

***HILLS-BEAVER CREEK
SECONDARY SCHOOL***



**PARENT-STUDENT
HANDBOOK**

2019-2020

Forward

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.

SCHOOL HOURS

School starts at 8:05 a.m. and dismisses at 3:05 p.m. Students are not to be in the building before 7:45 a.m. or after 3:30 p.m. if they are not under a staff member's supervision. In the high school, students have 3 minutes passing time between classes. Class periods are as follows:

<i>Daily Schedule</i>			
Period	Time	Period	Time
1	8:05-8:51	5 (Grades 7-8)	11:51-12:37
2	8:54-9:40	6	12:40-1:26
3	9:43-10:29	7	1:30-2:15
4	10:32-11:18	8	2:18-3:05
5 (Grades 9-12)	11:21-12:02		
Lunch I (Grades 6-8) –11:18-11:48			
Lunch II (Grades 9-12) – 12:07-12:37			

<i>2 hr. Late Start Schedule</i>			
Period	Time	Period	Time
1	10:10-10:42	Lunch II (Grades 9-12)-12:21-12:51	
2	10:45-11:15	5	12:54-1:24
3	11:18-11:48	6	1:27-1:57
Lunch I (Grades 6-8)--11:48-12:18		7	2:00-2:30
4 (Grades 9-12)	11:51-12:51	8	2:30-3:05
4 (Grades 7-8)	12:21-12:51		

<i>Early Dismissal Schedule</i>	
Period	Time
1	8:05-8:34
2	8:36-9:03
3	9:05-9:32
4	9:34-10:01
5	10:03-10:30
6	10:32-10:59
Lunch I Grades 6-8---10:59-11:29	
7 (Grades 9-12)	11:02-11:29
Lunch II Grades 9-12---11:29-11:58	
7 (Grades 7-8)	11:32-11:58
8	12:01-12:28 to 30

ACADEMIC SCHOLASTIC ELIGIBILITY

The following policy is for ALL STUDENTS in grades 7 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.

LEVEL II--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.**

Responsibilities/Actions

- 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.
- 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).

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.

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.

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.

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.

ALCOHOL, TOBACCO (including Vaping e-cigarettes), AND DRUG POLICY

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

CATEGORY I

The following activities are included:

Football	Volleyball	Basketball
Track	Golf	Softball

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

The following activities are included:

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.

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 not allowed in the building except with the approval of the building principal (i.e., student undergoing chemotherapy; medical situations).

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.

ATHLETIC FEE (POLICY #528)

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

Football	Volleyball
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.
5. 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 \$4.00 for students and \$6.00 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)	Admitted Free with a pass
Adult	\$45.00
Student	\$30.00
Yearly Family Pass 10 punch (up to 2 adults and 4 students)	\$130.00
Adult Year Long Activity Pass	\$95.00
Student Year Long Activity Pass	\$65.00

ATTENDANCE AND ABSENCES (POLICY #503)

STUDENT ATTENDANCE

A. Responsibilities

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

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.
- 3. 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 Statutes.
 - (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. Participation in Extracurricular Activities and School-Sponsored On-the Job Training Programs

1. This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day and any school-sponsored on-the-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.

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.

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 on school premises, on school district property, at school functions or

activities, or on school transportation. 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.

- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, 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 H-BC 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.

- G. 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 as defined in this policy.

- 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. "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.
- F. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "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.
- H. "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 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 H-BC Model Policy 515) in the student handbook.

VIII. NOTICE

- 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 or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- 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. 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 other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

BUS RULES:

If your child will not be riding the bus in the AM please call or text message the bus driver directly prior to 6:30 am the day 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 507-220-2035**

TRANSPORTATION POLICY

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.

B. Rules on the Bus

1. Immediately follow the directions of the driver.
2. Sit in your seat facing forward.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any objects.
8. Eating, drinking by permission and the use of tobacco or drugs is prohibited.
9. Do not bring an weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

C. Consequences

1. Consequences for school bus/bus stop misconduct apply to all bus stops and bus routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competition) will be in the sole discretion of the School District. Parents or guardians will be notified of any suspension of bus privileges.
2. 6th Grade
 - 1st offense--warning
 - 2nd offense--3-day suspension from riding the bus and communication with parent.
 - 3rd offense--5-day suspension from riding the buses and communication with parent.
 - 4th offense--10-day suspension from riding the bus/meeting with parent.
 - 5th offense— Individually considered. Students may be suspended for longer periods of time, including the remainder of the year.
2. Secondary (7-12).
 - 1st offense--warning
 - 2nd offense--5 day suspension from riding the bus and communication with parent.

3rd offense--10-day suspension from riding the buses and communication with parent.

4th offense--20-day suspension from riding the bus/meeting with parent.

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

3. 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 may also result from school bus/bus stop misconduct.

4. 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 Department of Public Safety. Records may also be maintained in the transportation office.

5. Vandalism/Bus Damage

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

6. Notice

Students will be given a copy of school bus and bus stop rules during school bus safety training week. Rules are to be posted on each bus and the driver will periodically review both rules and consequences with students.

CALENDAR

The school calendar is posted to the school's website and included with school studnet handbooks. Calendars of athletic and special events are also available. The master calendar of all events is kept in the high school office for reference and to note changes. All events are to be scheduled with the activities director and principal so they may be included in the calendar.

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.

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

1. Respect for educational environment
 - a. 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, 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.
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)
3. 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 school office where the student may retrieve it at the end of the school day.
- b. Second Infraction: The second infraction shall result in confiscations of the device, which is to be turned in to the school office, notification of a parent or guardian and warning that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days.

- 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 45 school days.
- d. Repeated or Severe Infraction: Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

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.

Each staff member must document and report incidents to the office.

CHURCH NIGHT

Wednesday night is reserved as a night for church activities. School organizations and activities must be scheduled to end by 6:30 p.m. 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.

COMPUTERS and TECHNOLOGY

See the Internet Acceptable Use Policy. 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.

COURTESY

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.

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 an hour after the dance starts. Students who leave the dance after the doors close are not allowed to return to the dance. No cigarettes, alcohol, or other illegal chemicals are allowed. Some dances have a suggested dress code. This will depend on the sponsor of the dance intentions.

DETENTION

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

DETENTION TIMES: 3:05-3:30 P.M.

DETENTION IS IN THE CLASS ROOM 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. No food or drink will be allowed.
4. No sleeping or laying heads on desk.
5. Detention starts at 3:05 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 detention period to go to their locker, bathroom or any other reason unless it's an emergency.
6. Students who do not follow detention rules will be given an 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.
7. A student who fails to report to detention will be assigned an additional detention/suspension. No exceptions for athletic practices or jobs.
8. Saturday school may be used as a detention option.

9. Detention must be made up within 5 days of notification, or additional detentions will be added.

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.

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 cancelled 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.

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.

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.

FUND RAISING (POLICY #511)

The school board recognizes a desire and a need by some student organizations for fund raising. 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. Fund raising 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 fund raising 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. Students should also keep track of their progress so they know how they are doing in the class.

GRADUATION REQUIREMENTS (POLICY #514)

Hills-Beaver Creek Senior High School GRADUATION REQUIREMENTS		
The <u>State of Minnesota</u> has set forth the following requirements for all school districts:		
Content Area	Required Credits	Specifics
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	
In addition to the required state 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	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, 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:

1. 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.

HALLWAY RULES

Students will conduct themselves in an appropriate respectful manner. Inappropriate behavior will be addressed via the student conduct policy.

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.

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 PROGRAM

The school provides a lunch program for students. For 2019-2020, the cost for a meal is \$2.65 for students in grades 6, 7 and 8 and \$2.80 for students in grades 9 through 12. Extra milk costs 40¢. Students who qualify for free or reduced-price meals must pay the 40¢ for extra carton of milk, as only one carton is included with a free or reduced-price meal.

Application forms for free and reduced-price meals are available in the district office or on the district's website.

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.

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.

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. 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.

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.

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.

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 3:05-4:00 p.m.

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.

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 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. 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.

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 insure 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.

(Circumstance sense 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.

PLATO LEARNING

PLATO Learning is an online credit recovery/enrichment program purchased for our students. Students needing credit recovery may access PLATO Learning to obtain credits they have failed. The principal and guidance counselor must pre-approve all PLATO Learning 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.

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.

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.

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.

SATURDAY SCHOOL (POLICY #506)

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

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.

SCHOOL DAY

The school day begins at 8:05 and ends at 3:05. The school building is open from 7:45 a.m. until 3:30 p.m. every day that school is in session. No student is to be in the building before 7:45 a.m. unless under the supervision of a staff person.

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.

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.

SECTION 504

Students that may have a temporary or continued disability that may need modifications are addressed with a 504 plan. Parents or guardians are notified of the necessity by school staff. If you have questions related to a 504 plan please direct them to the building principal.

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.

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.

506 STUDENT DISCIPLINE

I. 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, Minn. Stat. §§ 121A.40-121A.56.

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

III. AREAS OF RESPONSIBILITY

- A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.
- B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.
- C. Principal. 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. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.
- 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. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.
- G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.
- H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. 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.

VI. CODE OF STUDENT CONDUCT

- A. 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 or tobacco paraphernalia;
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. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
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 language toward 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 language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
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 school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. 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.

VII. 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 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;
- J. 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.

VIII. 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;
- 2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
- 3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
- 4. Other conduct, which in the discretion of the teacher or administration, requires removal of the student from class.

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

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 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.

D. 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.

E. 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 principal deems the student fit to return to class.
2. Student may be required to discuss behavior and or adhere to a readmission plan.

F. 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.

G. 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.

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

1. The Superintendent shall Establish and maintain a chemical abuse preassessment 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 preassessment team pursuant to Minn. Stat. § 121A.29.

IX. 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 provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

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

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

- C. 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.
2. If a student’s total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student’s parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian’s expense. The purpose of this meeting is to attempt to determine the 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.
3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process

- of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.
4. 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.
 5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.
 6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.
 7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following:
 - a. strongly encourage a parent or guardian of the student to attend school with the student for one day;
 - b. assign the student to attend school on Saturday as supervised by the principal or the principal's designee; and
 - c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.
 8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)
 9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.
 10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.
 11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. “Expulsion” means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.
2. “Exclusion” means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.
3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.
4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.
5. The student and parent or guardian shall be provided written notice of the school district’s intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student’s own choosing, including legal counsel at the hearing; (2) examine the student’s records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).
6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.
7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.
8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.
9. The student shall have a right to a representative of the student’s own choosing, including legal counsel, at the student’s sole expense. The school district shall advise the student’s parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.
10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student’s records.
11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.
12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.
13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.
14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.
15. The student cannot be compelled to testify in the dismissal proceedings.
16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.
17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the

findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

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

X. ADMISSION OR READMISSION PLAN

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

XI. 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 physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault 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 student's age, grade, gender, race, and special education status.

XII. 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, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

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

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 not a manifestation of the student's disability,

the school district will proceed with discipline – up to and including expulsion – as if the student did not have a disability, unless the student’s educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student’s disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

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.

XIV. OPEN ENROLLED STUDENTS

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

XV. 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.

XVI. 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.

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.

STUDY TIME

Staff members meet with students prior to school or after school with an appointment. Those students needing assistance need to make arrangements with their individual teacher.

TARDY (POLICY #503)

- 1. Definition: 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.

TECHNOLOGY and COMPUTERS

See the Internet Acceptable Use Policy Also. Technology fees for students in grades 9-12 are \$35 per Chromebook 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. The fee is non-refundable.

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.

TEXTBOOKS

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

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.

VISITORS

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 at all times in the building.**

ZAP Zeros Aren't Permitted

Zeroes aren't permitted has been changed to include a time of study during the lunch period, not a requirement, but available for students needing time during the school day to complete school work.

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Weapon”

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

B. “School Location” includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.

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

IV. EXCEPTIONS

A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal’s office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon’s location.

B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:

1. active licensed peace officers;
2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;

4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat. §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
 - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for “antique firearms which are carried or possessed as curiosities or for their historical significance or value.”
 - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
7. a gun or knife show held on school property;
8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.

C. Policy Application to Instructional Equipment/Tools

While the school district 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. Employees

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

B. Other Nonstudents

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

419 TOBACCO-FREE ENVIRONMENT

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. 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 electronic cigarettes 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 device, or electronic cigarette 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.
- 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, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

III. TOBACCO AND TOBACCO-RELATED DEVICES DEFINED

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “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; 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.
- C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

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 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.

V. ENFORCEMENT

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

VI. DISSEMINATION OF POLICY

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

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

PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

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

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

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

D. 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.

526 HAZING PROHIBITION

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
 - B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
 - C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
 - D. 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.

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 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.

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

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>	<u>GRADE(S)</u>
Mock Trial	7-12
Honor Roll	7-12 "A" Honor Roll=10 pts. "B" Honor Roll= 5 pts.
Knowledge Bowl	7-12
Math League	7-12
Math Counts	7-8
Computer Contests	7-12
Science Fair	7-12

*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 Fair

5 points for placing at Region
10 points for placing at State
15 points for qualifying for National

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

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. Sexual Harassment: Definition.** 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 ad 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. Sexual Violence: Definition. 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 Statutes 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 proceeding 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 statutes 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.

****ATTENTION****

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

1. 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.C

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

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 commencing 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 or 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. Chris Harnack, 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 specified in the estimated schedule please contact Mr. Chris Harnack, District Head Custodian, Hills-Beaver Creek Schools at 507-962-3240.

Patriot Pride!

HILLS-BEAVER CREEK

Hills-Beaver Creek Schools ISD #671

2019-2020

August 19						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 19						
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29	30					
		20 Student Days				

October 19						
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		22 Student Days				

November 19						
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		19 Student Days				

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December 19						
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January 20						
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		21 Student Days				

February 20						
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March 20						
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| | | | | | | |

April 20						
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		19 Student Days				

May 20						
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31		19 Student Days				

June 20						
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July 20						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

Aug. 26 Staff Dev. Day Aug. 27 Staff Dev. Day Aug. 28 Staff Dev. Day (Jr./Sr. Hi Open House) Sep. 3 First Day of School Oct. 10 School in Session P/T Conf. Secondary 3:45-7:15 pm Oct. 18 No School-Education MN Nov. 1 Early Dismissal/Staff Dev./End. Q. 1 Nov. 4 Begin 2nd Quarter Nov. 14 School in Session- Evening P/T Conf. Elem. Nov. 19 Evening P/T Confer Nov. 27 Early Dismissal Nov. 28/29 No School--Thanksgiving Break Dec. 20 Early Dismissal/Staff Development Dec. 23-Jan 1 No School-Christmas Break	Jan. 2 School Resumes Jan. 17 End First Semester Jan. 20 No School/Staff Dev.- MLK Day Jan. 21 Begin 3rd Quarter Feb. 13 School in Session- P/T Conf. Feb. 14/17 No School-President's Day Mar. 26 Last Day 3rd Quarter Mar. 27 No School/Staff Development Mar. 30 First Day 4th Quarter April 9-13 No School--Spring Break April 24 Early Dismissal/Staff Development May 22 Senior Commencement-7 PM May 25 No School--Memorial Day May 28 Last Student Day/Early Dismiss/Staff Dev. May 29 Staff Development	Student Days QTR. 1 43 days QTR. 2 45 days QTR. 3 46 days QTR. 4 40 days Total 174 days Staff Days 8/26 Staff Dev. 8/27 Staff Dev. 8/28 Staff Dev. 10/10 .5 P/T CF S 11/1 .5 Staff Dev 11/14 .5 P/T CF E 11/19 .5 P/T CF 12/20 .5 Staff Dev. 1/20 Staff Dev. 2/13 .5 P/T CF 3/27 Staff Dev. 4/24 .5 Staff Dev 5/28 .5 Staff Dev 5/29 .5 Staff Dev Flex 1 day
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KEY			
 Staff Development /NO School	 Holiday-No School/Student/Staff	 P/T Conf. Evening	
 Start/End Quarter	 P/T Conference Secondary Gr. 7-12	 Staff Development 1/2 Day	
 Early Dismissal 12:30 HS/12:45 Elem.	 P/T Conference Elementary Gr. K-6	 Graduation 7 pm	

Makeup Days--Any cancellation of days will be made up at the discretion of the Board of Education.

Board Approved 03.25.19