- C. A violation of this policy does not occur when a person uses or possesses a toxic substance unless they do so with the intent of inducting or intentionally aiding another in inducing intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor.

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, must comply with the school district's student medication policy.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance, except medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances, intoxicating cannabinoids, or edible cannabinoid products, in a school location except with the express permission of the superintendent.
- F. No person is permitted to possess or use medical cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, on a school bus or van; or on the grounds of any preschool or primary or secondary school; or on the grounds of any child care facility. This prohibition includes (1) vaporizing or combusting medical cannabis on any form of public transportation where the vapor or smoke could be inhaled by a minor child or in any public place, including indoor or outdoor areas used by or open to the general public or place of employment; and (2) operating, navigating, or being in actual physical control of any motor vehicle or working on transportation property, equipment or facilities while under the influence of medial cannabis, nonintoxicating cannabinoids, or edible cannabinoid products, .
- G. Possession of alcohol on school grounds pursuant to the exceptions of Minnesota Statutes section 624.701, subdivision 1a, shall be by permission of the school board only. The

applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. SCHOOL PROGRAMS

- A. Starting in the 2026-2027 school year, the school district must implement a comprehensive education program on cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, for students in middle school and high school. The program must include instruction on the topics listed in Minnesota Statutes, section 120B.215, subdivision 1 and must:
 - respect community values and encourage students to communicate with parents, guardians, and other trusted adults about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl;
 - refer students to local resources where students may obtain medically accurate information about cannabis use and substance use, including but not limited to the use of fentanyl or mixtures containing fentanyl, and treatment for a substance use disorder.
- B. School district efforts to develop, implement, or improve instruction or curriculum as a result of the provisions of this section must be consistent with Minnesota Statutes, sections 120B.10 and 120B.11.
- C. Notwithstanding any law to the contrary, the school district shall have a procedure for a parent, a guardian, or an adult student 18 years of age or older to review the content of the instructional materials to be provided to a minor child or to an adult student pursuant to this article. The district must allow a parent or adult student to opt out of instruction under this article with no academic or other penalty for the student and must inform parents and adult students of this right to opt out.

VII. ENFORCEMENT

A. Students

- 1. Students may be required to participate in programs and activities that provide education against the use of alcohol, tobacco, marijuana, smokeless tobacco products, electronic cigarettes, and nonintoxicating cannabinoids, and edible cannabinoid products.
- 2. Students may be referred to drug or alcohol assistance or rehabilitation programs; school based mental health services, mentoring and counseling, including early identification of mental health symptoms, drug use and violence and appropriate referral to direct individual or group counseling service. which may be provide by school based mental health services providers; and/or referral to law enforcement officials when appropriate.
- 3. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.

Hills-Beaver Creek will follow the rules for the following categories:

CATEGORY I

The following activities are included:

Football Volleyball Basketball

Track Golf

RULES FOR CATEGORY I

A student shall not use a beverage containing alcohol; use tobacco; or use or consume, have in possession, buy, sell, or give away marijuana, e-cigarettes/vaping paraphernalia or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

PENALTIES FOR CATEGORY I ACTIVITIES

A. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next two (2) CONSECUTIVE INTERSCHOLASTIC EVENTS or two (2) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility for the next six (6) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in school sponsored activities. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

C. Third Violation

Penalty: After confirmation of the third subsequent violation, the student shall lose eligibility for the next twelve (12) CONSECUTIVE INTERSCHOLASTIC EVENTS in which the student is a participant. If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of six (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification. A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

CATEGORY II

| | | activities | | |
|--|--|------------|--|--|
| | | | | |

School Play(s) Band Choir

RULES FOR CATEGORY II

A student shall not use a beverage containing alcohol; use tobacco (including vaping/e-cigarettes); or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student's own use by his/her doctor.

PENALTIES FOR CATEGORY II ACTIVITIES

A. First Violation

Penalty: After confirmation of the first violation, the student shall lose eligibility for the next Master Calendar scheduled concert or contest or three (3) weeks of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

B. Second Violation

Penalty: After confirmation of the second violation, the student shall lose eligibility in the next three (3) Master Calendar scheduled concerts or contest or six (6) weeks of the season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program. However, the student in violation must become involved in an approved treatment program before he/she can become reinstated in any school-sponsored activities. Certification must be issued by the director or a counselor of a chemical dependency treatment center.

C. Third Violation

Penalty: After confirmation of the third (3) or subsequent violation, the student shall lose eligibility for the next six (6) Master Calendar scheduled concerts or contests or nine (9) weeks of a season in which the student is a participant, whichever is greater.

If after the third subsequent violation, the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in Minnesota State High School League Activities after a minimum period of (6) weeks. The director or a counselor of a chemical dependency treatment center must issue such certification.

A student shall be disqualified from all activities for nine weeks beyond the student's original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

CATEGORY III

The following activities are included:

FFA Honor Society Student Council

All other school activities such as school dances, Homecoming activities (coronation, parade, and pep fest), Prom, class trips, field trips, and Graduation speakers are included in Category III.

PENALTIES FOR CATEGORY III ACTIVITIES

A. First Violation

Penalty: After confirmation of the first violation, the student will not be permitted to participate in the next Category III activity.

B. Second Violation

Penalty: After confirmation of the second violation, the student will not be permitted to participate in the next two (2) Category III activities.

C. Third Violation

Penalty: After confirmation of the third violation, the student will not be permitted to participate in the next five (5) Category III activities.

REPORTING ALCOHOL AND CHEMICAL USE

Please be aware of legislation that was passed during the 1988 Minnesota Legislative Year concerning chemical use on the part of our student population. All public schools in Minnesota must establish a chemical abuse pre-assessment team made up of school officials. This team is responsible for addressing reports of chemical use by the students as reported to them.

All law enforcement people and teachers shall make these reports, without exception. The law enforcement agencies must report to the pre-assessment team any and all chemical use, possession or transfer of alcohol or a controlled substance by student, in writing, within two weeks of the incident.

It is the policy of the pre-assessment team to contact students and parents of the affected student and deal with every case in an expeditious and fair manner.

APPROPRIATE DRESS (POLICY #504 pages 504.1 & 504.2) GENERAL STATEMENT OF POLICY

- **A.** It is the policy of this school district to encourage students to dress appropriately for school activities and in keeping with community standards.
- **B.** Appropriate clothing includes, but is not limited to, the following:
 - 1. Clothing appropriate for the weather.
 - 2. Clothing that does not create a health or safety hazard.
 - 3. Clothing appropriate for the activity (i.e., physical education or the classroom).
- **C.** Inappropriate clothing includes, but is not limited to, the following:
- 1. Clothing that is not in keeping with community standards deemed inappropriate by administration or school staff.
 - 2. Clothing that bears a lewd, vulgar, or obscene message.
 - 3. Apparel promoting products or activities that are illegal for use by minors.
- 4. Objectionable emblems, signs, words, objects, or pictures on clothing communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership or that approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals as defined in MSBA/MASA Model Policy 413.
 - 5. Any apparel or footwear that would damage school property.
- **D.** Hats/head coverings are allowed in the building during passing times, lunch times and/or in classrooms if permitted by the teacher of that classroom. If a teacher does not permit hats to be worn in the classroom or during a specific activity/presentation/etc..., students must follow this expectation. If a student does not follow the teacher/staff expectation, the behavior referral procedure should be followed.
- **E.** It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are

stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, and defamatory, profane or do not advocate violence or harassment against others.

F. "Gang" as used in this policy means any ongoing organization, association or group of three or more persons, whether formal or informal, having as one of its primary activities, the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. The "pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation

of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more person who are members of or belong to the same criminal street gang.

PROCEDURES

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

CHEATING (POLICY #506)

The act of cheating interferes with the learning process. It keeps one student from learning and another from having the uniqueness of their work recognized. To cheat is to mislead an instructor in some way so as to receive a grade for work, which the student did not originate, or work performed with unauthorized aid/assistance.

First Offense: No credit for the assignment/test and notification to parent

Second Offense: Loss of credit for the course for the quarter could occur. **Each staff member must document and report incidents to the office.

COURTESY to SCHOOL STAFF

Courtesy of the student toward the staff and fellow classmates is necessary for a good school atmosphere. Students are expected to develop good habits of cooperation and respect. A teacher should, at all times, be addressed as Mr., Mrs., or Ms., whichever title may apply.

It is good to remember that any school employee of the Hills-Beaver Creek School District has authority and jurisdiction at any school function and deserves respect.

DETENTION

Students who have a rule infraction that requires after school detention shall serve detention on the day after the infraction.

DETENTION TIMES: 3:20-3:45 P.M.

DETENTION IS IN THE CLASSROOM OF THE DESIGNATED TEACHER FOR THAT WEEK. THE OFFICE WILL ASSIGN YOU TO THAT ROOM.

- 1. Students need to bring enough schoolwork and/or reading materials to keep busy for the duration of the detention.
- 2. No talking or visiting will be allowed.
- 3. Phone must be turned into the teacher.
- 4. No food or drink will be allowed.
- 5. No sleeping or laying heads on desk.
- 6. Detention starts at 3:20 p.m. Students who are late will be assigned an extra day of detention in addition to detention the day the student reported late. Students are not permitted to leave the room during the detention period to go to their locker, bathroom or any other reason unless it's an emergency.
- 7. Students who do not follow detention rules will be given additional detention. If a student does not follow rules during a second detention the students will be suspended from school and parent conferences will be required.
- 8. A student who fails to report to detention will be assigned an additional detention/suspension. No exceptions for athletic practices or jobs.
- 9. Saturday school may be used as a detention option.
- 10. Detention must be made up within 5 days of notification, or additional detentions will be added.

HALLWAY RULES

Students will conduct themselves in an appropriate respectful manner. Inappropriate behavior will be addressed via the student conduct policy. Students should be in class before the 2nd passing bell rings or be counted tardy.

PUBLIC DISPLAYS OF AFFECTION:

Students must show respect for their peers and not engage in excessive displays of affection. Kissing, groping, excessive hugging, and other offensive touching will not be tolerated. This policy applies to all school functions regardless of location.

STUDENT DISCIPLINE (Policy #506) Rev. 2023

PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the

maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

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

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

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

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

III. DEFINITIONS

- A. "Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services. Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).
- B. "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

IV. POLICY

- A. The school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of the Minnesota Pupil Fair Dismissal Act. The policies must include nonexclusionary disciplinary policies and practices consistent with Minnesota Statutes, section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.
- B. The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.
- C. The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under Minnesota Statutes, section 120B.02 and help prepare the pupil for readmission in accordance with section

Minnesota Statutes, section 121A.46, subdivision 5.

- D. For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in Minnesota Statutes, section 121A.41, subdivision 13:
 - for a pupil who remains enrolled in the school district or is awaiting enrollment in a new district, the school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. The school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in Minnesota Statutes, section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;
 - 2. a pupil receiving school-based or school-linked mental health services in the school district under Minnesota Statutes, section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and
 - 3. the school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the school district website.

V. AREAS OF RESPONSIBILITY

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

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

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

I. Reasonable Force Reports

- 1. The school district must report data on its use of any reasonable force used on a student with a disability to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c), as outlined in section 125A.0942, subdivision 3, paragraph (b).
- 2. Beginning with the 2024-2025 school year, the school district must report annually by July 15, in a form and manner determined by the MDE Commissioner, data from the prior school year about any reasonable force used on a general education student to correct or restrain the student to prevent imminent bodily harm or death to the student or another that is consistent with the definition of physical holding under Minnesota Statutes, section 125A.0941, paragraph (c).
- 3. Any reasonable force used under Minnesota Statutes, sections 121A.582; 609.06, subdivision 1; and 609.379 which intends to hold a child immobile or limit a child's movement where body contact is the only source of physical restraint or confines a child alone in a room from which egress is barred shall be reported to the Minnesota Department of Education as a restrictive procedure, including physical holding or seclusion used by an unauthorized or untrained staff person.

VI. STUDENT RIGHTS

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

VII. STUDENT RESPONSIBILITIES

All students have the responsibility:

- A. For their behavior and for knowing and obeying all school rules, regulations, policies, and procedures;
- B. To attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. To make necessary arrangements for making up work when absent from school;
- E. To assist the school staff in maintaining a safe school for all students;
- F. To be aware of all school rules, regulations, policies, and procedures, including those in

this policy, and to conduct themselves in accord with them;

- G. To assume that until a rule or policy is waived, altered, or repealed, it is in full force and effect;
- H. To be aware of and comply with federal, state, and local laws;
- I. To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. To respect and maintain the school's property and the property of others;
- K. To dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- M. To conduct themselves in an appropriate physical or verbal manner; and
- N. To recognize and respect the rights of others.

VIII. CODE OF STUDENT CONDUCT

- Α. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.
 - 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism:
 - 2. The use of profanity or obscene language, or the possession of obscene materials;
 - 3. Gambling, including, but not limited to, playing a game of chance for stakes;
 - 4. Violation of the school district's Hazing Prohibition Policy;
 - 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
 - 6. Violation of the school district's Student Attendance Policy;
 - 7. Opposition to authority using physical force or violence;
 - 8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic

cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;

- 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
- 11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- 12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- 13. Violation of the school district's Weapons Policy;
- 14. Violation of the school district's Violence Prevention Policy;
- 15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- 16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- 17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- 18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- 19. Violation of any local, state, or federal law as appropriate;
- 20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- 21. Violation of the school district's Internet Acceptable Use and Safety Policy;
- 22. Use of a cell phone in violation of the school district's Internet Acceptable Use and Safety Policy;
- 23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
- 24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
- 25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;

- 26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
- 27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
- 28. Possession or distribution of slanderous, libelous, or pornographic materials;
- 29. Violation of the school district' Bullying Prohibition Policy;
- 30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- 31. Criminal activity;
- 32. Falsification of any records, documents, notes, or signatures;
- 33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- 34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- 35. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
- 36. Violation of the school district's Harassment and Violence Policy;
- 37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
- 38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- 39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- 40. Verbal assaults or verbally abusive behavior including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating, degrading to other people, or threatening to school property;
- 41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- 42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;

- 43. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
- 44. Violation of the school district's one-to-one device rules and regulations;
- 45. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
- 46. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

IX. RECESS AND OTHER BREAKS

- A. "Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. Recess detention does not include, among other things, providing alternative recess at the student's choice.
- B. The school district is encouraged to ensure student access to structured breaks from the demands of school and to support teachers, principals, and other school staff in their efforts to use evidence-based approaches to reduce exclusionary forms of discipline.
- C. The school district must not use recess detention unless:
 - a student causes or is likely to cause serious physical harm to other students or staff;
 - the student's parent or guardian specifically consents to the use of recess detention; or
 - 3. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.
- D. The school district must not withhold recess from a student based on incomplete schoolwork.
- E. The school district must require school staff to make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention.
- F. The school district must compile information on each recess detention at the end of each school year, including the student's age, grade, gender, race or ethnicity, and special education status. This information must be available to the public upon request. The school district is encouraged to use the data in professional development promoting the use of nonexclusionary discipline.
- G. The school district must not withhold or excessively delay a student's participation in scheduled mealtimes. This section does not alter a district or school's existing responsibilities under Minnesota Statutes, section 124D.111 or other state or federal law.

X. DISCIPLINARY ACTION OPTIONS

The general policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district code of conduct, rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or

expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class:
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act:
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

XI. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district

employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

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

The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

- 1. Willful conduct that significantly disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4. Other conduct, which is at the discretion of the teacher or administration, requires removal of the student from class.

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

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily

harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

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

E. Procedures for Removal of a Student From a Class.

- 1. Teachers may isolate a student for all or part of a class period during which the teacher or staff member retains responsibility of the student.
- 2. Teachers or other staff members may request the assistance of the principal. Staff member will call the principal or the principal's designee on the intercom or send the student to the principal's office in the company of another staff person or a call to the office indicating that a student is on their way to the office.
- 3. The student is responsible for all assignments missed during removal from class.
- 4. Upon removing a student from class, the classroom teacher shall document the removal via the district's office referral form.
- 5. Principal shall investigate the removal and whether or not grounds for disciplinary action are warranted.

F. Responsibility for and Custody of a Student Removed From Class.

- 1. Students removed from class shall report to the principal's office or other area designated by staff member.
- 2. Student shall walk to the office in a timely manner or in certain instances escorted by the principal or other staff member.
- 3. Student will remain quiet and seated in the office or conduct activity directed by office personnel, until principal meeting occurs.
- 4. Student is under custody of the principal or the principal's designee.

G. Procedures for Return of a Student to a Class From Which the Student Was Removed.

- 1. Student shall return to class after investigation has been completed and the principal deems the student fit to return to class.
- 2. Student may be required to discuss behavior and or adhere to a readmission plan.

H. Procedures for Notification.

- 1. Parents will be notified by either telephone or mail after a student has been removed from class three (3) times and sent to the principal, or if the principal deems it necessary.
- 2. Further actions from the principal or teacher may include communication with parents, conferences, or readmission plans.

I. Disabled Students; Special Provisions.

Students who are currently receiving special education or are disabled shall be subject to the provision of this policy provided these are not a direct result of their disability or handicap. When a special education student is removed from class, the special education teacher shall review the IEP for the student and determine a course of action, if necessary.

J. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.

- 1. The Superintendent shall Establish and maintain a chemical abuse pre assessment team pursuant to Minn. Stat. § 121A.26;
- 2. The Superintendent shall establish a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
- 3. The Superintendent shall establish a teacher reporting procedure to the chemical abuse pre assessment team pursuant to Minn. Stat. § 121A.29.

XII. DISMISSAL

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

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

The school district shall not dismiss any student without attempting to use nonexclusionary disciplinary policies and procedures before dismissal proceedings or pupil withdrawal agreements, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

- B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:
 - 1. Willful violation of any reasonable school board regulation, including those found in this policy;
 - Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
 - 3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Disciplinary Dismissals Prohibited

- A pupil enrolled in the following is not subject to dismissals under the Pupil Fair Dismissal Act:
 - a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or
 - b. kindergarten through Grade 3.
- 2. This section does not apply to a dismissal from school for less than one school day, except as provided under Minnesota Statutes, chapter 125A and federal law for a student receiving special education services.
- 3. Notwithstanding this section, expulsions and exclusions may be used only after resources outlined under Nonexclusionary discipline have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

D. Suspension Procedures

- 1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.
- School administration must allow a suspended pupil the opportunity to complete
 all school work assigned during the period of the pupil's suspension and to receive
 full credit for satisfactorily completing the assignments. The school principal or
 other person having administrative control of the school building or program is

encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback

- 3. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.
- The definition of suspension under Minnesota Statutes, section 121A.41, 4. subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or quardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or quardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
- 5. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.
- 6. Alternative education services must be provided to a pupil who is suspended for more than five (5) consecutive school days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minnesota Statutes section 123A.05 selected to allow the student to progress toward meeting graduation standards under Minnesota Statutes section 120B.02, although in a different setting.
- 7. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that

the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

- 8. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minnesota Statutes chapter 260C.
- 9. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
- 10. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
- 11. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
- 12. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) consecutive school days.

E. Expulsion and Exclusion Procedures

- 1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
- 2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
- 3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56.
- 4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or quardian.
- 5. The student and parent or quardian shall be provided written notice of the school

district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minnesota Statutes sections 121A.40-121A.56; describe the nonexclusionary disciplinary practices accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district must advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE) and is posted on its website.

- 6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
- 7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
- 8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
- 9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
- 10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.
- 11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
- 12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
- 13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
- 14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
- 15. The student cannot be compelled to testify in the dismissal proceedings.
- 16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school

board and served upon the parties within two (2) days after the close of the hearing.

- 17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.
- 18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minnesota Statutes section 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.
- 19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.
- 20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.
- 21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

XIII. ADMISSION OR READMISSION PLAN

A school administrator must prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan must include measures to improve the student's behavior, including completing a character education program consistent with Minnesota Statutes section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XIV. NOTIFICATION OF POLICY VIOLATIONS

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

In addition, the school district must report, through the MDE electronic reporting system, each exclusion or expulsion, each physical assault of a school district employee by a pupil, and each pupil withdrawal agreement within thirty (30) days of the effective date of the dismissal action, pupil withdrawal, or assault, to the MDE Commissioner. This report must include a statement of the nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given to the pupil and the reason for, the effective date, and the duration

of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

XV. STUDENT DISCIPLINE RECORDS

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

XVI. STUDENTS WITH DISABILITIES

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

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is <u>not</u> a manifestation of the student's disability, the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline <u>is</u> a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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

XVII. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minnesota Statutes section 124D.03) or Enrollment in Nonresident District (Minnesota Statutes section 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods on fifteen (15) school days and has not lawfully withdrawn from school.

XVIII. DISCIPLINE COMPLAINT PROCEDURE

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

The Discipline Complaint Procedure must, at a minimum:

 provide procedures for communicating this policy including the ability for a parent to appeal a decision under Minnesota Statutes, section 121A.49 that contains explicit instructions for filing the complaint;

- 2. provide an opportunity for involved parties to submit additional information related to the complaint;
- 3. provide a procedure to begin to investigate complaints within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record;
- 4. provide procedures for issuing a written determination to the complainant that addresses each allegation and contains findings and conclusions;
- 5. if the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and
- prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

XIX. DISTRIBUTION OF POLICY

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

XX. REVIEW OF POLICY

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

SATURDAY SCHOOL (POLICY #506)

Saturday School will be used for detention purposes at the option of the school district.

CORPORAL PUNISHMENT and PRONE RESTRAINT(POLICY #507) Rev. 2023

I. PURPOSE

The purpose of this policy is to describe limitations on use of corporal punishment and prone restraint upon a student.

II. GENERAL STATEMENT OF POLICY

No employee or agent of the school district shall inflict corporal punishment or use prone restraint upon a student.

III. **DEFINITIONS**

1. "Corporal punishment" means conduct involving:

- a. hitting or spanking a person with or without an object; or
- b. unreasonable physical force that causes bodily harm or substantial emotional harm.
- 2. "Prone restraint" means placing a child in a face-down position.

IV. PROHIBITIONS

- 1. An employee or agent of a district shall not inflict corporal punishment or cause corporal punishment to be inflicted upon a pupil to reform unacceptable conduct or as a penalty for unacceptable conduct.
- 2. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not use prone restraint.
- 3. An employee or agent of a district, including a school resource officer, security personnel, or police officer contracted with a district, shall not inflict any form of physical holding that restricts or impairs a pupil's ability to breathe; restricts or impairs a pupil's ability to communicate distress; places pressure or weight on a pupil's head, throat, neck, chest, lungs, sternum, diaphragm, back, or abdomen; or results in straddling a pupil's torso.
- 4. Conduct that violates this Article is not a crime under Minnesota Statutes, section 645.241, but may be a crime under Minnesota Statutes, chapter 609 if the conduct violates a provision of Minnesota Statutes, chapter 609. Conduct that violates IV.1 above is not per se corporal punishment under the statute. Nothing in this Minnesota Statutes, section 121A.58 or 125A.0941 precludes the use of reasonable force under Minnesota Statutes, section 121A.582.

V. EXCEPTIONS

A teacher or school principal may use reasonable force under the conditions set forth in Policy 506 (Student Discipline).

VI. VIOLATION

Employees who violate the provisions of this policy shall be subject to disciplinary action as appropriate. Any such disciplinary action shall be made pursuant to and in accordance with applicable statutory authority, collective bargaining agreements and school district policies. Violation of this policy may also result in civil or criminal liability for the employee.

TENNESSEN WARNING:

Students are expected, by school policy, to cooperate with school officials when being questioned in a disciplinary investigation. Noncooperation may result in disciplinary action. Information

received will be released to school officials, parents, guardians, (and MSHSL if required) only. Suspected criminal activity will be submitted to law enforcement.

<u>Section Seven: Student Use of Personal Electronic Devices &</u> Communication Devices

CELL PHONES, DIGITAL IMAGING DEVICES AND OTHER PERSONAL ELECTRONIC DEVICES (STUDENT USE OF...)

The Hills-Beaver Creek District holds high expectations for student behavior, academic integrity and responsible use of existing and emerging technologies, such as cellular phones, digital picture/video cameras and/or phones and other personal electronic devices capable of capturing and/or transmitting data or images. Students who possess and/or use such devices at school or school sponsored events shall demonstrate the greatest respect for the educational environment and the rights and privacy of all individuals within the school community.

CELL PHONE USE Policy (Policy 524 XV. Cell Phone Use) Rev. 2023

- Students are prohibited from using cell phones and other electronic communication devices during the instructional day. Students also are prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to, cheating, bullying, harassment, and malicious and sadistic conduct.
- 2. If the school district has a reasonable suspicion that a student has violated a school policy, rule, or law by use of a cell phone or other electronic communication device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search.
- 3. Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

STANDARDS FOR RESPONSIBLE USE AT SCHOOL, ON BUSES OR AT SCHOOL ACTIVITIES

- 1. Respect for educational environment
 - Cellular phones and other electronic devices shall be turned off and kept out of sight during instructional time.
 - b. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
 - c. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, Media centers and testing centers and during fine arts performances.

- d. Students will not be allowed to leave class in response to any electronic devices
- e. Classroom teachers may assign locations for students to place their electronic devices upon entering a classroom or during the class time.
- f. Cellular phones and other devices may be used appropriately and respectfully before and after classes (5 minute transition time between classes), in common areas---such as near lockers or the lunch room/commons area—or outside on school grounds.
- g. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives
- h. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.
- Students/parents may contact each other during the 5 minute transitional period between classes and are asked to respect the 44 minutes of class instructional time by following the personal electronic device expectations.
- j. Note: Smart Watches may also be turned in to the teacher if distracting the student during the 44 minute instructional period.
- k. Parents who need to contact their students during the school day are encouraged to call the school office.
- I. If a student is on the deficiency list (DL), the student is required to turn-in his/her cell phone to the teacher during Study Hall. This will allow the student to focus on school work and maintain passing grades. If a student does not follow this expectation, the behavior referral procedure should be followed.

2. Respect for privacy rights:

- a. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting event or public performances. Restrooms, locker rooms and changing rooms are off limits for the use of these devices.
- b. Students shall not e-mail, post to the Internet or other otherwise electronically transmit images of other individuals taken at school without their expressed written consent.
- c. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms, restrooms and changing rooms. (Use in these areas will constitute an MSHSL Violation)
- Administrators reserve the right to have students turn in cell phone for school day at front office or banning cell phone from school grounds if violating the above cell phone expectations
- Assuring Academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on tests or academic work or violating copyright policy.

VIOLATIONS OF THIS CELLPHONE/DIGITAL IMAGING OR ELECTRONIC DEVICE USE

a. First infraction: An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the classroom/teacher where the student may retrieve it at the end of the period.

- b. Second Infraction: The second infraction shall result in confiscations of the device for the day, which is to be turned in to the school office, notification of a parent or guardian.
- c. Third Infraction: The third infraction shall result in confiscation of the device, which is to be turned into the school office, notification of a parent or guardian and termination of the right to possess a cellular phone or any electronic device at school a period of 5 school days.
- d. Repeated or Severe Infraction: Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

Section Eight: Internet and Computer Use Policy

COMPUTERS and TECHNOLOGY

See the Internet Acceptable Use and Safety Policy - 524. Technology fees (non-refundable) for students in grades 9-12 are \$35 per computer sign out and \$15 for students qualifying for free or reduced lunch. Students using a school issued computer must have the Acceptable Use Policy signed by both parents and students. The Acceptable Use document communicates acceptable use guidelines. Students in grades 6-8 and their parents must also sign an Acceptable Use Agreement.

USE OF SYSTEM IS A PRIVILEGE

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

UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:
 - 1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;

- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
- 2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- 3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
- 4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
- 5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
- 6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:

- (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
- (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.
- In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.
- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as "MySpace" and "Facebook."
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet

when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.

C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee's immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

Students are required to bring a charred chromebook back to school each day. Students who do not have a charged chromebook will be issued a minor. Students who consistently do not have a charged chromebook will be referred to administration. A parent meeting may result from students who are not prepared for class.

EMAIL (STUDENTS)

Grades 6-12 students are assigned school email addresses. School email addresses also allow students to use Google's education applications. It is not necessary for students to utilize jump drives or memory sticks. All students and parents are required to sign the student school email permission form and return to Mr. Harnack. **NOTE: Students are only able to email individuals within the H-BC system with the @isd671.net extension.** Student emails are in the following format: studentfirstname.studentlastname@isd671.net. Student email content is monitored.

Section Nine: General Information, Guidelines & Policies

ACADEMIC SCHOLASTIC ELIGIBILITY

The following policy is for ALL STUDENTS in grades 6 through 12 in the school district. This policy determines students' academic eligibility for athletics, non-athletics, and any other school activities.

A. Notification of this policy is issued to all students and parents in the handbook.

- B. A student is categorized as being deficient if he/she is failing a course. The Deficiency List is utilized to communicate a student's weekly status of a failing grade. The list's intention is to assist students with attaining the information, skill, and/or knowledge intended from the course to realize a passing grade.
- C. The scholastic eligibility policy begins at the beginning of the school year. The first Deficiency List will be distributed on the third Monday of each quarter.

LEVEL I--A student who has a grade of an F after the second week of the quarter is placed by the classroom/course teacher on Level I of the Deficiency List.

Responsibilities/Actions

- a. Student--Email the teacher or speak with the teacher to set up meeting times. Meet with the teacher to create a plan to address the failing grade at least one time during the week. Follow through with needed action items of the plan by the deadline created in the plan. Meet early in the week to make sure that the plan is made and that the student has time to complete the work required. Attendance at practice and/or meetings will still be necessary, unless the student's catch-up plan dictates otherwise.
- b. Teacher--Post general times in syllabus or visually in the classroom at the beginning of the course when teacher is available to meet with students, or email available times to students. Possible meeting times are prior to school 7:35-8:05, after school 3:05-3:30, or during the school day. Work with the student to create a plan to address the failing grade and set deadlines (i.e. test retake, homework completion, corrections from previous assignments). Summarize the plan in an email with the student and parents. Notify the office (Mrs. Scholten) when a student's name is to be placed on the Deficiency List (8:05 AM, Monday of each week).
- c. If the student continues to meet with the teacher and follow the plan yet the remaining grade is an F, he/she will remain at a Level I of the Deficiency List.
- d. After the student successfully completes the meeting with his/her teacher(s), fulfills the requirements of the discussed plan, and attains a passing grade, the student will be removed from the Deficiency List.

<u>LEVEL II-</u>-A student who has the grade of an F after being placed on Level I of the Deficiency List and has not met with the teacher and completed the required plan shall be placed on Level II of the Deficiency List the week following placement of Level I. The student continues at Level II until the plan set by the teacher and student has been successfully completed. The Level II student is ineligible all weeks that he/she is at Level II of the Deficiency List. If the student meets the requirements of Level II but still has a failing grade, he/she will be moved to Level I.

- a. Student--Meet with the teacher or teachers of the class or classes that he/she has not met with or has not completed the plan with. Email the teacher or speak with the teacher to set up meeting times. Meet with the teacher to create a plan to address the failing grade at least one time during the week. Follow through with needed action items of the plan by the deadline created in the plan. Meet early in the week to make sure that the plan is made and that the student has time to complete the work required. Attendance at practice and/or meetings will still be necessary, unless the student's catch-up plan dictates otherwise. Student continues on Level II until all requirements of the plan are completed. After the student successfully completes the meeting with his/her teacher(s), fulfills the requirements of the discussed plan, and attains a passing grade, the student will be removed from the Deficiency List. The student should ask the building principal for a HBC Deficiency List Slip, complete slip and have teacher sign slip to get off of DL.
- b. Teacher--Post general times in syllabus or visually in the classroom at the beginning of the course when teacher is available to meet with students, or email available times to students. Possible meeting times are prior to school 7:35-8:05, after school 3:05-3:30, or during the school day. Work with the student to create a plan to address the failing grade and set deadlines (i.e. test retake, homework completion, corrections from previous assignments). Summarize the plan in an email with the student and parents. Notify the office (Mrs. Scholten) when a student's name is to be placed on the Deficiency List (8:05 AM, Monday of each week).
- c. Administration– Provide Deficiency List Slips to student and communicate to following stakeholders: student, coach, parents and athletic director about student's eligibility/ineligibility.

Level III End of Quarter—If a student receives an "F" or an incomplete at the end of the quarter, the student will be given two weeks to address his/her situation. The last day of each quarter will serve as the beginning of the two-week makeup period. The teacher under certain conditions may adjust the length of time. After the two weeks and if the student is still failing, he/she will be ineligible for a period of two weeks or two events, whichever comes first. The penalty for failing a fourth quarter class after the two-week grace period will begin with the first practice in the fall.

The student has a right to an appeal to the superintendent. Failure to appeal within five days of the end of the quarter will waive further appeal rights of the student.

Parents will be informed by email of the level of the Deficiency List their student has attained weekly. The High School Principal or designee is responsible to communicate the level. It is the responsibility of the High School Principal and the Athletic Director to see to it that this policy is carried through. Deficiency Lists will be typed and distributed to the entire staff by noon each

Monday. These lists are CONFIDENTIAL. It is the responsibility of the coach/activity director and/or Secondary Principal to monitor the Deficiency List and enforce student eligibility. Any questions should be referred to the Athletic Director and/or Secondary School Principal.

ACADEMIC LETTER

An academic letter will be given in recognition of a student's participation and achievement in the following extra-curricular activities.

| <u>ACTIVITY</u> | GRADE(S) |
|----------------------|-----------------------------|
| Honor Roll | 7-12 "A" Honor Roll=10 pts. |
| | "B" Honor Roll= 5 pts. |
| Mock Trial | 7-12 |
| Knowledge Bowl | 7-12 |
| Math League | 7-12 |
| Math Counts | 7-8 |
| Computer Contests | 7-12 |
| Science/History Fair | 7-12 |
| Student Council | 7-12 |
| Robotic | 7-8 |
| Theater | 7-12 |
| Geography Bee | 7-8 |

10 points may be earned by participating in any of the above events for one season. Further points may be earned by:

| Mock Trial | 5 points to qualify for Regionals 10 points to qualify for State |
|----------------|---|
| Honor Roll | "A" = 10 points per quarter; "B" = 5 points per quarter |
| Knowledge Bowl | 5 points for qualifying for Regionals 10 points for qualifying for State 15 points for placing at State |
| Math League | 5 points to individual in top 10 divisions 10 points for qualifying for State (Indiv/Team) |
| Math Counts | 5 points to individual in top 10 divisions 10 points for qualifying for State (Indiv/Team) |

Science/History Fair/Geography Bee 5 points for placing at Region

> 10 points for placing at State 15 points for qualifying for National

Theater / One Act Play 5 points for placing at Region

10 points for placing at State

50 points earns a Letter Each additional 50 points earns a Chevron

AGE OF MAJORITY

Minnesota Statute 120.6 provides that school rules are equally applicable to students in school up to the age of 21 even with the 18 years old age of majority. All H-BC High School students are expected to adhere to the same set of policies and guidelines.

ATHLETIC FEE (POLICY #528)

There is a \$60.00 fee for the following activities for grades 7-12:

Volleyball Football

Boys Basketball Girls Basketball

Golf Track

- 1. Maximum yearly fee of \$180.00 per family.
- 3. The fee must be paid before the first practice.
- 4. There will be no refund of any fees due to injury, quitting or cutting.
- The fee allows the participant to be part of the team; in **no way** does it guarantee playing time.

ATHLETIC TICKETS

The price of admission to athletic events is FREE for current HBC students, \$5.00 for visiting school's students and \$7.00 for adults. Season tickets (10 punch activity passes) are available for the Fall and Winter Athletic Seasons for students and adults. The Yearly Family Pass (up to six members in a family) 10 punch pass can be used for all events for an entire family for the school year.

Price of 10-punch activity pass Senior Citizen (65 & over) Adult 10 Event Punch Pass Adult ALL Event Year Activity Pass

Admitted Free with a pass \$60.00

\$120.00

BOOK FINES

Textbooks and library books that are damaged or lost while checked out to a student will be assessed a fine or replacement cost. These fines must be paid to the office. It is the responsibility of the student to keep their books in good condition while in their care.

CHURCH NIGHT

Wednesday night is reserved as a night for church activities. School organizations and activities must be scheduled to end by <u>6:30 p.m.</u> on this day. Exceptions are granted through the administration. Students are responsible for church obligations.

CLASS ADVISORS

Each class has an advisor assigned by the administration. The Class Advisor and administration must approve all class activities. All class activities must have an advisor present to supervise the event whether it is on school property or not. All major fund-raising activities must have pre-approval from the superintendent using forms available in the office.

CLUB AND CLASS MONEY ACCOUNTS

Money may be spent only through a written authorization signed by the advisor and the administration. Deposits should be taken to the School Office immediately after collecting the money and given to the administrative assistant.

COLLEGE VISITATION (POLICY #503)

Students in grades 11 and 12 are encouraged to schedule post-secondary school visits to see schools they may want to attend after graduation. Two (2) such visits are allowed during the school year on school days. These visits are excused absences. Parents must sign a permission slip indicating their knowledge and approval of the college visit.

DANCES

When the school offers a school sponsored dance, school rules of conduct are in effect for students and guests. Guests must be registered prior to the dance or they will not be admitted. Students are to be in at least 9th grade to attend the dances, unless a junior high dance is sponsored by a school organization. All dances are to have chaperones.

The doors close after the dance starts. Students who leave the dance after the doors close are not allowed to return to the dance. No cigarettes, vapes, alcohol, or other illegal chemicals are allowed. See Drug-Free Policy. Some dances have a suggested dress code. This will depend on the sponsor of the dance's intentions.

E-LEARNING DAYS

The School District may use up to five (5) Electronic Learning (E-Learning) Days. E-Learning Days will be utilized during a regularly scheduled school day that has been canceled for weather or other necessity that requires school to close for the day. Student responsibilities during E-Learning days are specified in the E-Learning Procedures Document Found on the District's website under the documents tab. These days will be included as if the day were attended by students and not require the day to be rescheduled. Note: the following dates are make-up dates after 5 E-Learning Days.

- 1- Feb. 19
- 2- April 1 Sec/Elem-P/T Conf. Evening/Early Dismissal
- 3- May 23,
- 4- May 24

FUND RAISING (POLICY #511)

The school board recognizes a desire and a need by some student organizations for fundraising. The school board also recognizes a need for some constraint to prevent fund raising activities from becoming too numerous and overly demanding on employees, students and the general public.

- A. It shall be the responsibility of the building administrators to develop recommendations to the superintendent that will result in a level of activity deemed acceptable by employees, parents and students. Fundraising must be conducted in a manner that will not result in embarrassment on the part of individual students, employees, or the school.
- B. All fund-raising activities must be approved in advance by the administration. Participation in non-approved activities shall be considered a violation of school district policy.
- C. It shall be the responsibility of the superintendent to provide coordination of student fundraising throughout the school district as deemed appropriate.
- D. The school district expects all students who participate in approved fund-raising activities to represent the school, the student organization and the community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.

GRADING

Each teacher will explain their method of grading and post a copy of the method in their room. Grades may include tests, quizzes, reports, behavior, class participation, attendance, projects, etc. All teachers will give an end of the semester summative assessment or summative project for a grade which will count for the student's grade. Students should also keep track of their progress, so they know how they are doing in the class. Students are required to check emails and JMC during their study hall.

GRADING SCALE

| Α | 100-96 |
|----|--------|
| A- | 95-92 |
| B+ | 91-89 |
| В | 88-86 |
| B- | 85-83 |
| C+ | 82-80 |
| С | 79-77 |
| C- | 76-74 |
| D+ | 73-71 |
| D | 70-68 |
| D- | 67-65 |
| F | 64 |

MAKEUP OF QUARTER GRADES

If a student has an incomplete in a course due to illness or other problems, the student has up to two weeks of time at the end of a quarter to complete the work. After that time, the incomplete grade becomes an "F". If a student receives an "F" in a course they will have two weeks to attempt to improve their grade. The two weeks begins the last day of the quarter/semester.

GRADUATION REQUIREMENTS (POLICY #514)

| The <u>State of Minnesota</u> has set forth the following requirements for all school districts: | | | |
|--|--|---|--|
| Content Area | Require | Specifics | |
| | d | | |
| Language Auto | Credits | | |
| Language Arts | 4 | | |
| Mathematics | 3 | Including algebra, geometry, statistics and probability sufficient to satisfy the standards. All Students must complete an algebra II credit or its equivalent as part of the 3-credit requirement. | |
| Science | 3 | Including a biology credit. Also, students must complete a chemistry, physics, or Career and Technical Education (CTE) credit as part of the 3-credit requirement. (The CTE credit must meet the standards underlying the chemistry or physics credit.) | |
| Social Studies | 3 ½ | Including U.S. history, geography, government and citizenship, world history, and economics | |
| Art | 1 | Courses that may fulfill this requirement are Art I, Art II, Band, Choir, Computer Publishing (Computer publishing may not fulfill computer technology credit and art credit.) | |
| Electives | 7 | , | |
| Total State of MN Required Credits | 21 ½ | | |
| | • | of MN Credit Requirements, the Hills-Beaver Creek School District | |
| | has the following credit requirements: | | |
| Content Area | Credits | Specifics | |
| Health | .5 | Can be achieved via Health 9 | |
| Phys. Education | .5 | Can be achieved via PE 9 | |
| Computer Tech. | 1 1 | Any of the Computer offerings at the Senior High Level | |
| Electives | 1.5 | Computer I, Industrial Arts 9, Choir, Agriculture 9, Band, | |
| | | Spanish I, Spanish II, Patriot Millworks, DIY Design Studio, | |
| | | Conditioning, Art I, Art II, Agriculture 10, Wildlife Biology, | |
| | | Computer Publishing, Business Math, Agriculture 11, Power | |

| | | Mechanics, Accounting I, Accounting II, Anatomy (Rotation), Agriculture 12, Advanced Math, School to Work (Seniors only) |
|---|----|--|
| Total Credits to Graduate from H-BC | 25 | |

^{**}Students are required to enroll in 3 ½ credits each semester and take a maximum of one study hall.

State of MN Required Assessments for Graduation

GRADUATION SENIOR CEREMONY REQUIREMENTS

The following criteria is for graduating seniors at Hills-Beaver Creek:

- Appropriate dress at graduation ceremonies is required. Appropriate dress is shirt, slacks/ dress shorts and dress shoes. Girls may choose to wear a dress or skirt. Students will not be allowed to participate in graduation ceremonies if the dress requirements are not fulfilled. If the dress code is not followed or if the student chooses not to participate, the student may pick up their diploma at the conclusion of the school year.
- 2. The student speakers for graduation will be High Honors Students.

HOMECOMING

The student council organizes a week of activities for Homecoming including games, contests, dress up days, coronation, and a parade.

HOMEWORK

Homework is helpful for students when it a) provides essential practice in needed skills, b) trains students in good work habits, c) allows for increasing self-direction, d) enriches and extends school experiences, e) helps students learn to budget time, f) brings students into contact with out-of-school learning resources, and g) builds student responsibility.

It is often helpful to establish a time and place in the home for a student to do their homework. It is helpful for students to keep an assignment notebook.

HONOR ROLL/HIGH HONORS (POLICY # 514)

Honor students are figured on a cumulative GPA from grade 9 through grade 12. Required and Elective Courses and PSEO student classes count towards graduation credits and the student's GPA.

- A. "A" Honor Roll
 - 1. Student must have a GPA of 3.60 or above.
 - 2. Student may not have a grade lower than a "B".
- B. "B" Honor Roll
 - 1. Student must have a GPA of 3.00 to 3.59.
 - 2. Student may not have a grade lower than a "C".
- C. High Honor Students
 - 1. 3.60 and above is considered high honor.

- 2. High Honor students will receive a gold medal and wear gold cords at graduation.
- 3. The number 1 & 2 ranked students will receive valedictorian and salutatorian medals.
- D. Honor Students
 - 1. 3.00 to 3.59 is considered an honor student.
 - 2. Honor students will receive a silver medals.

HOT LUNCH & BREAKFAST PROGRAM

The school provides breakfast & lunch for all students FREE of charge for the 23-24 school year.

INSURANCE

The school provides a minimal student school time accident insurance policy for all students in grades K through 12. Additional coverage is available for students participating in extracurricular athletics.

When accidents or injury occurs, an accident report must be filled out as soon as possible after the occurrence and a claim form (available in the District Office) filed with the insurance company.

LIBRARY/MEDIA CENTER

The library is available for your use in studying and finding career and reading material. There are many resources available both in the library and through outside services. The librarian will be able to assist you in locating the material you need.

LOCKERS

Each student is assigned a personal locker to store books, coats, and supplies. It is to be kept clean during the year. Before the end of the school year, the student must remove any stickers or writing inside the locker. Students should not decorate the exterior of lockers which could damage the paint of the lockers. Students should place books, backpacks, personal items inside the lockers and NOT on top of lockers. Items on top of lockers will be placed in Lost and Found. Note: Sports Bags/Instruments may need to go on top of lockers due to size. Locks are discouraged because if there is a need to get into the locker and the combination is unknown the lock will be cut off. According to state law the school district may search the lockers.

LOST AND FOUND

The lost and found bin is located in the commons. All items turned into the office, except for items deemed of greater value, are placed in the lost and found cabinet in the commons.

MONEY IN SCHOOL

It is recommended that students not bring valuables or money to school. BE SURE to get a receipt for any money that you pay to the school. It is recommended to utilize the JMC PaySchools online payment system or checks to pay for fees.

OPEN ENROLLMENT

The open enrollment deadline is January 15th of every school year. To open enroll in/out of H-BC Schools students must meet that deadline as per MN statute. Families need only fill out open enrollment one time.

OPEN LUNCH

Hills-Beaver Creek High School Open Lunch Policy allows juniors and seniors to leave the building during their lunch period. During this OPEN LUNCH TIME, students who leave campus are responsible for leaving at the designated time, returning to school on time for the beginning of class and for their behavior while off campus. Students who are late from open lunch may lose this privilege (be taken off open lunch) for a period of time regardless of reason or excuse (i.e. flat tire, car problems, etc.). Open lunch may be revoked for a set period of time for those students in jeopardy of academic failure including being on the deficiency list/non-passing grade on progress report. Participating students must follow the sign out/sign in procedures when participating. Students must submit a signed parent permission form to be allowed to leave for the Open Lunch time. This form will be given to the students during the first week of school. It is the students responsibility to read and follow the expectations on this form. Open Lunch is a privilege and not a right. Students must attend all classes including study halls to keep the privilege Open Lunch.

OVERDUE BOOKS

Students who have library books that are overdue for more than one week will not be allowed to use the library until the material is returned or until the item is paid for in full. Students who take books or magazines out of the library without checking them out will lose library privileges for three weeks on a first occurrence, six weeks on a second occurrence, and for the rest of the school year on a third occurrence.

PARENT/GUARDIAN NOTIFICATION SYSTEM

The district utilizes the JMC's student management system as a communication system to communicate school weather related announcements, school emergencies or other notifications. Parents have the opportunity to login to their JMC account to place contact phone numbers and email addresses that allow JMC to be an effective tool.

PASSES IN SCHOOL

The school uses passes to ensure that students get to the correct destination on time. Teachers & office staff issue passes to record students to and from the office, library, bathroom, lockers, & other rooms.

If students need to leave during a class, they should have a pre-signed pass from the person they are going to meet. If students are in the hall without a pass, they will receive detention.

* Abusing pass privileges may result in loss of the privilege or other penalties as covered in the section on STUDENT CONDUCT.

PHYSICAL EDUCATION

Physical education instructors will prescribe dress, showers, and the physical education program as laid down by the State Educational manual. Students will be excused from physical education only on a doctor's written excuse or a valid parent request. (Circumstances may alter this ruling). Students need to wear tennis shoes with a soft non-marking sole.

PHYSICAL FOR ATHLETICS

All students who desire to participate in athletics in school must have a physical examination every three years. Usually students have physical examinations in 7th and 10th grades.

PICTURES

Individual pictures are taken of all students in grades kindergarten through eleven. Parents are under no obligation to buy the photos. If you do not want your student's picture to be taken, please notify the office at the start of school.

PROM

Prom has been specifically set for Hills-Beaver Creek students who are either in the H-BC Junior or Senior class. These students have first priority. If a Junior or Senior would like to invite a guest other than another Junior or Senior, the guest must be at least a freshman and no older than 20 years old.

STARRS ONLINE ACADEMY

STARRS Online Academy is an online credit recovery/enrichment program purchased for our students. Students needing credit recovery may access STARRS Online Academy to obtain credits they have failed. The principal and guidance counselor must pre-approve all STARRS Online Academy classes. Classes must fit within the student's schedule.

POST SECONDARY ENROLLMENT OPTIONS - PSEO

Sophomores (one CTE), juniors and seniors have the option to complete some of their high school requirements at a PSEO participating college or university. Students must meet eligibility requirements established by the post-secondary institution. Grades and credits earned are included on the high school transcript and are used in determining class rank. Students must follow the application process and timeline set by the post-secondary institution. Students must stay on the High School Campus to complete their PSEO coursework, unless the course requires a change of venue. PSEO students that are found to be in violation of the student conduct policy or causing classroom disruption shall be addressed via the student code of conduct policy. PSEO students are assigned to a study hall that they must report to daily to work on their PSEO. Students are only allowed ONE study hall for PSEO classes; students may also take another study hall for in-person classes. Attendance will be taken daily for PSEO classes.

The following guidelines and agreement must be signed by both student and guardian to participate in PSEO.

Hills-Beaver Creek Post-Secondary Enrollment Options (PSEO)

Guidelines

& Student Agreement Form

- 1. Your priority as a PSEO student is meeting Hills-Beaver Creek graduation requirements.
- 2. Choose your classes wisely, because you will be expected to complete the courses you enroll in (as Hills-Beaver Creek pays for eligible PSEO classes and wants to make a sound financial investment).
- PSEO students can drop courses through the first two weeks for the semester (10 days). For
 classes that begin mid semester, the add/drop period ends one business day after the first-class
 meeting. MUST meet with college advisor and high school counselor or principal before
 DROPPING a class.
- 4. To drop a class from Minnesota West you must log into your eServices account, then print the "Successful Withdraw" page and turn the form into the high school guidance counselor or principal. Check the college's academic calendar for the published "last day to withdraw from full-term classes" date. You can also find the last day to withdraw from a specific course by checking your class schedule in eServices.
- 5. There is no fee for the PSEO student to enroll in fall and spring semester classes, but students are responsible for ALL costs if they choose to enroll in summer classes.
- 6. <u>All</u> grades you earn as a PSEO student are part of your permanent high school and college transcripts, it is important to do your best in all courses. PSEO grades will impact your GPA, which in turn may impact scholarship or post-secondary opportunities.
- 7. Refer to the Minnesota state PSEO guidelines and your specific college PSEO guidelines for more information.

Agreement Form

- I understand that I am responsible for my own attendance in my courses and my personal academic progress and success. I will take initiative to ask questions and seek assistance from the PSEO staff, my instructor and student support services.
- I understand that I must maintain a minimum cumulative college GPA of 2.0 to continue in the PSEO program.
- I understand that I may register for 100 and 200 level courses, which are typically introductory courses and courses for which I meet the minimum posted requirements/prerequisites. I understand that 300 and 400 level courses are upper division courses and are typically major-based courses. A discussion with the college advisor before enrolling is appropriate and expected.
- I understand any course labels below "100" is not covered by PSEO as they are considered developmental coursework and not college level work.

- I understand the college will notify the Hills-Beaver Creek of my semester enrollment and academic performance. I understand that my course registration and term grades will be submitted once per term to Hills-Beaver Creek School District.

| STUDENT | Q. | DADENIT | CICN | ΛТΙ | IDEC. |
|---------|--------|---------|-------|-----|-------|
| SIUDENI | \sim | PARFINI | SIGIN | AIL | JKES. |

| Student | Parent | Date |
|---------|--------|------|

REGISTRATION AND DROP/ADD PROCEDURE

In the spring, students begin registration for the next year by selecting courses that they would like to take during the following year. A master schedule of classes is made based on the number of students interested in each class. Student's complete final registration in March or April. Independent studies, classroom, and other aide positions must be approved by the administration. Certain classes are offered only every other year so you need to think ahead when planning the courses you want and need to take.

Students may **NOT** drop or add classes after the first week of either semester.

SCHOOL BOARD

The Hills-Beaver Creek School Board is the final authority in the school district. Regular meetings are held the second and fourth Mondays of the month. Notices of special meetings are posted at the school. Meetings are open to the public. If you would like to address the School Board at a meeting, please contact the superintendent to inquire further.

SCHOLARSHIPS

A file of available scholarships is maintained in the high school counselor's office. Interested students should contact the counselor at the end of the junior or the start of the senior year for details on application materials and deadlines.

SPORTSMANSHIP

- 1. Be courteous to visiting teams, officials, and other spectators. Do not boo, heckle, or throw things.
- 2. Play hard and to the limit of one's ability. Do not give up, quarrel, cheat, bet, or grandstand.
- 3. Be modest in victory and gracious in defeat.
- 4. Understand and observe the rules of the game and the rules of eligibility.
- 5. Respect the integrity and judgment of the officials, realizing that their decisions are based upon the game conditions as they see them.
- 6. Respect the facilities of host schools.
- 7. Support the team through wins and losses. Take into account the age, skill, and experience of team members.

STUDY HALL

Study Hall is a time for:

A. Doing homework or research projects.

- B. Doing leisure reading.
- C. All students leaving the study hall must sign out with the study hall teacher and must have a pass if they are going to any other room. Students must return to their study hall by the end of the hour and sign back in with the teacher.
- D. Students who are on the deficiency list (DL) are NOT allowed to have their cell phones.
- E. Cell phones must be turned in during study halls unless approved by study hall teacher for a particular school project.
- F. Students are required to attend the study hall they register similar to a class. Students who are habitually absent from a study hall may be placed into another class.

TEXTBOOKS

Textbooks are loaned to students for use during the school year. Fines or replacement costs may be issued if a student abuses their textbooks or another student's texts.

