



Melrose Middle School
Student – Parent
Handbook
2019-2020

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Students, Parents, and Guardians: Welcome to the Melrose Middle School and the 2019-2020 School Year!

Dear Students, Parents, and Guardians:

Welcome to the Melrose Middle School and the 2019-20 School Year. I hope you have enjoyed your summer and had some quality family time together. It is the mission of the Melrose Area Public Schools to provide the best possible educational experience for the total development of the individual student with the human and physical resources available.

The Melrose Middle School Staff and administration are here to enhance your child's educational experience by providing a number of opportunities both in the area of academics and co-curricular activities. Middle school years are a time when students develop academically, physically, emotionally, and socially. The amount of energy, enthusiasm, and time students put forth in their studies will help them gain valuable knowledge and experiences that will lead them to become life-long learners. Student participation in co-curricular activities may benefit them with a feeling of accomplishing challenges, helping create new and existing friendships, and establishing an activity that they may enjoy the rest of their lives.

My goals for all students include the need to develop critical thinking skills, learn to respect one another, enhance their self-esteem, acquire the skills and knowledge to do the best they can, and take the opportunity to excel both in academics and co-curricular activities. As educators, we can help your student develop these skills but we can't do it alone. **Active parenting** is an important part of your child's success as a student, community member, and life-long learner.

The Melrose Middle School Handbook is provided so that both parent/guardian and student can review it to see the necessary procedures and policies for middle school years. Students should know what is expected of them to ensure a positive educational experience for all involved. Communication is very important and I encourage you to contact teachers and/or administration with any concerns, questions, comments, and/or suggestions.

Let's have a great school year!

Sincerely,

Robert Anderson
6-8 Principal/District Assessment Coordinator

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Melrose Area Public Schools 2019-2020 Calendar

<u>Date</u>	<u>Event</u>
August 26 - 28 (Monday-Wednesday)	Staff Inservice
August 28 (Wednesday)	Open House 4:00-7:00 PM
September 2 (Monday)	No School – Labor Day
September 3 (Tuesday)	1 st Day of School
October 16 (Wednesday)	No School – Staff Inservice
October 17 - 18 (Thursday-Friday)	No School K-12 – Education MN
November 7 (Thursday)	End of 1st Quarter
November 8 (Friday)	No School – Staff Workshop/ Inservice
November 12 (Tuesday)	Parent/Teacher Conferences 5:00 - 8:00 PM
November 14 (Thursday)	Parent/Teacher Conferences 5:00 – 8:00 PM
November 15 (Friday)	No School – Parent/Teacher Conferences 7:30 AM – 3:10 PM
November 27 (Wednesday)	No School – Staff Inservice
November 28-29 (Thursday-Friday)	No School – Thanksgiving Break
December 20 (Friday)	Last Day of Classes – Winter Break
December 23-January 1	No School – Winter Break
January 2 (Thursday)	School Resumes
January 23 (Thursday)	End of 2 nd Quarter (1 st Semester)
January 24 (Friday)	No School – Staff Workshop
February 17 (Monday)	No School – President's Day
March 13 (Friday)	Parent/Teacher Conferences 7:30 AM – 3:10 PM
March 26 (Thursday)	End of 3rd Quarter
March 27 (Friday)	No School – Teacher Workshop/Inservice
April 9 (Thursday)	No School – First weather make-up day if needed
April 10 (Friday)	No School
April 13 (Monday)	No School – Teacher Flex Workshop Day
May 25 (Monday)	No School – Memorial Day
May 29 (Friday)	Graduation
June 2 (Tuesday)	Last Day of School – 12:30 PM Dismissal
June 3 (Wednesday)	Teacher Workshop

Daily Schedule

The school building is open daily from 7:40 AM to 4:20 PM. Classes meet from 8:15 AM to 2:50 PM. Students are expected to bring all materials needed for the day with them at the start of the day. Students are not to leave the building at any time without permission from the principal's office.

Faculty arrives	7:05 – 8:15
Warning Bell	8:05 & 8:11
1st Hour	8:15 – 9:04
2nd Hour	9:08 – 9:57
3rd Hour	10:01 – 10:49
4th Hour	10:53 – 12:10
1st Lunch Line	10:49 – 11:14
2nd Lunch Line	11:17 – 11:42
3rd Lunch Line	11:45 – 12:10
Students will be dismissed for 3 rd lunch line no earlier than 11:45 AM	
5th Hour	12:14 – 1:03
6th Hour	1:07 – 1:56
7th Hour	2:00 – 2:50
*7 th hour includes 2 additional minutes for end of day announcements	
Faculty Leaves	2:55 – 4:05

Lunch periods

Students are to walk directly to the lunchroom from class or study hall without running or pushing along the way.

1. Lunch periods are:
 - 10:49 – 11:14 (1st lunch line)
 - 11:17 – 11:42 (2nd lunch line)
 - 11:45 – 12:10 (3rd lunch line)
2. Quiet and orderly behavior are the rules for conduct during the lunch periods.
3. Students must stay in line for food; there are no exceptions.
4. Dishes are to be returned to their proper place. Any paper or crumbs should be cleaned up and deposited in the receptacles.
5. After you have returned your dishes, return to your table until dismissed.
6. Be as quiet as possible in passing to and from lunch; other students are in class.
7. All students at a table are responsible for keeping it clean.
8. There will be no food or beverages leaving the lunchroom.
9. Anyone violating the above rules will be excluded from the lunchroom, and may be assigned to eat lunch in a restricted area or be disciplined according to the student handbook.

Changes in the daily schedule (Late-Start/Early-Out Schedule)

On days of late starts and early outs, all classes will meet at their regular times. On most occasions, the following schedule will be used when school is two hours late or out two hours early:

Late-Start		Early Out	
3 rd Hour	10:15 – 10:49 (4 minutes passing)	1 st Hour	8:15 – 9:04 (4 minutes passing)
4 th Hour	10:53 – 12:10 (4 minutes passing)	2 nd Hour	9:08 – 9:57 (4 minutes passing)
5 th Hour	12:14 – 1:03 (4 minutes passing)	3 rd Hour	10:01 – 10:49 (4 minutes passing)
6 th Hour	1:07 – 1:56 (4 minutes passing)	4 th Hour	10:53 – 12:10 (4 minutes passing)
7 th Hour	2:00 – 2:50 (4 minutes passing)	5 th Hour	12:14 – 12:30 (4 minutes passing)

School closings

School closings because of inclement weather will be announced over School Reach, KASM (1150) Albany, KCLD (104.7) St. Cloud, at 7:00 AM or earlier. Closings/delays will also be broadcast on television stations WCCO 4, KSTP 5, KMSP 9, and KARE 11.

Before and After School Hours

Students should not be in the building before 7:45 AM unless absolutely necessary. Those who do arrive before 7:45 AM must be supervised by a staff member or should report directly to the library. 6th and 7th graders will go directly to gym #4 upon their arrival to school. 8th graders are allowed in the middle school hallway.

Students are expected to leave the building promptly upon dismissal each day. Those who remain in the building for work with a teacher or for a regularly scheduled activity are expected to remain with that teacher or activity. Students who stay after school to use resources in the library should be working on school-related assignments. **Any student who does not comply with these rules will be subject to disciplinary action.**

Nondiscrimination

It is the policy of School District 740 that no person within the jurisdiction of this school district shall on the grounds of race, color, creed, national origin, sex, marital status, handicap, status with regard to public assistance, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity, or in regard to any employment procedures or practices. Inquiries regarding compliance may be directed to the principal(s) or the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

Students' Rights and Responsibilities

Students shall have the right to:

1. Attend school and benefit from all educational opportunities provided.
2. Be informed of all school rules and regulations and the consequences of breaking the rules and regulations.
3. Due process in all disciplinary actions.
4. Receive an appropriate education and the opportunity for success in achieving this education.
5. Understand each teacher's grading system and keep up with his or her own progress in each class.
6. Respect and protect school facilities, properties, and materials.
7. Consider and respect the point of view of others.
8. Seek personal, academic, and vocational counseling.
9. Be shown personal respect by other students and school personnel.
10. Participate in co-curricular activities and clubs for which they are eligible.

Students shall have the responsibility to:

1. Attend school and all classes on a regular basis.
2. Know and observe all school rules and accept the consequences of acceptable and unacceptable behavior.
3. Cooperate with school personnel in cases involving disciplinary action and accept final decisions and consequences.
4. Participate in educational opportunities and complete classroom assignments and homework to the best of their abilities.
5. Understand each teacher's grading system and keep up with his or her own progress in each class.
6. Respect and protect school facilities, properties, and materials.
7. Consider and respect the point of view of others.
8. Seek personal, academic, and vocational counseling.
9. Show respect to all other students and school personnel.
10. Abide by the rules and guidelines of co-curricular activities and clubs.

Academics

Credits

All semester classes are worth one credit.

Graduation requirements

It is the mission of School District 740 to provide the best possible educational experience for the total development of the individual student with the human and physical resources available. The total educational environment is intended to provide the experience necessary for a successful adjustment in a democratic society. School District 740 further recognizes that the highest level of educational outcome is the ability to think critically and solve problems.

Honor roll

The honor roll is an indication of high student achievement. The honor roll is calculated after every report card and will be published in the local paper. It is figured on the basis of 4.00 for an A; 3.66-3.99 for an A-; 3.33-3.64 for a B+; 3.0-3.32 for a B. You can figure your own average by using the following: A = 4.00; A- = 3.666; B+ = 3.333; B = 3.000; B- = 2.666; C+ = 2.333; C = 2.000; C- = 1.666; D+ = 1.333; D = 1.000; D- = .666 and F = .00. Students' GPAs will be calculated by semester, rather than by quarter grade beginning with the class of 2012-13.

Incompletes

The grade of incomplete will be given to a student who has been absent from school and has not had enough time to make up the work that was missed. The rule of thumb is "one day for every day missed plus one." Thus, a student who is absent for three days has three days plus one, or 4 days, to make up any missed assignments.

Note: When a test date or a deadline for an assignment is announced in advance of the student's absence, the student is expected to take the test immediately upon his/her return to school and/or to turn in the assignment upon return. The responsibility for taking the test or for turning in the assignment rests with the students.

If the work is not made up in the specified time, the student may receive an "F" for the work missed and his/her grade would be lowered accordingly. The teacher will notify the student regarding exactly what work has to be made up, but it will be the student's responsibility to see that it is done.

The teacher may require the incomplete work to be made up before the student receives credit for the course; the student may not choose to take an F on an assignment that the teacher requires to be complete before credit will be given.

All incomplete grades must be made up within 5 school days of the end of each quarter. (If the work is not completed by the end of the 5-day period, the student's grade will become an F. The grade may be changed at a later date if the student turns in the incomplete work and the teacher determines that all requirements have been met.)

Failures

6th, 7th, and 8th grade students who fail either a semester or year-long class will be required to make up the course work during night school or summer school at the Area Learning Center, or during the next school year, or other appropriate academic means. All situations are contingent on administrative recommendations and approval.

Student Participation in Statewide Assessments

Minnesota Statutes, section 120B.31, subdivision 4a, requires the Minnesota Department of Education (MDE) to publish a form for parents/guardians to complete if they refuse to have their student participate in state-required standardized assessment. A copy of this form is located under Appendix S on pg. 111.

Accidents

All accidents must be reported to the supervising teacher, principal's office or the nurse's office as soon as possible. The school does not provide an accident insurance plan for students.

Assemblies and Pep Fests

Seating at pep fests will be by home-base teacher. Students are asked to sit in the areas designated for their home-base. This applies to the north gym, the south gym, and the auditorium. Student behavior at assemblies, etc., should result in a positive reflection on our school.

Attendance

Procedure

All students have a responsibility to attend school every day. It is a primary educational responsibility of parents to ensure regular student attendance. Good attendance is essential to the efficient process of teaching and learning. A good attendance record indicates maturity and a sense of responsibility.

The Attendance Policy will be in effect for this school year. In accordance with all applicable State and Federal statutes and regulations and the School Board's Policy, all students must attend school each day school is in session. If a student is absent for any reason, the student's parent/guardian must verify the absence, regardless of the student's age, in accordance with the following procedure:

1. Parents are requested to call the school (256-5160) by 8:00 AM on days that their child is absent. If parents learn ahead of time that their child is expected to be absent, parents are requested to call the school as soon as the parents learn of the expected absence. The school will attempt to contact parents whenever the student is absent from school and a parent has not already contacted the school.
2. On the day the student returns to school, he/she must bring a note signed by the student's parent/guardian stating the reason for the absence. This note must be presented to the office personnel in order to get a readmit slip. **Failure to bring in a signed note and/or to get a readmit slip by 8:15 AM on the day the student returns to school may result in the absence being classified as "unexcused," or discipline, as provide by this Attendance Policy.**
3. Every Student Succeeds Act (ESSA) has attendance regulations that students cannot miss more than 10% of the school year. The number of acceptance absenteeism days allowed per semester is 8 and 17 per year.

Categories of Absences

All absences are either "excused" or "unexcused." **Except as provided in this Attendance Policy, the building Principal has the sole discretion to determine whether an absence is excused or unexcused.** All students are expected to complete and, if necessary, make up coursework missed due to absence, regardless of whether the absence was excused or unexcused.

Excused absences

Students will not be subject to discipline for excused absences. Except as otherwise provided in this Policy, students who miss school due to an excused absence are required to submit all course work that was due during the student's absence on the day determined by the student's teacher(s). Such coursework will not be considered late and the student may receive credit for the coursework. If a student misses a test, quiz, or other examination due to an excused absence, the student will be allowed to make up the test, quiz or examination, and may receive credit for the test, quiz, or examination.

In order for an absence to qualify as "excused" it must fit into one or more of the following categories:

1. **Illness/Injury.** Any absence due to a student's legitimate illness or injury is excused. The building Principal has the sole discretion to require a doctor's note verifying the need for the absence before designating any absence as excused due to illness/injury.
2. **School Sponsored Activities.** For purposes of the Attendance Policy, school sponsored activities are activities approved and sponsored by the School District, including such activities as field trips, open campus, and sync show matinee. Student participation in these types of activities is a privilege, not a right. All coursework that would be due during an absence due to a student's participation in a school sponsored activity will be due upon the student's return from the school sponsored activity, unless the student has received prior teacher approval stating otherwise. It is the responsibility of the student to check with this or her teachers regarding assigned work.
3. **Family Emergencies.** For purposes of the Attendance Policy, family emergencies include serious, unavoidable events that require the student's absence from school. Examples of family emergencies include funerals of family members, and visiting immediate family members (such as parents, grandparents, and siblings) in the hospital. The building Principal has the sole discretion to determine whether or not any absence due to a reported family emergency is excused.
4. **Working at Home.** The School District recognizes that this is a farming community and occasionally students will be needed at home for the harvesting or planting seasons. The School District also recognizes that other extenuating circumstances may require a student to work at home during a regular school day. Any absence due to a student working at home must be approved by the building Principal at least one (1) school day before the intended absence. Failure to obtain the Principal's approval in a timely manner may result in the absence being classified as "unexcused."
5. **Family Trips.** Absences due to family trips, which include hunting trips, may be excused if the student and parent meet **all** of the following requirements:
 - a. Requests for absences due to family trips must be made at least three school days before the trip is to begin. The request must be signed by the student's parent/guardian, and include a brief description of the purpose of the trip (e.g., hunting trip, family vacation);
 - b. The student must be passing all of his or her classes at the time the request is made; and
 - c. The student must not have any incomplete assignments and must have turned in all course work at the time the request is made.

Failure to meet one or more of these requirements may result in the absence for a family trip being classified as "unexcused" or "unapproved".

Students may be entitled up to a total of ten (10) excused absences for family trips each year. The building Principal has the sole discretion to determine whether to grant or deny the request for absence due to family trips. In making his or her decision, the Principal will consider the student's current and past attendance record.

6. **Dental, Medical or Court-Ordered Appointments.** Any absence due to a student's legitimate dental, medical, or court-ordered appointment is excused. The building Principal has the sole discretion to require proof of appointment before designating any absence due to a student's dental, medical, or court-ordered appointment as excused.
7. **Religion.** Any absence due to a student's religious observance is excused. (not to exceed 3 hours in any week, unless 3 days prior administration approval has been granted.)
8. **Other Absences:** Any absences not covered in categories 1-7 will be determined by the building principal as either excused or unexcused.

Unexcused absences

An "unexcused" absence occurs when the absence has not been excused as an "excused absence" as defined above. Unexcused absences include being absent from class or any part of a class without permission. Excessive tardiness to class, tardiness or absence due to personal reasons such as oversleeping or haircuts, excessive absences as determined by the Principal, or leaving the school building without the Principal's approval. Education involves more than completing homework assignments and taking tests. The vast majority of learning takes place in each classroom on a daily basis. Discussions, group interaction, and class participation cannot be "made up" after an absence. When a student is absent, he or she may lose daily points and grades may be affected. Whenever a student receives an "unexcused absence slip," the following will occur:

1. A discipline report will be sent home to the parents indicating that the student was truant.
2. The student must make up any time that he/she misses while being truant. When a student "slips out," he/she will make up two hours for each hour the student was not in class (minimum of one detention period). (For more information, see truancy on page 7.)
3. If a student is absent more than 10 periods in any class during a semester period of time, a meeting will be required between the student, administration, and guidance to determine what is the best educational setting for the student. It may be suggested that due to high absenteeism that the student may need to attend the Area Learning Center to complete the semester (or longer as deemed educationally necessary). Hours or days missed because of school sponsored events or for religious reasons will not be included in this 10 period absence policy.
4. Any absences beyond 10 periods, excluding hours or days missed because of school sponsored events or for religious reasons, in any class will be made up on a one-hour-for-every-hour absent basis. Should a student's absenteeism exceed 10 periods in any class the student's absences may be reported to the County Attorney. A written doctor's excuse may be required upon the student's return to school in order to be excused from make-up time. The Principal has the sole discretion to waive make-up time in long-term health emergencies or other unusual situations. Students making up missed time will do so during detention, on teacher workshop days, or other selected days. All second semester absences must be made up within one week following the end of the semester.
5. Students accumulating multiple unexcused absences in a single class period may be subject to additional discipline, including detention or suspension.

Stearns County Truancy Mediation Program

Melrose Area High School follows the guidelines of the Stearns County Truancy Mediation Program for resolving truancy matters.

Continuing Truant

"Continuing Truant" refers to a child who is subject to the compulsory instruction requirements for section 120A.22 and is absent from instruction in a school, as defined in section 120A.05, without valid excuse within a single school year for three or more class periods on three days if the child is in middle school or high school. Upon a child's initial classification as a "continuing truant," the school attendance officer or other designated school official shall notify the child's parent or legal guardian, by first-class mail or other reasonable means, of the following:

1. That the child is truant;
2. That the parent or guardian should notify the school if there is a valid excuse for the child's absences;
3. That the parent or the guardian is obligated to compel the attendance of the child at school pursuant to section 120A.22 and parents or guardians who fail to meet this obligation may be subject to prosecution under section 120A.34;
4. That this notification serves as the notification required by section 120A.34;
5. That alternative education programs and services may be available in the district;
6. That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy;
7. That if the child continues to be truant, the parent and child may be subject to juvenile court proceedings under chapter 260C;
8. That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to section 260C.201; and
9. That it is recommended that the parent or guardian accompany the child to school and attend classes with child for one day.

When students have three unexcused absences, the school will notify the County Attorney requesting a first letter be sent to the child and/or the child's parent(s). The County Attorney will send a letter to the child and/or the parent(s) and mail a copy of the letter to the school authority who sent the request.

Habitual Truant

A "habitual truant" is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more class periods on seven school days if the child is in middle or high school, or a child who is 16 or 17 years of age who is absent from attendance at school without lawful excuse for one or more

class periods on seven school days and who has not lawfully withdrawn from school. A school district attendance officer shall refer a habitual truant and the child's parent or legal guardian to appropriate services and procedures, under chapter 260A. The school sends a letter to the County Attorney requesting mediation.

Readmit slips

All readmit slips will be issued from 8:00-8:15 AM. Sixth through twelfth graders will get readmit slips in their respective offices. Failure to get a readmit slip by 8:15 on the day the student returns to school may result in detention being assigned. Please get your readmit slips in the morning, whether you were absent for one hour or an entire day.

Tardy

There are very few excuses for being late to class. It is possible to go from one classroom to the other within the allotted time. Being tardy means that you are not in your assigned classroom/area when the bell rings. Students who are more than three minutes late to a class may be assigned more than one tardy or may be considered "absent without permission," depending on how late the student is. Students who are more than 15 minutes late to first hour class should report to the office for a readmit slip; those who don't have a note from home will be considered "absent without permission." **Disciplinary consequences will be assigned with the third unexcused tardy per quarter in any one class.** Three unexcused tardies per quarter in any one class will result in detention. A student will continue to be assigned a detention period every time he or she is late to the same class starting with the 3rd tardy and continuing every tardy and continuing every tardy thereafter in that quarter. Tardies are "erased" at the beginning of each quarter. Classroom teachers will monitor their students' tardies and write the discipline reports when necessary; students are expected to sign these discipline reports when the teacher indicates that the student has had 3 tardies and a referral is made.

Leaving the Campus

No student is allowed to leave the school grounds during school hours without first obtaining permission from office personnel or administration. Leaving the grounds without permission from office personnel or administration will result in detention, suspension or other appropriate consequences as determined by the Principal. When you leave the building, please sign out on the form in the main office. If you return the same day you must sign in on the same form. Failure to sign out before leaving the building may result in detention, In-School Suspension, and/or other disciplinary consequences, as appropriate. Get all your passes to leave the building before school starts. Only under extreme (emergency) conditions may an excused absence be brought by a student after he or she leaves the grounds. If you know you are going to be gone, you must get a pass before you go!

Perfect attendance

Perfect attendance indicates that a student has not been absent from school during a given period of time. We will not allow any variances from the policy. If a student is not present during the school day, he or she will be marked absent. We realize that circumstances occasionally arise that force a student to be absent when he or she does not wish to be gone (doctor appointments, funerals, etc.) and that this will jeopardize his or her perfect attendance. We understand this concern, but our policy is "either you are in school or you are absent."

Buses

To away events

We will take student buses to away events when the demand warrants it. Students are reminded that they are to ride the bus both to and from the event. Under no circumstances will they be allowed to ride either way with another student.

Bus discipline (For more information, see Appendix A: Student Transportation Safety Policy, beginning on page 36.)

BUS TRANSPORTATION IS A PRIVILEGE GRANTED TO THE STUDENTS OF THE SCHOOL DISTRICT TO THOSE WHO NEED AND WARRANT TRANSPORTATION. IT IS NOT MANDATORY THAT IT BE PROVIDED. Misbehaving will not be tolerated. Students are expected to behave in the proper manner, being considerate to others. Students unable to conduct themselves in the proper manner are subject to being denied the privilege.

Conduct on school buses and consequences for misbehavior

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.

Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety employee. Serious misconduct maybe reported to local law enforcement.

School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

Rules at the Bus Stop

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

Rules on the Bus

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

Consequences for school bus/bus stop misconduct will apply to all 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 competitions) will be the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

1st Notice – Warning

2nd Notice – Assigned Seat

3rd Notice – 3 day Suspension of Riding Privileges

4th Notice – 5 day Suspension of Riding Privileges

5th Notice – 10 day Suspension of Riding Privileges

6th Notice – Suspension of Riding Privileges for remaining of year

PLEASE NOTE: Depending upon severity of the behavior, administrative discretion may be used with regard to issuing consequences.

In cases where an assault or other serious situations that require a law enforcement investigation a student will have a suspension of riding privileges until the investigation has been completed. Further loss of riding privileges or disciplinary action may result depending on the results of the investigation. The administration reserves the right to modify or expand this requirement pending the circumstances of each individual incident.

Bus Conduct Report Melrose Area Public Schools

Bus Number:	Student's Name:	
	Class/Grade:	Date of Incident:
Trip AM/PM:	<input type="checkbox"/> 1st Notice – Warning <input type="checkbox"/> 2nd Notice – Assigned Seat <input type="checkbox"/> 3rd Notice – 3 day Suspension of Riding Privileges <input type="checkbox"/> 4th Notice – 5 day Suspension of Riding Privileges <input type="checkbox"/> 5th Notice – 10 day Suspension of Riding Privileges <input type="checkbox"/> 6th Notice – Suspension of Riding Privileges for remainder of year	
Driver's Name:		

NOTICE TO PARENTS

1. The purpose of this report is to inform you of a disciplinary incident involving the student on the school bus. It is important to note that riding the district's school bus is a privilege, not a right in the state of Minnesota.
2. You are urged to both appreciate the action taken by the driver and to cooperate with the corrective action initiated today.
3. Depending upon severity of the behavior, administrative discretion may be used with regard to issuing consequences.

DRIVER'S REPORT

<input type="checkbox"/> Violation of Safety Procedures <input type="checkbox"/> Destruction of Property <input type="checkbox"/> Fighting, Pushing, Tripping <input type="checkbox"/> Refusing to obey driver (Insubordination)	<input type="checkbox"/> Excessive Mischief <input type="checkbox"/> Unacceptable Language <input type="checkbox"/> Smoking	<input type="checkbox"/> Eating, Drinking, Littering <input type="checkbox"/> Rude, Discourteous, Annoying <input type="checkbox"/> Other (Explain below)
---	---	---

Driver's Comments: _____

PRELIMINARY ACTION:

☐ Checked Student's Folder
☐ Held Conference with Student
☐ Consulted Counselor
☐ Telephoned Parent

ADMINISTRATIVE ACTION AND RECOMMENDATIONS:

☐ Student Regretful, Cooperative
☐ Recurrences will be reported
☐ Denied Bus Privilege until:
☐ Referred to:

☐ Placed on Probation
☐ Suspended

Driver's Signature	Administrator's Signature	Date:
--------------------	---------------------------	-------

White – Parent Copy

Yellow – Office Copy

Goldenrod – Driver

Dances/Activity Nights

Melrose Middle School provides a number of social activities for students to participate in. Dances/activity nights may be held in conjunction with the major seasonal activities -- Homecoming, and Snow Days, as well as at other times during the year. Students who fail to follow the rules at a dance/activity night may be excluded from attending other dances/activity nights.

Discipline Policy

I. Statement of Policy

The best learning takes place in an atmosphere that is positive, safe, and secure. It is every student's right to expect that the entire school campus, including individual classrooms, provides such an atmosphere. It is the responsibility of the school board, administrators, teachers, and staff to ensure that students are given the opportunity to learn in the best possible environment.

Students, on the other hand, have the responsibility to conduct themselves in a manner that does not infringe on the rights of others. Actions that disrupt the smooth operation of the school and disrupt classroom learning, such as taunting, inappropriate language, fighting, and public displays of romantic affection, are not showing proper respect or self-discipline toward other students and staff. Students share with faculty and staff the responsibility to maintain a safe, nondiscriminatory, stimulating, and productive learning environment.

Rules are necessary to help create a safe, educationally sound environment and to help our school run efficiently. While this discipline policy for the Melrose Middle School contains a number of rules and regulations, it also carries with it a larger and more important message: The goal of our school discipline program is self-discipline.

We want students to understand that they have important choices to make about their conduct at school. Eventually, all of our students will have the same tough choices to make about their conduct in the "real world." We believe our school discipline plan allows students to learn from their mistakes and to take responsibility for their actions.

We expect students to know and follow the rules; most do that consistently throughout their years. Some students, however, fail to exercise self-discipline; that is when it becomes necessary to enforce this discipline policy. Students can expect to be treated with respect as they learn ways to control their behavior and make changes that will lead to healthier and more responsible behavior.

Parents and guardians have the legal responsibility for the behavior of their children as determined by law and by community practice. We expect parents and guardians to be active participants in their child's education. If the need arises, we will contact parents or guardians to help us determine the best course of action for their child.

The following school board policies and rules apply at any time a student is present on a school location and/or at a school-sponsored activity (including away events) and while traveling on school buses. Students are expected to act in accordance with federal, state, and local laws and rules and in a way that respects the rights and safety of others.

Any form of inappropriate behavior may result in detention, suspension, exclusion, and/or expulsion according to the Minnesota Pupil Fair Dismissal Act. Other "creative consequences" may result from inappropriate behavior, depending on the severity of the behavior.

II. Definitions of Disciplinary Action

A. Detention

1. Definition

Detention is defined as requiring a student to remain after normal school hours and disciplinary action for violating school policies. Parents/guardians will be notified by either telephone or mail when a student is required to serve detention.

2. Detention schedule

Detention will be held evenings after school in an isolated area of the high school media center from 3:00 – 5:00 PM.

3. Length of a detention period

A student who is assigned one detention period will serve a two-hour block of time (3:00-5:00 PM). Additional detention periods may be assigned, depending on the severity of the offense.

4. Detention time lines

Detention must be completed within one week from the date of the incident. If the student accrues more detention than can be completed within a week, the student must attend every detention period until his or her detention is completed.

5. Consequences for not serving detention as described above

- a. The detention period will double. For example, if the student is required to serve one detention period but does not complete that detention within a week, the student will then have two detention periods to complete.
- b. A conference with parents/guardians may be held to discuss the nature of the student's inappropriate conduct and to emphasize the serious consequences of the student's refusal to serve detention.
- c. The second time a student fails to serve detention within the specified time lines in the same semester; he or she will be required to serve one day of in-school suspension. The third time and every time thereafter that a student fails to follow detention rules in the same semester; he or she will be assigned two days of in-school suspension.
- d. A student who continually chooses not to serve detention may be suspended from school for three school days.
- e. At the end of the semester, this process, starting with number 4, will begin again.

6. Detention rules

- a. Students must arrive on time; those who are late will not be allowed into the detention room and their absence will be considered unexcused.
- b. Students are required to do class-related work or may be asked to do other school-related work. Those who do not have homework to complete should bring a book, magazine, or newspaper to read. Those who have "nothing to do" will be asked to leave and their absence will be considered unexcused.
- c. No pop, food, iPods, iPads or other technological devices, etc., are allowed in the detention room.
- d. Students must remain in the room the entire period.
- e. There will be no talking or working together while in detention.
- f. Students must remain alert and awake while serving detention. (A student who falls asleep will be asked to leave and his or her absence will be considered unexcused.)
- g. Students must follow any additional rules as explained by the detention supervisor.
- h. Students will be supervised by staff the entire time of detention.

7. Violation of detention rules

A student who violates any of the rules of detention may be assigned other appropriate consequences.

8. Detention deadlines

Students must complete all detention time before they will receive semester grades.

B. Saturday School/Homework Detention

Any student referred by a staff member and approved by administration will need to complete Saturday school. The criteria used for the student referral is determined by the individual staff member. Upon the approval process, parents will be notified prior to the next available date. Student failure to attend may result in disciplinary action and may affect the student's eligibility to participate in other privileged school related activities. After a student earns a second failing progress report in a quarter, a period of homework detention will be assigned.

C. Removal from Class

"Removal from Class" and "Removal" mean any action taken by a teacher, principal, or other district employee to prohibit a student from attending class for a period of time not to exceed three class or activity periods.

1. Grounds for removal

- a. Willful conduct which materially and substantially disrupts the rights of others to an education.
- b. Willful conduct which endangers school district employees, the student or other students, or the property of the school.
- c. Willful violation of any rule of conduct established in the discipline policy adopted by the school board.

2. Procedure for teachers to remove students from the classroom

- a. The classroom teacher, after an informal conference with the student, may remove from Class a student who violates A, B, or C in "Grounds for Removal" for the class period in which the inappropriate conduct occurs.
- b. The teacher will notify the office by phone or by intercom that a student is being sent to the office. The teacher will send with the student a pass with a brief note on the back indicating the reason for removal.
- c. If the teacher determines it is necessary to remove the student from class for more than the class period in which the inappropriate conduct occurred, the teacher will confer with the principal to determine the length of the removal, which may not exceed three class or activity periods.
- d. Whenever a student is removed from class, the teacher will fill out a disciplinary report and submit it to the principal as soon as possible but no later than 8:15 AM of the next school day. A copy of this report will be sent to the parents/guardians.
- e. Whenever a student is removed from class (whether the removal is for one class period or longer), the teacher will call the parents/guardians within 24 hours of the incident to inform the parents/guardians of the student's inappropriate conduct.
- f. If the removal from class is for more than one class period, the principal may schedule a conference with the parents/guardians, the student, the teacher who removed the student, any of the student's other teachers who wish to attend, and the principal. This conference should be held before the student returns to the class from which he or she was removed. If the parents/guardians do not attend the conference at the mutually agreed upon time, the student may not be allowed to return to the class, may begin to lose credit for each day the parents or guardians delay, and may be removed from that class permanently if the parents or guardians haven't attended a conference within five school days from the originally scheduled conference.
- g. If the student is removed from the class three times within a semester, a conference (similar to the one described in f above) will be held to consider permanently removing the student from the class.

3. Responsibility and custody of a student removed from class

- a. Students removed from class shall be the responsibility of the principal or his/her designee.
- b. Students removed from class must report directly to the respective office to see the principal.

D. Dismissal

Definition: Dismissal means that a student is removed from the regular school setting for one day or less. The dismissed student may be sent home or may be required to spend the day in the principal's office.

E. In-School Suspension (ISS)

1. Rationale

Students should not be absent from class unless absolutely necessary. Students who do not comply with school district policies and procedures should be required to make up the time they've chosen to waste or disrupt after school hours or away from the school setting. However, there may be times when the principal concludes that in-school suspension is the best consequence for the student's actions. Students themselves may "earn" in-school suspension if they do not comply with the rules for serving detention. (For more information on detention, see number 5 on page 12.)

2. Definition

In-school suspension will consist of spending the entire school day(s) in a room doing class-related work or work related to the student's failure to comply with school rules.

Parents/guardians will be informed when a student is assigned ISS.

3. ISS rules

- a. The student will be supervised by the principal or his/her designee.
- b. The student serving in-school suspension may not go to the cafeteria during the day(s) of in-school suspension but if he or she will have lunch brought to the ISS room, or the student may bring a bag lunch along with an appropriate beverage (refrigeration will be provided).
- c. No pop or food (except at lunch time), phones, headphones, computers, etc. are allowed in the suspension room.
- d. Students must remain in the room the entire period.
- e. There will be no talking or working together while in ISS.
- f. Students must remain alert and awake.
- g. Students are required to remain for the identified time frame; no student will be allowed to leave early for any reason.
- h. If the student is absent (excused) on the day ISS is assigned, he or she will serve ISS on the first day he or she returns to school.
- i. If the student's absence on the day of ISS is unexcused, he or she will be assigned out-of-school suspension and a conference with parents/guardians may be required before the student is allowed to return to school.
- j. Students must follow any additional rules as explained by the ISS supervisor.

4. Other consequences

- a. The first time a student is suspended, he/she will have the opportunity to earn full credit for the work missed in his/her classes. The second time a student is suspended; he/she may earn half credit for work missed in his/her classes. If a student is suspended a third time, he/she will receive no credit for work missed in his/her classes. If the student is eligible to earn credit for work missed while he/she was in in-school suspension, the student must complete all work within the same time lines as a regular absence. For example, if the suspension was for a two-day period, the student would have two days plus one more (three days total) to make up the work. It is the student's responsibility to contact his/her teachers and to know what material was covered in his/her classes while he/she was serving in-school suspension. (There are circumstances that might cause the administration to adjust these consequences.)
- b. The student will not be allowed to participate in school-related activities or attend any school-related activities on school grounds during the in-school suspension period.
- c. A conference with parents/guardians may be required before the student is allowed to participate in the regular school schedule.

5. Violation of ISS rules or consequences

Any student who violates ISS rules may be assigned out-of-school suspension.

F. Out-of-School Suspension (OSS)

1. Rationale

If a student refuses to comply with school district policies and procedures, he or she may be assigned out-of-school suspension, depending on the severity of the offense and/or the number of times the behavior has occurred. In some cases, a student may "earn" OSS by refusing to comply with lesser consequences of an offense. (For example, see 5d on page 12.) Reasonable efforts will be made to contact the parent/guardian regarding the incident.

2. Definition

Out-of-school suspension means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 10 school days. This definition does not apply to dismissal from school for one school day or less.

3. OSS rules

- a. Before OSS is assigned, an informal administrative conference with the student will be held, except if it appears that the pupil will create an immediate and substantial danger to persons or property around him or her.

- b. A written notice containing the grounds for suspension, a brief statement of the facts and a readmission plan will be given to the student at or before the time suspension is to take effect. Parents/guardians will be informed within 48 hours of the time OSS is assigned.
- c. Each suspension action will include a readmission plan. Part of the readmission plan will be a mandatory communication with the parents/guardians. The readmission plan will also include, where appropriate, a provision for alternative programs to be implemented upon readmission.
- d. The student will not be allowed to participate in school-related activities or attend any school-related activities on school grounds during the out-of-school suspension period.
- e. The first time a student is suspended, he/she will have the opportunity to earn full credit for the work missed in his/her classes. The second time a student is suspended; he/she may earn half credit for work missed in his/her classes. If a student is suspended a third time, he/she will receive no credit for work missed in his/her classes. If the student is eligible to earn credit for work missed while he/she was in out-of-school suspension, the student must complete all work within the same time lines as a regular absence. For example, if the suspension was for a two-day period, the student would have two days plus one more (three days total) to make up the work. It is the student's responsibility to contact his/her teachers and to know what material was covered in his/her classes while he/she was serving out-of-school suspension. (There are circumstances that might cause the administration to adjust these consequences.)
- f. Out-of-School Suspension may not be consecutively imposed against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to persons or property around him/her. In no event will out-of-school suspension exceed 15 school days. An alternative program will be implemented to the extent that suspension exceeds 5 days.

G. Exclusion

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

H. Expulsion

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

III. Rules of Conduct

Disciplinary action, which may include detention, in-school suspension, dismissal, or out-of-school suspension, will be taken for any behavior that disrupts good order or violates the rights of others. The school district, in its discretion, may impose a more severe consequence depending on the circumstances. For situations not identified in the handbook, the school district will address these situations utilizing its discretion.

The listing of disciplinary actions does not imply or require that an administrator or staff member in dealing with a violation employ a "step-by-step" progression of increasing severity. However, there shall be a logical relationship between the severity of the offense and the disciplinary action. The maximum actions are expulsion and exclusion. Minnesota Pupil Fair Dismissal Act details the grounds for suspension, exclusion and expulsion. A copy of the PFDA is available upon request in the middle school office.

The following acts are unacceptable behaviors subject to disciplinary action in the middle school:

A. Violations against school administrative procedures

1. Chronic and unexcused tardiness

Definition: Being tardy means that you are not in your assigned classroom/area when the bell rings. Students who are more than three minutes late to a class may be assigned more than one tardy or may be considered "absent without permission," depending on how late the student is. Students who are more than 15 minutes late to first-hour classes must report to the office for a readmit slip; those who don't have a note from home will be considered "absent without permission" and will be assigned detention. **Disciplinary consequences will be assigned with the third unexcused tardy per quarter in any one class.** Tardies are "erased" at the beginning of each quarter.

- Consequence:** One detention period (A student will continue to be assigned a detention period every time he or she is late to the same class starting with the 3rd tardy and continuing with every tardy thereafter in that quarter.)
2. **Truancy and unauthorized absences**
Definition: The absenting of one's self from school or class without the knowledge and approval of the school and/or parents. Any truancy is considered an unexcused absence and will be cause for disciplinary action. Any departure from the building by a student without prior approval shall be considered an unauthorized departure and shall be subject to disciplinary action. (For more information, see Attendance, beginning on page 5.)
Consequence:
- Written warning with a note the next day
 - From class -- One detention period per missed class or activity period
 - From the building -- One detention period per missed class or activity period plus a detention period for leaving the building without permission
 - From school grounds -- Detention (minimum of 3 detention periods), ISS or OSS (If a student is truant for an entire school day, he or she will serve a minimum of 7 detention periods.)
3. **Willful Disobedience**
Definition: Refusal to follow published school rules and regulations
Consequence: Detention, suspension, parent/guardian conference
4. **Continued Willful Disobedience**
Definition: Repeated refusal to follow school policies after conference resulting from first violation.
Consequence: Detention, ISS, OSS, parent/guardian conference
5. **Defiance of Authority**
Definition: Willful refusal to follow a legal direction/order given by a staff member
Consequence: Detention, ISS, OSS, parent/guardian conference
6. **Insubordination**
Definition: The refusal to obey all reasonable directives of the principal, teachers, substitute teachers, secretaries and clerks, bus drivers, and all other school personnel who are authorized to give such directives. Directives that are always reasonable include: (1) Request for name; (2) Directives to go or accompany staff member to the school office; (3) Directives to cease an activity.
Consequence: Detention, ISS, OSS, parent/guardian conference
7. **Disruptive Behavior**
Definition: Actions that interfere with effective operations of the school and that disrupt the rights of other students to an education. Passing notes is considered disruptive behavior.
Consequence: Detention, removal from class, parents/guardians conference, permanent removal from class
8. **False Fire Alarms**
Definition: Intentionally giving a false alarm of fire to any person by any means of communication.
Consequence: OSS and turned over to the authorities for prosecution
9. **Terrorist Threat/Bomb Threat**
Definition: The communication to another, in any form, to strike fear in or terrorize others that a terrorizing incident is to occur or an explosive of some kind is present in the building, on school grounds, or another location used for school activities, regardless of whether the same is, in fact, present.
Consequence: OSS, expulsion, turned over to authorities for prosecution, **which may also include restitution. Should school need to be cancelled due to a threat, an additional school day will be added to the school calendar to make up the cancelled day.**
10. **Safety Violation**
Definition: Backpacks, book bags, duffel bags and other similar items are not to be taken to your classes. You may use these items to bring your books to and from school. Keep backpacks, book bags, duffel bags and other similar items in your locker during school time. Plan ahead and use your lockers. Exceptions may be made at the discretion of administration (students with an accommodation plan, injury, or disability). Any other acts that are considered unsafe, such as lack of eye protection, improper clothing, carrying/using a cigarette lighter or

matches (especially in those classrooms in which flammable liquids/gases are present), unsafe acts, etc.

Consequence: Removal from class, detention, ISS, OSS, loss of related privileges, possible notification of police.

11. Plagiarism/Cheating

Definitions: **Plagiarism** is using another person's language or ideas without giving that person credit; it is considered a serious act of dishonesty that carries a heavy penalty. **Cheating** is the act of willfully obtaining, giving or using information on a test or assignment that distorts the true evaluation of what a student knows or has achieved.

Student Responsibilities:

- a. Students must put direct quotes in quotation marks and indicate where they got the information; students who paraphrase another person's ideas or words also must indicate where they got the information.
- b. If a student becomes aware of information on a test, the student has the responsibility to make the teacher aware of the information that has been given out making the question(s) invalid. Failure to report the information will be considered willfully obtaining information prior to a test (cheating).
- c. Students should understand the definition of plagiarism/cheating and the implications of choosing to plagiarize/cheat.
- d. If a student knows that someone has plagiarized/cheated, it is his/her responsibility to make the classroom teacher aware of the incident.

Consequence: Students who plagiarize material (for example, taking a paper off the Internet and handing it in as their own work or copying someone else's work) will receive a zero on the assignment and may be subject to other academic and disciplinary consequences as outlined by the classroom teacher. Cheating will be handled by the classroom teacher with the possibility of the removal policy being invoked. Administrative consequences may also apply.

12. Unaccepted Student Use of Personally Owned Devices

Definition: Students who do not follow the district BYOD policy as outlined in policy 524.1 on pg 91-93 of the student handbook. In addition, headphones will be considered a violation of unacceptable use if they are utilized in class without permission.

B. Violations Against Property

1. Theft

Definition: The act of intentionally and without claim of rights taking, using, transferring, concealing or retaining possession of removal property of another without consent and with intent to deprive the owner permanently of the property, or the finding of lost property and not making reasonable effort to find the owner.

Consequence: Detention, ISS, OSS, possible notification of the police.

2. Robbery/Extortion

Definition: The obtaining of property from another where his/her consent was induced by a use of force or a threat of force.

Consequence: Mandatory, immediate notification of police, parent/guardian conference.

3. Vandalism

Definition: A willful malicious destruction of or damage to public or private property, real or personal that may include willful damage of school property and/or willful damage to property of staff members and others.

Consequence: Detention, ISS, OSS, restitution, turned over to authorities, parent/guardian conference.

C. Violations Against Persons

1. Physical aggression

Definition: Action that may begin as "horseplay" but ends up in injury to one or more students. The difference between "physical aggression" and "assault" is that the intent to cause fear or harm may not be present in "physical aggression" as it is with "assault".

Consequence: Detention, suspension, parent/guardian conference.

2. Assault

Definition: Assault is doing an act with intent to cause fear in another of immediate bodily harm or death or intentionally inflicting or attempting to inflict bodily harm upon another. Assault is non-mutual.

Consequence: Notification of police; students may be suspended for up to 5 days.

3. Harmful or Nuisance Articles

Definition: Students are prohibited from possession or use of articles that are nuisances, illegal, or that may cause harm to persons or property at school and school-sponsored activities.

Students who bring animals and other items to school as “pranks” disrupt the learning environment and may create a health hazard for other students. Such behavior will be considered disorderly conduct and students who engage in that behavior will be subject to school disciplinary consequences and may be referred to the police.

Cigarette lighters, matches, and laser pointers are prohibited on school grounds. A laser pointer may be considered a weapon, depending on how it is used. (For more information see Appendix D: School Weapons Policy, beginning on page 51.)

Nuisance articles include personal electronics, skateboards, roller blades, yo-yos, hand-held computer games, sunglasses, squirt guns and fidget spinners. Students are **NOT** to bring such items to school. Personal computers that are inappropriately used may be considered a nuisance article. All forms of photographic equipment, including cameras, camcorders, videophones, etc. may be considered nuisance articles. Videotaping of any kind on campus requires permission from a school official before doing so. Failure to follow this procedure **may** warrant disciplinary consequences, as listed below. Students are encouraged not to bring cell phones to school. Upon arrival when entering school buildings cell phones are not to be used during regular school hours, not until after the end of the school day, unless with administrative approval.

Consequence: Confiscation, detention, ISS, OSS, parent/guardian conference.

4. Aggravated Assault

Definition: Committing an assault upon the person of another with a dangerous weapon or an assault that inflicts great bodily harm upon the person of another.

Consequence: Mandatory and immediate notification of police, OSS, expulsion

5. Verbal Assault/Intimidation/Threats

Definition: Abusive, threatening, profane or obscene language oral or written, or gestures, toward a staff member or another student. This includes conduct that degrades people because of their race, sex, religion, ethnic background, or physical or mental handicaps. When making a verbal assault we will assume that you are serious and therefore, you will be held responsible for what you say.

Police will be called if a student threatens to harm or to take the life of another student or of a faculty/staff member. Criminal charges may be filed depending on severity of the threats.

a. Directed toward students

Consequence: Student-teacher conference, detention, ISS, OSS, conference with parents/guardians, possible notification of police

b. Directed toward school personnel

Consequence: ISS, OSS, conference with parents/guardians, possible notification of police.

6. Fighting

Definition: Mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

Consequence: Student conference, parents/guardians conference, detention, ISS, OSS

7. Harassment

Definition: Participating in, or conspiring for others to engage in harassing acts that injure, degrade, or disgrace other individuals.

Consequence: Removal, parents/guardians conference, detention, ISS, OSS
(For more information see the District's Harassment Policy.)

8. Hazing

Definition: Committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

Consequence: Detention, suspension, possible removal from activity

(For more information see the District's Hazing Policy.)

9. Interference/Obstruction

Definition: Any action taken to attempt to prevent a staff member from exercising his/her lawfully assigned duties.

Consequence: Removal, parents/guardians conference, detention, ISS, OSS

10. Bullying

Definition: Bullying means intimidating, threatening, abusive or harmful conduct that is objectively offensive and: (1) there is an actual or perceived imbalance of power between the student bullying and the target and the conduct is repeated; or (2) materially and substantially interferes with a student's educational opportunities. "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. That includes posts on social network websites or forums transmitted through a computer, cell phone or other electronic device.

Consequence: Removal, parents/guardians conference, detention, ISS, OSS

(For more information see the District's Bullying Policy.)

D. Dangerous, Harmful, and Nuisance Substances

1. Prescription and Non-Prescription Medications

(See health services) All medications--those prescribed by a doctor as well as over-the-counter drugs must be administered by the school nurse or a designee. Students may not self-administer any medications in school, may not keep medications in their lockers or on their persons, and may not allow anyone else to use their medications (Students who use insulin or who use inhalers that need to be carried with them should report their situation to the school nurse.) Medications must be brought to the Melrose Middle School office in a prescription container that is appropriately labeled by a pharmacist. A completed form signed by the doctor and by the parents/guardians must accompany the medication.

2. Alcohol/Illicit Drugs on School Property or at School Functions

Definition: The use of illicit drugs and the unlawful possession and use of alcohol and tobacco are wrong and harmful. A student shall not possess, use, transfer, conceal, sell, attempt to sell, deliver nor be under the influence* of narcotics, drugs or alcohol, materials/substances represented to be a drug or alcohol, materials/substances represented to be a drug or controlled substance, or use chemical substances that can affect psychological functioning or affect the educational system of the school. Students shall not engage in drug use/abuse nor possess paraphernalia specific to the use of chemicals. Students who use prescription drugs authorized by a licensed physician do not violate this policy if the students conform to the appropriate school policies (as explained above).

During the entire calendar year, any student, regardless of age found to have been in violation of alcohol or drugs, possession of alcohol or drugs, or possession of drug paraphernalia, will be referred to a guidance department member. Police may also be contacted. In addition, and when appropriate, the guidance member may recommend a student seek an assessment from a licensed alcohol and drug counselor at the St. Cloud Hospital Recovery Plus Unit, or at another approved treatment facility. Notification of student violations will be forwarded to parents/guardians, and to a Pre-Assessment Team. "Under the influence" is defined as manifesting signs of chemical use/misuse such as staggering, odor of chemicals on breath of person, reddened eyes, nervousness, falling asleep, memory loss or inappropriate behavior.

Consequence:

- a. 1st offense **5-day** suspension, meet with Middle School guidance department member and follow his/her recommendations, plus notification of police.
- b. 2nd offense **10-day** suspension, meet with and follow recommended course of action by the guidance department member, which may include attending an educational program (at the student's expense), plus notification of police.
- c. 3rd offense **alternative placement**; meet with and follow recommended course of action by the guidance department member; mandatory meeting with parents-guardians, principal, guidance member, and at least one other member of the building pre-assessment team for a readmittance conference; may be recommended for exclusion and/or expulsion to the Board of Education, plus notification of police.

(Note: These penalties are in addition to the remedies and penalties imposed by the Minnesota State High School League rules and regulations)

3. Tobacco

Definition: Possession or use of any type of tobacco product (including E-cigarettes) by a student while on school grounds or at a school-sponsored activity.

Consequence:

1st offense for use or possession of tobacco products on school grounds: Minimum of two detention periods, meet with a guidance department member, plus notification of police.

2nd offense: Minimum of four detention periods, meet with a guidance department member whose recommendations must be followed, plus notification of police.

3rd offense: Suspension, plus notification of police

(Note: These penalties are in addition to the remedies and penalties imposed by the Minnesota State High School League rules and regulations.)

E. Bus Discipline (For more information, see Buses beginning on page 8 and Appendix A: Student Transportation Safety Policy beginning on page 36.)

1. Inappropriate Behavior on School Bus

Definition: Bus drivers are responsible for the orderly conduct of students while they are on the bus.

Consequence: Written report sent to parents/guardians, suspension of bus privileges. (See pages 9-10 for specific consequences.)

2. Repeated Inappropriate Behavior on School Bus

Consequence: Denial of transportation on school bus (See page 9 for specific consequences.)

F. Other Violations

1. Disorderly Conduct

Definition: Engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct tending to arouse alarm, anger, or resentment in others. **Students who bring animals or other items to school as “pranks” disrupt the learning environment and may create a health hazard for other students. Such behavior will be considered disorderly conduct and students who engage in that behavior will be subject to school disciplinary consequences and may be referred to the police.**

Consequence: Detention, ISS, OSS, parents/guardians conference, possible notification of police.

2. Record and Identification Falsification

Definition: Falsifying signatures or date (forged passes); refusal to give proper identification or giving false identification when requested to do so by a staff member.

Consequence: Detention, ISS, OSS, parents/guardians conference

3. False Reporting

Definition: Deliberately reporting false information about the behavior of a student or staff person is prohibited.

Consequence: Detention, ISS, OSS, parents/guardians conference (Serious offenses may result in legal or criminal action.)

4. Unauthorized Distribution

Definition: Distribution or possession of literature on or near school property of inflammatory, libelous, slanderous, or otherwise unauthorized material is prohibited. Students who want to distribute flyers, newsletters, or any other information to students on school property must have permission from the administration to do so.

Consequence: Detention, ISS, OSS, parents/guardians conference

5. Statutory Crimes

Definition: Acts of conduct that are in violation of the criminal code of this state or the United States, or in violation of municipal or county ordinance.

Consequence: OSS, expulsion, police notification

IV. Parent notification, student assessment, student referral system

A. Parent notification

Parents shall be notified in writing or by phone of violation of the rules of conduct and resulting disciplinary actions except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the rules of conduct and resulting disciplinary actions verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students with more than 12 disciplinary referrals during the school year may be required to attend a hearing with their

parent(s)/guardian(s) and the school district discipline committee as necessary, which may consist of one or more school board members.

B. Student assessment

Students who are deemed by the pre-assessment team to be “unfit” to attend school in their present physical and/or psychological condition will be placed on a “continuous out-of-school” suspension pending formal evaluation and/or treatment program. Alternative school programming for such students will be continued during the time of suspension. The suspension will be reevaluated after completion of such evaluation and/or treatment.

C. Student referral system

Students who have demonstrated a need for individual assessment will be referred to the building principal. All referrals will be reviewed and the appropriate resource called upon for consultation and assessment.

If assessment or reassessment is found to be appropriate, parent/guardian consent must be obtained before assessment may take place. Upon completion of the assessment, a staffing will be held to discuss the results of assessment and the need to develop an individual education plan (IEP).

A team meeting will be held for students with an IEP who are repeatedly involved in unacceptable behavior.

Dress Code

Guidelines

The following dress codes will be enforced upon entry of the school and until the end of the school day. It is expected that students will come to school dressed in ways that are conducive to quality work and a positive image. The appearance of any young person is primarily the responsibility of the individual and her/his parents. Clothing that is suggestive, offensive, or otherwise inappropriate (i.e. gang identification) is not acceptable. Clothing must be modest and provide sufficient coverage, specifically no bare stomachs, no bare backs and no bare shoulders. Shirts, pants or shorts that show undergarments are not acceptable. Clothing that projects sexual content or clothing with sexual implications is not allowed. In addition, it is inappropriate for students to wear clothing that references/represents alcohol and/or tobacco, and/or other illegal substances. Caps, hats (unless the headgear pertains to the student's religious custom or medical condition), bandanas, hair coverings or sunglasses of any type will not be allowed during the scheduled school day. Any exceptions to this policy need to be approved by the principal. Gang-affiliated signs, symbols, jewelry, tattoos, and clothing that represent acknowledged gangs or gang activity are prohibited. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person or possessions. No bandanas of any color, size, or shape may be carried, worn or displayed on school property. This also includes simulations of anything representing “colors.” Any gang activity is viewed as disruptive to the educational process and will be subject to disciplinary action. Inappropriate clothing also includes 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.

Student Clothing Guidelines

The following examples of attire could be viewed as inappropriate, but are not limited to:

1. Tube tops, spaghetti strap tops, strapless tops, low cut tops that reveal cleavage, midriff tops that expose the navel area and muscle shirts are not allowed.
2. Undergarments which include bra straps, boxer shorts, and thongs, must not be visible.
3. Skirts or shorts are not to be higher than 5 inches from the top of the knee cap. Examples of skirts and shorts not allowed are cutoffs, short jean shorts, and spandex.
4. Jewelry that promotes gang affiliation, chemical usage or that could be deemed dangerous to oneself or clothing and accessories are not permitted, and wearing them could result in disciplinary action, which may include a written write up and/or phone call to parents, isolation from other students until appropriate clothing is worn, sending the student home to change their

attire, and detention. School administration reserves the right to determine whether student dress attire and or appearance are acceptable. If in doubt, don't wear it!

5. Material items worn by students, such as bracelets, rings, necklaces and/or other jewelry that promotes sexual and/or inappropriate innuendos is not permitted, unless approved by administration.

Clothing for groups

All clothing that will be worn by any group of students on school grounds or at school activities must be cleared by the school administration before wearing the clothing. The school administration will look at such things as design, nick-names, and community appropriateness to determine if the clothing will be allowed on school grounds or at school activities. Any clothing that is not approved by the school administration will not be allowed on school grounds or at school activities.

Drills

Evacuation drills

The signal for an evacuation drill is an announcement over the intercom and/or a European police siren. Everyone must report to the pre-designated evacuation site in an orderly manner, with his/her class. Keep away from dangerous situations. Return to the classroom when instructed to do so by Administration.

Fire drills

The signal for a fire drill is a continuous blast of the fire alarm system. Everyone must leave the building. Close doors and windows as you leave. Please check the fire exit sign in your classroom as to what exit you should use. In case of inclement weather students should proceed to the automotive and ag shop buildings as quickly as possible.

Lock down drills

The signal for a lock down drill is an announcement over the intercom. In a "soft lock down" everyone must be in a locked room and no one should leave the room until directed to do so by Administration and/or law enforcement. No one should be allowed to enter a secured room, phones should not be used and teachers should continue teaching.

In the event of a Violent Critical Incident (VCI) student/staff will follow ALICE protocol as it pertains to the specific situation.

Tornado drills

The signal for a tornado drill is a three minute continuous ringing of the bells. Check the tornado exit sign in the classroom so you know where to go. When you reach your shelter area sit on the floor with your hands covering your head. An "all clear" announcement will be given when you are to return to your classrooms.

Extracurricular Activities

Academic eligibility policy

Participation in extracurricular school activities is not a "right" granted to students at MHS; it is a "privilege". The District 740 School Board and the Minnesota State High School League extend this privilege to all students meeting the academic standards of eligibility as set. We expect that students participating in all extracurricular programs will be completing passing work in all their subjects.

The policy is as follows:

Starting with week 3 the office will pull grades of D+ or less for each class. Each head coach will receive a list of students to talk with at that time and every week from week 3 to the end of the quarter.

Starting with week 4 through week 6 any students on the list will be on probation which means:

Grades will be continued to be watched

You will have the option of going to a study session on Wednesday from 2:55 – 3:45 and then report to practice or Saturday school if available.

Starting with week 7, students on the list will be required to attend a study session or be ineligible to compete until the next week (Thursday to Wednesday). Study sessions will be held on Wednesdays from 2:55 – 3:45 and then you can report to practice or Saturday school if it is available.

At the end of the quarter, any student who receives and earns an I (Incomplete) or an F (Failure) will be ineligible for two weeks. This starts the first day of the next quarter.

The process will start over each quarter.

Activities

Melrose Middle School offers many activities to widen the educational experience of its students. Students are encouraged to make the most of the opportunities provided by the activities.

Activity fees - purpose

A participation fee will be charged for use of equipment and facilities supplied by the District for providing additional funding to defray the costs of the School District's student activity programs.

Fee system

1. A fee system for activities is in effect for students at the Melrose Middle School level as follows:

Activity	Fees for Grades 7 & 8	Fees for A, B, Varsity, & Grade 9
Football	\$75	\$100
Basketball	\$75	\$100
Baseball	\$75	\$100
Track	\$75	\$100
Wrestling	\$75	\$100
Swimming	\$75	\$100
Gymnastics	\$75	\$100
Volleyball	\$75	\$100
Golf	\$75	\$100
Softball	\$75	\$100
Tennis	\$75	\$100
Hockey	Pd to Hockey Association	Pd to Hockey Association
Cheerleading	\$75	\$100
Dance Team	\$75	\$100
Sync Swimming	\$75	\$100
Musical	\$50	\$65
Speech	\$50	\$65
Knowledge Bowl	\$50	\$65
Cross Country	\$75	\$100
Soccer	\$75	\$100

2. Maximum fee per **School Year is \$500 per family.**
3. Fees may be waived in cases of undue hardship. The district activity director and/or principal will determine hardship in each case and process all waiver requests.
4. The fee must be paid prior to participation in a practice or contest.
5. All fees are to be paid in the high school office. Coaches will not collect fees.
6. Individuals who wish to withdraw from participation will receive a refund minus a \$10 processing fee if done before the 1st regular game/activity. After the 1st regular season game/activity, no refund of fee will be given.

Activity tickets

Activity tickets are \$35. This ticket will enable you to attend all home athletic events and band and choir concerts during the regular season. If you were to go to all home boys and girls athletic events it would cost you over \$80.

Attendance for extracurricular activities

Students must be in school the day of any extracurricular activity governed by the Minnesota State High School League and/or any extracurricular activity taking place in Melrose Middle School. In at least four out of seven class periods for attendance is a minimum for participation. Student attendance will also be checked the following day after co-curricular activities have taken place. Questionable attendance issues by a student participant in a co-curricular activity may warrant a conference with the coach, parents and administration.

Co-curricular and interscholastic programs: Category I, II, and III Activities

Philosophy and Purpose: The advisors and directors of music, speech and related activities recognize that there is a significant health problem for adolescents using mood-altering chemicals. These chemicals result in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for adolescents affects extracurricular participation and development of related skills. The close contact that Fine Art directors and advisors have with students provides them with a unique opportunity to observe, confront and assist young people.

Categories

Definition of Category I Activities: Those league-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of league-sponsored tournaments. In our school this would include all athletic teams, cheerleaders, speech, Knowledge Bowl, dance team and student managers.

Mood-altering chemicals MSHSL bylaw: During the calendar year, a student shall not at any time, regardless of the quantity: (1) use or consume, have in possession a beverage containing alcohol; (2) use or consume, have in possession tobacco; or (3) use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.

1. The bylaw applies continuously from the first signing of the student Eligibility Brochure.
2. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.
3. The district/administration has the right to interview any students regarding alleged violations of any school district policies or procedures.

Time period: During the 12 month calendar year, regardless of quantity, a student shall not (1) use a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell, or give away marijuana or any other controlled substance. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Penalties: See Minnesota State High School League Rules. **Remember, these rules are enforced all year long.**

Definition of Category II Activities: Those league-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of league-sponsored tournaments. In our school this would include our one act plays, music activities (including pep band), synchronized swimming, drama (including musicals), student council, band, choir and FFA.

Time period: Rules for Category II activities are in effect for the length of the season, which includes practices, rehearsals, and performances.

Penalties:

First violation: After the confirmation of the violation, the student shall lose eligibility for the next public appearance or scheduled event in which the student is a participant (i.e. MSHSL sponsored concerts, MSHSL sponsored performances, MSHSL sponsored contests). The violation is confirmed when the Activities Director has informed the student that he/she has violated a MSHSL bylaw and is now under penalty or when the student informs the AD that he/she has violated a MSHSL bylaw.

Second violation: After confirmation of the second violation, the student shall lose eligibility for the next two public appearances, or scheduled events in which the student is a participant.

Third violation: After confirmation of the third subsequent violations, the student shall be declared ineligible for the next three public appearances, or scheduled events in which the student is a participant, or the remainder of the school year, whichever is greater.

Definition of Category III activities: Those activities in which students are elected as candidates for class officers or student council, captains, captains of athletic or extracurricular activities or for royalty for Homecoming and Snow Days. These are considered positions of honor, one that requires the student to have demonstrated a high standard of citizenship and leadership.

Penalty: Student candidates will be ineligible for such positions if they have had a violation of school, local, state, or high school league policies within one calendar year. For example, if a student is cited for minor consumption on March 3, he/she will be ineligible to be elected to any of these positions until March 3 of the next calendar year.

Philosophy and Purpose: Since Category III activities are a very visible and important part of School District 740's school activities it is felt that certain guidelines must be followed. Listed below are the rules of conduct that apply to these activities.

Mood-altering chemicals: Any elected candidate, regardless of the quantity, shall not (1) use or have in possession a beverage containing alcohol; (2) use tobacco; or (3) use or consume, have in possession, buy, sell or give away marijuana or any other controlled substance. These rules apply to both on-campus and off-campus situations. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by his/her doctor.

Unbecoming Behavior: A student may not be suspended more than once - for any violation - in a calendar year and must be in good standing with the administration (number of detentions, removals from class, and academic standing). The principal may ask student's teachers to provide information to determine whether or not the candidate to be is a positive influence in the classroom.

For example: Should a Snow Days candidate for royalty violate this rule after election, but before the announcement of the winner, his/her name will be automatically taken out of contention. The runner-up will assume his/her status for the remainder of the activities. Should this same candidate violate the rule after coronation, but before the end of the festivities, he/she will forfeit his/her crown and will not be allowed to appear in public and represent Melrose Area Schools. No public mention will be made of him/her for the rest of the festivities.

(Please note: In addition to the rules for Category I, II, and III activities, students also must follow the discipline policies of Melrose Middle School and are subject to disciplinary action if those policies are violated. For example, in addition to the penalties described above a student who uses tobacco on campus will serve a minimum of two detention periods and be referred to the police.)

Minnesota State High School League

Melrose Middle School students participate in the Minnesota State High School League. MSHSL activities are governed by the MSHSL rules. Students will be informed of MSHSL rules and requirements by their coaches, advisors, directors, etc. Public information regarding students involved in MSHSL activities shall include names and pictures of students participating in or attending extracurricular activities, school events, and High School League activities or events.

Guidance Team

The District 740 Guidance Team may consist of one counselor, one social worker, and a psychologist. The team provides the following services; chemical abuse prevention, education, and intervention; conflict resolution and violence prevention; consultation with parents, faculty, and administration; crisis intervention; group counseling; orientation of new students; personal counseling; study skills, coping skills, problem solving, and goal setting.

Student Placement – Area Learning Center (ALC)

The school district recognizes the importance of alternative program options for some students. It is the policy of the school board that educational options to enhance the students' opportunity to complete their education be available to meet student needs. Students requesting to attend the ALC must meet the criteria set forth through the counseling office/guidance team. Recognizing that some students may become successful learners if given the opportunity to learn in a different environment and through a different learning style, school administration has the authority to make the best educational placement with the interest of the student in mind. This placement may be at the ALC and not the regular high school. This placement will occur only after a parent meeting and a review of the student's academic and behavioral history. Any new student enrolling in the District from an ALC will be reviewed by the Student Assistance team to determine appropriate placement. Students enrolled at the ALC will be required to meet attendance, behavior, and academic expectations to retain their

enrollment in the ALC setting. Students who do not meet the expectations will be exited from this setting. Please refer to the ALC Handbook for more information.

Program changes

Students in grades 6-8 fill out registration forms in the spring. Their request for classes must be approved by parents and principal. Students do not select teachers--only classes. When a student selects a course, he/she is expected to complete it. Once selected, a course must be continued for the entire semester or year. Any schedule changes will be based on extenuating circumstances determined by administration only.

Progress reports

Student progress reports will be sent the 4th and 7th week of each marking period to parents of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but that a deficiency is noted that needs correction. Acknowledgement of this report to the teacher by note, phone call or

School withdrawals, transfers

A student who wishes to drop from school or who is transferring to another school must bring a written request signed by his/her parent to the principal. All school books and property, must be returned and make sure all fees and financial obligations are paid. A student's records must show withdrawal in accordance with regulations before transcripts will be sent.

Health Services

The health office is located within the elementary office and is staffed by a licensed school nurse. Parents are encouraged to contact the school nurse with any health concerns of their child(ren). You may call the elementary school at 256-5160 or email Janell at jhoffman@isd740.org.

Health screenings

Screenings are conducted according to Minnesota Department of Health (MDH) recommendations: Vision: Kindergarten, Grades 1, 2, 3, 4, 5, 8 and 11; Color: Kindergarten and Grade 4; Hearing: Kindergarten, Grades 1, 2, 3, 4, 5, 7 and 10. A school audiologist, provided through the West Central Education District is also available for referrals. Scoliosis Screening: Girls: Fall of Grade 5, Spring of Grade 6 and 8; Boys: Grade 8. Height and Weight: Annually with vision or hearing through 8th grade. Referral letters will be sent home to parents/guardians of students who do not meet the within normal limits standard of screening guidelines. Screenings are also conducted on new students and students with suspected problems or by parent request.

Immunizations

State law requires students receive immunizations as required for their age, a signed exemption from the child's health care provider, or signed conscientious objection from the parent, in order to attend school. It is the parent's responsibility to meet the criteria. The school nurse keeps a record of each student's health and immunization information. Any questions can be directed to the school nurse.

Individual health plans

Plans will be developed in cooperation with parent/guardian, health care provider, staff and student for students with chronic health issues including but not limited to diabetes, asthma and seizure disorders.

Medications – nonprescription/over-the-counter (OTC) medications

The school **will not** provide OTC medications. Parents/guardians will provide OTC medications for student in original bottle with official container label and directions. The student's name will be legibly placed on a label in permanent marker, attached to the bottle, not obstructing drug name, dose, official instructions, or expiration date. Parents will sign a permission form for school staff to administer OTC medication. Designated school staff will administer the medications as directed by the permission form.

Prescription medications

The administration of prescription medication at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may reply on an oral request until a written request is received. A "Prescription Medication Administration" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler, and medications administered as noted in a written agreement between the school district and the parent or as specified in an individual health plan.

Homebound Instruction

This service provides instruction to students who are absent from school due to a prolonged (15 days) illness or disability. The primary purpose of home or hospital instruction is to offer students a program of study that will permit them to complete a school year successfully. Upon the request of a parent, and accompanying a doctor's certification, such instruction can be initiated by contacting the principal.

Internet and Electronic Mail

The District is pleased to offer students access to the district computer network for Internet, **and with teacher permission, electronic mail.** To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return a form to the Media Specialist. Access to E-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further the educational goals of the district, students (with some extra effort) may find ways to access inappropriate materials as well. The District believes that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, far exceed any disadvantages. However, parents and guardians of minors ultimately are responsible for setting and conveying the standards that their children should follow when using media and information services. To that end, Independent School District 740 supports and respects each family's right to decide whether or not to apply for access.

District Internet and E-mail rules

Students are responsible for appropriate behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply.

The network is provided for students to conduct research and communicate with others for educational purposes. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent/guardian permission is required. **Access is a privilege--not a right.** Access requires responsibility. Individual users of the district computer network are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreement they have signed.

Independent School District 740 makes no warranties of any kind, whether expressed or implied, for the service it is providing. ISD 740 will not be responsible for any damages a student/parent suffers. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or a student/parent or guardian error or omission. Use of any information obtained via the Internet is at student/parent or guardians own risk. ISD 740 denies any responsibility for the accuracy or quality of information obtained through its services.

Network storage areas may be treated like school lockers. Network administrators may review files and communication to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files on district servers will always be private. Messages relating to or in support of illegal activities may be reported to legal authorities.

Within reason, freedom of speech and access to information will be honored. During school, teachers guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they interact with information sources such as television, telephones, movies, and radio.

The following uses of E-mail and Internet are not permitted:

- * Sending or displaying offensive messages or pictures
- * Using obscene language
- * Harassing, insulting, or attacking others
- * Damaging computers, computer systems or computer networks
- * Violating copyright laws
- * Using another's password
- * Trespassing in another's folders, work, or files
- * Intentionally wasting limited resources
- * Using the network for commercial purposes or non-curricular political lobbying
- * **Student use of outside e-mail accounts is not permitted on campus unless it is teacher approved and/or pertains to class work**
- * **Students are not permitted to access Facebook, Instagram, Snapchat, Twitter or other communication blog sites on campus at any time.**

Violations may result in loss of access as well as other disciplinary or legal action. (Students who violate these policies during 4th quarter may have the penalties carried over to the 1st quarter of the following school year.)

For more information, see Appendix G: Internet Acceptable Use and Safety, beginning on page 60.

Interrogations and Searches

It is the policy of School District 740 to cooperate with law enforcement officials. That cooperation must conform to due process tenants, and be protective of the rights and reputation of students. The following guidelines shall be observed:

The principal shall contact a parent or guardian prior to allowing the student to be interviewed. Law enforcement officials should contact a parent or guardian for permission to interview prior to coming to school.

1. In the event of a felony charge and/or actual arrest, the student is to be released even though the parent or guardian cannot be notified, or the parent or guardian refuses to give consent.
2. Unnecessary embarrassment or harassment shall not be part of this policy.
3. Before an interview, the student shall be advised that he or she may request the presence of the principal during the interview.
4. Parental notification shall take place regardless of the age of the student.
5. The principal shall contact the county attorney or school attorney if there is any question regarding procedures, student rights and student and/or parent or guardian responsibilities.
6. At the option of the principal, trained dogs may be used for the detection of drugs in the school building and/or parking lots. Detection dogs are used to take a proactive/preventative position regarding the presence of prohibited items.

Library

Hours

The library is open from 7:30 a.m. to 5:00 p.m. Monday through Friday. Students should feel free to use the library after school if they have research to do for a class.

Library rules

1. No food (including gum) or liquids (including bottled water) are allowed in the Media Center at any time (including the time periods before and after school). If abused, appropriate consequences will be enforced.
2. No social media sites are allowed on the media center computers.
3. All passes must be placed in the bin on the counter when you arrive.
4. No student may leave the area without a pass.
5. No games are allowed on the computers before, during or after school.
6. No Internet access at any time without appropriate supervisor.

Students who fail to follow these rules may be subject to disciplinary action and may lose library access privileges.

Library access

1. **Individual passes:** To use the library during a class period for research, get a pass from your teacher. Leave the pass at the circulation desk. When you are ready to go back to class, the media specialist or paraprofessional will write the time you leave on your pass. Students who fail to report to the library in a timely manner will be considered “absent without permission” and will be subject to disciplinary action.
2. **Passes from study halls:** Students can sign out to the library from study hall if they need to use library resources and have a pass from the classroom teacher for whom they are doing the research. There is a limit of 10 students from one study hall at a time.
3. **Library materials:** All materials in the media center may be checked out by any student and may be renewed as long as needed. Any library material that is not checked out will be presumed stolen if found in your possession. Persons who steal or deface materials are hurting everyone by their criminal actions and they will be punished accordingly.
4. **Books:** Books are checked out electronically at the circulation desk for a period of four weeks and may be renewed if you are not finished with them. Return books as soon as you are finished with them in the book drop at the circulation desk. Overdue notices will be sent to students once a week. There is a grace period of 7 school days before fines begin. Students should either return the book or renew it within that time. If subsequent notices are necessary, a fine of \$10 a day will accrue. Checkout privileges will be suspended and the administration will be notified if a book is overdue for four consecutive weeks and the fine reaches \$1.50. Parents will be called if students continue to ignore notices beyond this point.
5. **Magazines and newspapers:** Newspapers may not be taken from the library except at the request of a teacher. Magazines may be checked out at any time for a period of one week. When checking out a magazine, the Media Center paraprofessional will provide you with a card to fill out.
6. **Encyclopedias and reference books:** All encyclopedias and reference books may be checked out overnight. See the librarian or assistant for any of these books.

Lost and Found

The lost and found is outside the office. Turn in anything you find or be sure to check in the office if you have lost anything.

Pesticide Application

School District 740 personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the U.S. Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the applications of such pest control materials, or the class of materials to which they belong, may not be fully understood.

Parents may contact the District Office for further information on pesticide applications. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material.

School Offices

School offices are a place to come for all of your business transactions or to find an answer to some of your questions. You are welcome to come to the office, but you must show respect to the people who are in the office. You may use the telephone in the office to call home, but you are not to use it to socialize. Do not place long distance phone calls without permission. **Remember: The office is the place to conduct our school business, not to socialize with your friends.**

School Authority

All employees of Melrose Middle School have the responsibility and obligation to enforce school regulations. The principals, teachers, substitute teachers, secretaries, nurse, librarian, cooks, custodians, bus drivers, paraprofessionals and fellow students have the right to correct you if you are violating school rules.

School Day

Announcements

All announcements will be listed in the morning bulletin and will be read to you by your 3rd hour teachers. It is your responsibility to make sure that you are aware of the contents of the bulletin each day. All pertinent announcements will be displayed on the interactive hallway T.V. monitors, or if necessary, read over the intercom at the end of 7th hour.

Bicycles

Students who ride bikes to school should park them in the rack provided near entrance #5. Because of safety concerns, students may not ride their bikes on school property before or after school. Please walk your bikes while on school property and at the intersection when the crossing guards are directing traffic.

Classroom behavior

1. The classroom is the primary location where learning takes place. In order to utilize each hour of the day to its fullest, some basic requirements for appropriate behavior are necessary.
2. Refer to your teachers by their last names: Mr. Smith, Mrs. Jones, Ms. Garcia, etc.
3. Bring all necessary equipment and/or materials to every class. Paper, pencils, folders, index cards, and tissues are **not** supplied by the office.
4. Be prompt; be in your seat when the class starts.
5. Be courteous to all of your teachers, including substitute teachers.
6. Take good care of the desks, textbooks, and other materials assigned to you.
7. Visitors are not allowed to attend class with you. If special circumstances arise, students need to get permission from the principal at least one day in advance of the day of the student's visit.
8. Do not leave class at the end of the hour until the teacher allows you to do so. **ONLY THE TEACHER DISMISSES THE CLASS.**

Duplicating

If you have any material that needs to be reproduced for your classes, the secretary in the middle school office will help you. You must have a teacher's permission or you will be charged for the copies.

Extra-Curricular Activities

All regular school rules apply at extra-curricular activities. Failure to comply with these rules may result in removal from the activity and/or future extra-curricular activities.

Extra help

You may always seek additional help from your teachers. Arrange a conference with your teacher before or after school or at a time convenient to both of you. A teacher may request a student to stay after school on an occasion if it is apparent the student is having difficulties with his/her work or is not completing assigned work. This is not to be thought of as a punishment, but rather a desire of the teacher to help the student progress academically. Special education services are available to students.

Field Trips

School field trips within District 740 boundaries may occur during the course of the school year. Depending on the nature of the fieldtrip a permission slip may or may not be utilized. Parents will agree to a "Passive Permission" unless the following is done. The request must be made to the building principal within 30 calendar days from the first date of student enrollment.

Food deliveries

At no time during school hours will students be allowed to order and have food delivered to the school. Students who leave school during the day for an appointment should not bring restaurant food back with them when they return to school. Those who do will not be allowed to eat that food in the school cafeteria. According to federal guidelines only food served from the food service kitchen will be allowed to be eaten in the school cafeteria except for sack lunches brought from home.

Illness during the school day

In case of illness, students should first check with their classroom teacher and get a pass to go to the office. Sixth, seventh and eighth graders should report to the Melrose Middle School office. Sixth, seventh and eighth graders must check in with the secretary, indicate they are going to the nurse's office in the elementary. All students must check in with the elementary secretary and sign in on the clipboard in the nurse's office. Failure to follow these procedures may result in detention. At the end of a class period, students will be expected to go on to their next class or to call their parent/guardian to ask them to take them home. A student cannot leave school without an office staff member talking to the parents/guardians. If a student feels that he or she needs to go home, parents/guardians will be contacted to pick the student up. If the parents/guardians are not available, the emergency contact person listed on the emergency card information will be contacted to pick the student up. If we are unsuccessful in locating an adult to pick the student up, the student will be required to remain in the nurse's office until the end of the day, at which time he/she will use their regular form of transportation.

Students will not be allowed to leave school with a sibling or another student.

Please be sure emergency forms are completed each fall and updated when necessary so that we have current phone numbers for parents/guardians at home and at work and numbers for an emergency contact person. If the students' condition is considered serious, we will take him/her immediately to the clinic or hospital.

Locker badges

Cheerleaders, team managers, and others who want to decorate lockers for any activity or sport must have the locker badge design approved by the activities director, or the principal before the design is photocopied. Students who decorate their lockers with other items are responsible for making sure that such items are appropriate and removable without any damage to the locker. Use only fun tack to hang badges; no scotch tape. Inappropriate materials placed on lockers will be removed.

Lockers

Lockers are the property of the school district and assigned to all students; **you may not switch lockers**. If you do not have a locker, see the secretary. You are responsible for what is in your locker and how it looks at all times. LOCKERS MAY BE INSPECTED AT ANY TIME. By the end of the year, you must remove everything you put on your locker. **You will be charged for any damages done to your locker; the amount of the fine will depend on the severity of the damage.** Remember, it is not the custodians' job to clean your lockers. Do

not leave valuables in your locker. Students are “required to use the school supplied padlock on their hall locker. Lockers are to remain locked at all times.” Do not leave money in your lockers, if you have money from a fund raiser, bring it to the office or give it to your advisor. **The school is not responsible for lost or stolen items.**

Lunch Prices

Lunch money can be deposited every morning from 7:55-8:15 at the elementary site and every morning from 8:00-8:15 in the senior high cafeteria area. For the 2019-2020 school year, the price for breakfast is \$2.05 and the price for lunch is \$2.85.

Lunch Periods

1. Lunch periods are:
10:49-11:14 (1st lunch line)
11:17-11:42 (2nd lunch line)
11:45-12:10 (3rd lunch line)
2. Quiet and orderly behaviors are the rules for conduct during the lunch periods.
3. Students must stay in line for food; there are no exceptions.
4. Dishes are to be returned to their proper place. Any paper or crumbs should be cleaned up and deposited in the receptacles.
5. After you have returned your dishes, return to your table until dismissed.
6. Be as quiet as possible in passing to and from lunch; other students are in class.
7. All students at a table are responsible for keeping it clean.
8. There will be no food or beverages leaving the lunchroom.
9. Anyone violating the above rules will be excluded from the lunchroom, and may be assigned to eat lunch in a restricted area or be disciplined according to the student handbook.

Students are to walk directly to the lunchroom from class or study hall without running or pushing along the way.

Pets/Animals

No pets/animals are allowed in school building unless approved by building principal/administration.

Phone calls

If a parent/guardian calls with a message for their child, the student will be called to the office in between classes to pick up the message. Students will not be called out of class unless it's an emergency. The office will NOT take messages for students from anyone else.

Pledge of Allegiance

As dictated by state law, the Pledge of Allegiance will be in effect in all public schools at some capacity. A student representative will lead the Pledge of Allegiance over the intercom to begin the start of each week of school. Students choosing not to participate need not do so, but they must be respectful during the time dedicated to the duties performed. Other students must respect another person's right to make that choice.

Rules and regulations

1. No pop, candy, or hats will be allowed in any areas of the Melrose Middle School campus before school and during school hours.
2. Students may purchase beverages from the cafeteria, but these beverages cannot leave the cafeteria. **Cans/bottles of pop are not permitted in student lockers for consumption at lunch or after school. A teacher may allow pop for student reward time in his/her classroom, but the teacher will be responsible for bringing the beverage to the classroom, not the student.**
3. Hats may not be worn by 6th- 8th graders from the beginning of first hour to the end of seventh hour.
4. Gum chewing is permitted where allowed. Each teacher reserves the right to determine if students may chew gum in their classroom. Gum chewing for 7th and 8th graders is a privilege. Therefore, if this privilege is abused it can be revoked any time during the school year.

- Students can retain this privilege by following individual teacher regulations and by disposing of gum properly when discarding it (wrap it before you throw it in the trash).
5. Students must have a signed note from their parent/guardian when they are absent for any reason.
 6. Students must also receive a readmit slip from the office after the signed parent/guardian note. This readmit slip will be given to each one of the teachers so the student knows exactly what he/she was missing from the absence. (Verbal warning for the first offense and detention thereafter)
 7. Students are expected to be in school on Incentive Day. If students are ineligible to go to Incentive Day and they miss the scheduled day, they will be in a classroom working on homework the following day.
 8. If a student is suspended with ISS or OSS, he or she will not be able to participate in grade-level activities planned for those who follow the rules.

Disciplinary referrals will be issued to students from staff and/or administration depending on the severity of the action.

Three unexcused tardies per quarter will result in detention.

Consequences

We at Melrose Middle School have a progressive type of discipline whereby students who continue to be disruptive and earn disciplinary referrals, will receive harsher consequences.

Classroom behavior

Classroom teachers will establish rules for their individual classrooms. Students are expected to follow classroom rules set forth by their teachers. Disciplinary referrals will be issued for behavior that is inappropriate and/or goes against established classroom behavior guidelines.

School spirit

School spirit may be described as COURTESY toward others; PRIDE in everything your school tries to accomplish and has accomplished; SPORTSMANSHIP, the ability to win and lose gracefully, whether it is in the areas of academics, sports, music, forensics, or any other function of the school; LOYALTY, supporting your school and doing your utmost to keep your scholastic and activity standards at the highest possible level.

Study halls

Many students in the Melrose Middle School will have a study hall each day. As the name indicates, the main purpose of this hour is to allow students time to work on their school assignments. Unless restricted, students may ask to leave study hall to go to the library. Students will need to get a pass from a classroom teacher to use the library. Students who want to use the computer lab for classroom-related assignments should get a pass from the classroom teacher to present to the study hall supervisor. Students are expected to comply with any additional rules required by the study hall supervisor. Students may be placed on the "Restricted Study Hall List" for failure to do satisfactory work in a given class. Students on the restricted list may not leave study hall without a pass from one of their classroom teachers. Students will remain on the restricted list until their work has been improved to a satisfactory level or until the end of the nine-week marking period. To be removed from the restricted list, you must obtain permission by the teacher who placed you on the restricted list. The student should return the signed slip to the office.

School Reach

The District uses a parent notification system called School Reach to notify parents regarding closings, late starts, early outs and other important information. Any of the phone numbers (home, cell or work) that parents provide the school will be called.

Student Records

The “Family Educational Rights and Privacy Act” (FERPA) passed by Congress gives parents or eligible students certain rights regarding their educational records.

1. Allow the parent or eligible student to review and inspect the student's record.
2. A right to challenge the record in a hearing to make sure there are no misleading statements.
3. The school must have written permission from the student or parent before release of the students' transcript to other people.

The exception to number three above is that school personnel may show or turn over records without permission to the following people:

1. Other officials of the same school
2. Officials of other schools in which the student seeks to enroll or intends to enroll
3. Certain federal, state, and local authorities performing functions authorized by law
4. To organizations in connection with a students' application for or receiving financial aid
5. To show law enforcement officials if the school is given a subpoena or court order

If you are under 18, we must have your parent's signature before we will release your transcript.

Directory information – definition:

Includes the following information relating to a student: the student's name, address, telephone number, date and place of birth, major field of study, 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 or student photos that may be used in school sponsored publications, and other similar information. It does not include identifying information on a student's religion, race, color, social position or nationality.

Release of directory information

The school district may disclose directory information from the education records of a student without prior written consent of the parent of the student or eligible student. The parent(s) or eligible student has the right to refuse to let the school district designate any or all of the information about the student as directory information. A parent or eligible student has to notify the school district in writing that he or she does not want any or all of those types of information about the student designated as directory information. The request must be made to the building Principal within thirty calendar days from the first date of student enrollment. The request must include the following information:

1. Name of student
2. Home address
3. School presently attended by student
4. Parents legal relationship to student, if applicable
5. Specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.

Student Skateboarding

No skateboarding is permitted on school grounds before, during or after school hours. Students who choose not to comply will be subject to disciplinary action.

Technology

The advances made in technology in the last few years have provided students with a wide variety of ways to access information. The District encourages students to use telecommunications and computer systems for educational purposes. The Internet, for example, can open up a whole new world for a student and is a valuable learning resource. The Internet, however, also includes material that is inappropriate for students to access. (Go to the Middle Level office for the District's policy regarding Internet access and use.) Students must use technology appropriately and for educational purposes. Those who misuse technology will be banned from using these resources and may be subject to disciplinary consequences. (The use of District fax machines by

students is prohibited; if a student needs to fax material, he/she must ask a staff person for assistance and the student will be charged for this service.) Beginning the 2016-2017 school year, the district incorporated a one to one device initiative for 5th and 9th graders each school year. Please refer to the district device use agreement for more information.

Tennessean Warning to Students and Parents

Parents and students are advised that (1) Students attending school in the school district, or their parents, will be asked from time-to-time to supply information to school personnel in the ordinary course of school business. These instances may include information requests such as homework assignments or tests, questions asked of students during classroom discussions or other classroom activities, information requested of students or parents relating to a student's participation in school-related athletic or extra-curricular activities, or questions asked of students or parents during a scheduled or an informal conference with a teacher or administrator, either by telephone or in person, relating to the student's behavior or academic performance.

(2) The information will be collected by the school district for many reasons including to evaluate the student's current level of performance with respect to educational programs, to determine compliance with the school district's student conduct policies, to maintain discipline within the school and determine disciplinary consequences, to determine eligibility for extra-curricular activities, and to determine the student's needs and preferences relating to the education program. The education program includes clubs, and athletic or extra-curricular activities, for purposes of this notice.

(3) Students or parents are not required by law or regulation to supply the information requested. However, the school district expects that students will participate fully in their educational program by completing homework assignments and tests, participating in classroom discussions and activities, and that students and parents will participate fully by providing information relating to academic performance, athletic or extra-curricular activities, or behavior. The consequences for refusing to supply the information requested will relate to the need for the request, and may result in reduced grades, ineligibility to participate in athletic or extra-curricular activities, or, in the case of a school district investigation into the student's behavior, may result in action being taken without information provided by the student.

(4) Information collected as described in this notice will be provided to school district personnel or other having a legitimate educational interest in obtaining access to the data, including school board members and district representatives, and to state and federal authorities having statutory rights to access to the data.

Textbooks

All texts are furnished free of charge by the school district. The student is responsible for the care of the book that is issued to him/her. It is recommended that all textbooks be covered. A charge will be made by the school district for any loss of books or for wear beyond normal use. Students will be required to pay for replacement of any lost or damaged book; the replacement cost will be prorated, based on a textbook life span of eight years.

Tobacco Free Grounds

Melrose District 740 is a tobacco-free school district. This means that the use of any tobacco product will not be allowed by anyone on any District 740 grounds, including any athletic field areas, parking lots, and school buildings or any other District 740 property. The Melrose Middle School appreciates your help and support concerning this policy.

Visitors

The School Board encourages parents and citizens to visit our schools. Parent-teacher conferences, visitation days, open houses, and other special occasions are held for this purpose. Visits by individuals must have the approval of the superintendent, the building principal, or a teacher.

All visitors to the Melrose Middle School need to enter the building through door #7, the administrative entrance. **They must sign in and out at the principal's office. All visitors must wear a visitor's badge with the date and time of their visit.** School personnel are directed to politely escort or show those visitors without badges to the office. If deemed necessary or requested, visitors may be escorted to the area sought to be visited.

Student visitors are not allowed during school hours except for educational type purposes. Visitors who wish to visit with teachers will be restricted to hours in which teachers are not with students. Visitors are encouraged to schedule appointments in advance.

The administration has the discretion to deny a request to visit the school. The administration has the discretion to adopt or enforce more specific and/or restrictive rules governing visits to school buildings. Visitors who fail to comply with this visitors' policy may be denied future visits, detained by the school principal pending the arrival of the police, and charged and found guilty of trespassing on school property under Minn Stat. 609.605, subd. 4.

ZAP (Zeros Aren't Permitted)

ZAP is an after school program that gives students time to complete any assignments they may be missing. ZAP is not a form of punishment, but rather a program to send the message that failure is not acceptable.

Step 1: A student fails to complete an assignment or project on time. The student will receive a ZAP slip from the teacher. This slip requires them to attend the next ZAP session or turn in ZAPped assignment to the office. ZAP will run from 2:50-3:30 every Tuesday and Thursday.

Step 2: The student attends the ZAP on their assigned date. Once all assignments are turned in a student may leave. Students are not required to stay the entire time. Assignments that have been ZAPped must be completed with quality and finished. If a student does not show up for their ZAP time they will be given detention. If a student is ZAPped 10 or more times during a quarter, they will be disqualified from Incentive Day and will receive 2 hours of detention.

Step 3: The ZAP supervisor will turn all assignments in to the correct teacher. Any assignment that has been ZAPped will be worth half credit. If student doesn't complete assignment they will be given a zero. Teacher and/or principal discretion will be in place.

Student/Parent related handbook policies.

The following policies/procedures listed below are available in the online handbook found on the district website. A hard copy of the policies/procedures are also available for your convenience upon request at any of the school principal's offices.

Appendix A

Melrose Area Public Schools

Adopted: 5-24-11

MSBA/MASA Model Policy 709

Orig. 1995

Revised: _____

Rev. 2006

709 STUDENT TRANSPORTATION SAFETY POLICY

I. PURPOSE

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and the responsibilities of school bus ridership.

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training no later than the end of the 4th week of school.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus safety training twice during the school year.
4. Students taking driver's training instructional classes and other students in grades 9 and 10 must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district may provide student safety education for bicycling and pedestrian safety for students in grades K through 5.
9. The school district shall adopt and make available for public review a curriculum for transportation safety education.
10. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. The nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses; including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety employee. Serious misconduct may be reported to local law enforcement.
 - 1. School Bus and Bus Stop Rules. The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. Consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.
 - 2. Rules at the Bus Stop
 - a. Get to your bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
 - b. Respect the property of others while waiting at your bus stop.
 - c. Keep your arms, legs and belongings to yourself.
 - d. Use appropriate language (no swearing or use of negative language).
 - e. Stay away from the street, road or highway when waiting for the bus.
 - f. Wait until the bus stops before approaching the bus.
 - g. After getting off the bus, move away from the bus.
 - h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
 - i. No fighting, harassment, intimidation, horseplay, bullying, or hazing.
 - j. No use of alcohol, tobacco or drugs.
 - 3. Rules on the Bus
 - a. Immediately follow the directions of the driver.
 - b. Sit in your seat facing forward.
 - c. Talk quietly and use appropriate language.
 - d. Keep all parts of your body inside the bus.
 - e. Keep your arms, legs and belongings to yourself.
 - f. No fighting, harassment, intimidation or horseplay.
 - g. Do not throw any object.
 - h. No use of alcohol, tobacco, or drugs.
 - i. Do not bring any weapons or dangerous objects on the school bus.
 - j. Do not damage the school bus.
 - k. No movement from seat to seat or standing while the bus is in motion.
 - 4. Consequences
 - a. Consequences for school bus/bus stop misconduct will apply to all bus routes. Decisions regarding a student's ability to ride the bus in connection with cocurricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges. See student handbooks for consequences for misbehavior on school buses or at bus stops.
 - (1) Records

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

- (2) Vandalism/Bus Damage
Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) may result in the loss of bus privileges until damages are paid.
- (3) Notice
School bus and bus stop rules and consequences for violations of these rules will be provided to students in each student handbook. School bus rules are to be posted on each school bus.
- (4) Criminal Conduct
In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the appropriate school district personnel and local law enforcement officials will be informed and a student will have a suspension of riding privileges until the investigation has been completed. Further loss of riding privileges or disciplinary action may result depending on the results of the investigation. The administration reserves the right to modify or expand this requirement pending the circumstances of each individual incident.

IV. PARENT AND GUARDIAN INVOLVEMENT

- A. Parent and Guardian Notification
The school district school bus and bus stop rules will be provided to each family in each student handbook. Parents and guardians are asked to review the rules with their children.
- B. Parents/Guardians Responsibilities for Transportation Safety
Parents/Guardians are responsible to:
 - 1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
 - 2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
 - 3. Communicate safety concerns to their school administrators;
 - 4. Monitor bus stops, if possible;
 - 5. Have their children to the bus stop five minutes before the bus arrives;
 - 6. Have their children properly dressed for the weather; and
 - 7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a vehicle with a seating capacity of 10 or fewer persons used as a school bus, but not outwardly equipped or identified as a school bus as set forth in Section VII.B., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "Type A-I" school bus as set forth in Section VII.C., below.
- B. The contracted bus companies shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.

VI. SCHOOL BUS DRIVER TRAINING

- A. Training
All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety Model School Bus Driver Training Manual. All school bus drivers shall receive in-service training annually. The bus contractors shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the Model School Bus Driver Training Manual.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies by the bus contractors:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the Model School Bus Driver Training Manual.

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the Minnesota Department of Public Safety Model School Bus Driver Training Manual.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.
4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. Bus drivers must park and load school buses at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of 10 or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of 10 or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. A Type III vehicle cannot be older than 12 years old unless excepted by state and federal law.
5. If a Type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The Type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "Type III school bus" and "Type III Head Start bus" must not be outwardly equipped and identified as a Type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on Type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any Type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any Type III vehicle used to transport students must not load or unload so that a pupil has to cross

the road, except where not possible or impractical, then the driver or assistant must escort a pupil across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any Type III vehicle used to transport students must carry emergency equipment including:
 - a. Fire extinguisher. A minimum of one 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket, and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.
 - b. First aid kit and body fluids cleanup kit. A minimum of a ten-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.
 - c. A Type III bus must contain at least three red reflectorized triangle road warning devices. Liquid burning "pot type" flares are not allowed.
 - d. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.
11. Students will not be regularly transported in private vehicles that are not state inspected as Type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of 10 or fewer without meeting the requirements for a Type III vehicle. The school district has no system of inspection for private vehicles.
12. All drivers of Type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a Type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

C. Type A-I "Activity" Buses Driven by Employees with Class D Driver's License

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a Type A-I school bus under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the eight-light system.
 - d. The operator has submitted to a background check and physical examination as required by Minn. Stat. § 171.321, Subd. 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minn. Stat. § 171.02, Subd. 2a(b).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's "Guideline for the Safe Transportation of Pre-school Age Children in School Buses" in addition to the training required in Part VI., above.
2. The bus contractors shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.

- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the Minnesota Department of Public Safety Model School Bus Driver Training Manual. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of their handicapping condition shall be trained in basic first aid procedures, shall within one month after the effective date of assignment participate in a program of in-service training on the proper methods for dealing with the specific needs and problems of pupils with disabilities, assist pupils with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.
- D. Emergency Health Information shall be maintained on the school bus for students requiring special transportation service because of their handicapping condition. The information shall state:
 - 1. the pupil's name and address;
 - 2. the nature of the pupil's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the pupil's physician, parents, guardians, or custodians, and some person other than the pupil's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY EMPLOYEE

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for pupil transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a Type A, B, C, or D school bus or Type III vehicle with the National Driver's Register or the Department of Public Safety. The school transportation safety director also shall confirm annually to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. PUPIL TRANSPORTATION COMMITTEE

The school board may establish a transportation committee. Members of the transportation committee may include parents, school bus drivers, representatives of school bus companies, local law enforcement officials, other school district staff, and representatives from other units of local government.

Legal References: Minn. Stat. § 123B.42 (Textbooks; Individual Instructor or Cooperative Learning Material; Standard Tests)
 Minn. Stat. § 123B.88 (Independent School Districts; Transportation)

Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 169.01, Subd. 6(5) (Definitions)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. § 171.02, Subd 2a (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.321 (Qualifications of a School Bus Driver)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)

Cross References:

MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)
MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Appendix B

Melrose Area Public Schools

Adopted: 2-23-09

MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2006

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of the school district by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or Web site postings, including blogs, also may constitute an act of bullying regardless of whether such acts are 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 the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and procedures. The school district may take into account the following factors:
 - 1. The developmental and maturity levels of the parties involved;
 - 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 - 3. Past incidences or past or continuing patterns of behavior;
 - 4. The relationship between the parties involved; and
 - 5. The context in which the alleged incidents occurred.

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

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

III. DEFINITIONS

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

- A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, by a student that is intended to cause or is perceived as causing distress to one or more students and which substantially interferes with another student's or students' educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a student against another student that a reasonable person under the circumstances knows or should know has the effect of:
 - 1. harming a student;
 - 2. damaging a student's property;
 - 3. placing a student in reasonable fear of harm to his or her person or property; or
 - 4. creating a hostile educational environment for a student.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school district property or at school-related functions" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to an appropriate school district official designated by this policy. A student may report bullying anonymously. However, the school district's ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
- C. The building principal or the principal's designee or the building supervisor is the person responsible for receiving reports of bullying at the building level. Any person may report bullying directly to a school district human rights officer or the superintendent.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the building principal immediately.
- E. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.
- G. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL DISTRICT ACTION

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

VI. REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.
- D. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

VIII. NOTICE

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

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.233 (Character Development Education Revenue; Pilot Program)
Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Videotaping on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

Appendix C

Melrose Area Public Schools

Adopted: 2-23-09

MSBA/MASA Model Policy 526

Orig. 1997

Revised: _____

Rev. 1999

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. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school

events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

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

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies and regulations.

VI. REPRISAL

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

VII. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. § 121A.40-121A.56 (Pupil Fair Dismissal Act)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])

Appendix D

Melrose Area Public Schools

Adopted: 1-26-09

MSBA/MASA Model Policy 501

Orig. 1995

Revised: _____

Rev. 2005

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
 - c. in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
 5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
 6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
 7. a gun or knife show held on school property;
 8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
 9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools
While the school district takes a firm “Zero Tolerance” position on the possession, use or distribution of weapons by students, and a similar position with regard to nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities
A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the “lawful” carry or possession of a firearm in a school parking lot or parking facility is specifically limited to nonstudent permit-holders authorized under Minn. Stat. § 624.714 to carry a pistol in the interior of a vehicle or outside the motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle. Any possession or carry of a firearm beyond the immediate vicinity of a permit-holder’s vehicle shall constitute a violation of this policy.

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

- A. The school district takes a position of “Zero Tolerance” in regard to the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
 2. confiscation of the weapon;

3. immediate notification of police;
 4. parent or guardian notification; and
 5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion
While the school district takes a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent/administration 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. The information will be shared with the Board Discipline Advisory Committee before a final course of action is taken.

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.

Legal References: Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
Minn. Stat. § 121A.05 (Referral to Police)
Minn. Stat. § 609.66 (Dangerous Weapons)
Minn. Stat. § 609.605 (Trespass)
Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
Minn. Stat. § 97B.045 (Transportation of Firearms)
Minn. Stat. § 624.714 (Carrying of Weapons without Permit; Penalties)
Minn. Stat. § 624.715 (Exemptions; Antiques and Ornaments)
18 U.S.C. § 921 (Definition of Firearm)
In re C.R.M. 611 N.W.2d 802 (Minn. 2000)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

Appendix E

Melrose Area Public Schools

Adopted: 2-25-08

MSBA/MASA Model Policy 413

Revised: 3-23-09

Orig. 1995

Rev. 2005

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of religious, racial or sexual harassment and violence.
- B. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

- A. Sexual Harassment; Definition
 - 1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
 - b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
 - c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.
 - 2. Sexual harassment may include but is not limited to:
 - a. unwelcome verbal harassment or abuse;
 - b. unwelcome pressure for sexual activity;
 - c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;

- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
 - e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
 - f. unwelcome behavior or words directed at an individual because of gender.
- B. Racial Harassment; Definition
Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- C. Religious Harassment; Definition
Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
 - 1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
 - 2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
 - 3. otherwise adversely affects an individual's employment or academic opportunities.
- D. Sexual Violence; Definition
 - 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
 - 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
- E. Racial Violence; Definition
Racial violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race.
- F. Religious Violence; Definition
Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
- G. Assault; Definition
Assault is:
 - 1. an act done with intent to cause fear in another of immediate bodily harm or death;
 - 2. the intentional infliction of or attempt to inflict bodily harm upon another; or
 - 3. the threat to do bodily harm to another with present ability to carry out the threat.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district

official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the superintendent.

- B. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
- C. Upon receipt of a report, the principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable to the Superintendent. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to Superintendent. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent.
- D. In the District. The school board hereby designates the Superintendent as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent. If the complaint involves the superintendent, the complaint shall be filed with one of the principals.
- E. The school district shall conspicuously post the name of the human rights officer(s), including mailing address and telephone number.
- F. Submission of a good faith complaint or report of religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

V. INVESTIGATION

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

VI. SCHOOL DISTRICT ACTION

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

VII. REPRISAL

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who makes a good faith report of alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

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

Legal References: Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 525 (Violence Prevention)

INDEPENDENT SCHOOL DISTRICT NO. 740
RELIGIOUS, RACIAL, OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General Statement of Policy Prohibiting Religious, Racial, or Sexual Harassment

Independent School District No. 740 maintains a firm policy prohibiting all forms of discrimination. Religious, racial, or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial, or sexual harassment by any pupil, teacher, administrator or other school personnel, which create an intimidating, hostile or offensive environment will not be tolerated under any circumstances.

Complainant _____
Home Address _____
Work Address _____
Home Phone _____ Work Phone _____

Date of Alleged Incident(s) _____

Circle as appropriate: **sexual \ racial \ religious**

Name of person you believe harassed or was violent toward you or another person. _____

If the alleged harassment or violence was toward another person, identify that person. _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.) _____

Where and when did the incident(s) occur? _____

List any witnesses that were present _____

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by _____

(Date)

Appendix F

West Central Conference

Sportsmanship

Good sportsmanship is strived for in all West Central Conference events. Good sportsmanship is a responsibility of players, coaches, faculty, cheerleaders, students, adult spectators, officials, and the media. Promotion of good sportsmanship at West Central Conference events should include a demonstration of respect for opponents and officials. All involved in a conference event should maintain self-control throughout the event. Rules of the event should be understood and skill and performance should be recognized regardless of team affiliation. Good sportsmanship is the cornerstone of a quality athletic program and conference.

The West Central Conference schools of Benson, Melrose, Minnewaska Area, Montevideo, Morris Area, BOLD, ACGC and Sauk Centre have adopted the following code:

ALL WEST CENTRAL CONFERENCE GAMES AND MATCHES ARE
PLAYED ACCORDING TO THE RULES OF THE MINNESOTA STATE HIGH
SCHOOL LEAGUE. THESE RULES PROVIDE FOR FAIR PLAY AND
COMPETITION BY RECOGNIZING THE RULES OF FAIR PLAY. THE
MEMBERS OF THE WEST CENTRAL CONFERENCE REQUEST THAT
EACH PERSON IN ATTENDANCE TAKE A PERSONAL RESPONSIBILITY
FOR OBSERVING THE HIGHEST STANDARDS OF SPORTSMANSHIP.

This code will be read at all contests and/or printed on all programs. We encourage the reading of this code by a student athlete involved in the contest.

The following guidelines will be used to help promote a positive atmosphere and good sportsmanship:

- I. PRE-GAME COURTESY
 - A. Meet and greet the opponent when they arrive.
 - B. Make the opponent aware of the facilities and services that are available.
 - C. Meet and greet the contest officials.
- II. SCHOOL BOARD AND ADMINISTRATION
 - A. Establish policies and programs to help promote good sportsmanship, ethics, and integrity.
 - B. Provide adequate supervision for all events.
 - C. Attend and show respect at all events.
 - D. Be a promoter of good sportsmanship by being a good example.
- III. COACHES
 - A. Teach the rules of the contest.
 - B. Follow the rules of the contest.
 - C. Accept the decisions of the officials.
 - D. Be a promoter of good sportsmanship by being a positive example.
- IV. STUDENT ATHLETES
 - A. Show respect for the opposing players and officials.
 - B. Accept the decisions of the officials.
 - C. Avoid any unsportsmanship like acts.
 - D. Be a positive representative of your school and conference.
- V. CHEERLEADERS
 - A. Show respect for the opposing team.
 - B. Show respect for the opposing cheerleaders.
 - C. Use appropriate cheers.
 - D. Encourage the spectators to cheer in a positive way.

VI. BAND

- A. Choose appropriate music and time for playing.
- B. Play the opponents school song if possible.

VII. SPECTATORS

- A. Remain in your seat during the event.
- B. Accept the decision of the official.
- C. Show respect for the opposing team and officials.
- D. Offer positive encouragement to the student athletes.
- E. Spectators should be dressed appropriately for a high school activity.
- F. Shirts must be worn at all times.
- G. No artificial noise makers of any kind allowed.
- H. Flags and banners are allowed in the stand provided they do not obstruct the fans' view of the action.
Flags and banners may not be paraded or marched around the arena.

VIII. PLAN OF ACTION

- A. Student athletes will visit the elementary school and talk about sportsmanship.
- B. Each fall the West Central Conference will conduct a student meeting to help promote the ideas of good sportsmanship. Ideas for improvement for the coming year will be discussed.
- C. Promote positive articles regarding the student athletes and good sportsmanship.
- D. Take action to stop any unsportsmanlike acts that may occur.
- E. Encourage positive interaction between the student athletes and the school.
- F. Strive to do everything possible to make the West Central Conference activities a positive, competitive, and enjoyable experience.

IX. STUDENT CONDUCT

- A. Students without shirts or students wearing shirts that are vulgar, obscene or demeaning will be removed from the Tournament Venue.
- B. UNDER NO CONDITION should ANY member of your school's student body go on to the playing surface. The Principal and Faculty Representative are responsible to see that this does not occur.
- C. Hand held signs, which do not obstruct the view of others will be permitted provided they are in good taste. Signs not in good taste will be removed.
- D. Artificial noise makers (cowbells, sirens, whistles, thunder sticks, etc.) are not allowed.
- E. Laser lights are not allowed.

Appendix G

Melrose Area Public Schools

Adopted: 7-28-08

Revised: 10-22-12

MSBA/MASA Model Policy 524

Orig. 1996

Rev. 2011

524 INTERNET ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

- A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit, or distribute:
 - a. pornographic, obscene, or sexually explicit material or other visual depictions that are harmful to minors;
 - b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
 - c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
 - d. information or materials that could cause damage or danger of disruption to the educational process;
 - e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
2. Users will not use the school district system to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
3. Users will not use the school district system to engage in any illegal act or violate any local, state, or federal statute or law.
4. Users will not use the school district system to vandalize, damage, or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software, or system performance by spreading computer viruses or by any other means, will not tamper with, modify, or change the school district system software, hardware, or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.
5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs, or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
 - a. This paragraph does not prohibit the posting of employee contact information on school district webpages or communications between employees and other individuals when such communications are made for education-related purposes (i.e., communications with parents or other staff members related to students).
 - b. Employees creating or posting school-related webpages may include personal contact information about themselves on a webpage. However, employees may not post personal contact information or other personally identifiable information about students unless:
 - (1) such information is classified by the school district as directory information and verification is made that the school district has not received notice from a parent/guardian or eligible student that such information is not to be designated as directory information in accordance with Policy 515; or
 - (2) such information is not classified by the school district as directory information but written consent for release of the information to be posted has been obtained from a parent/guardian or eligible student in accordance with Policy 515.In addition, prior to posting any personal contact or personally identifiable information on a school-related webpage, employees shall obtain written approval of the content of the postings from the building administrator.

- c. These prohibitions specifically prohibit a user from utilizing the school district system to post personal information about a user or another individual on social networks, including, but not limited to, social networks such as “MySpace” and “Facebook.”
- 7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person’s account, or use computer accounts, access codes, or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.
- 8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person’s property without the person’s prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
- 9. Users will not use the school district system for conducting business, for unauthorized commercial purposes, or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
- B. A student or employee engaging in the foregoing unacceptable uses of the Internet when off school district premises also may be in violation of this policy as well as other school district policies. Examples of such violations include, but are not limited to, situations where the school district system is compromised or if a school district employee or student is negatively impacted. If the school district receives a report of an unacceptable use originating from a non-school computer or resource, the school district may investigate such reports to the best of its ability. Students or employees may be subject to disciplinary action for such conduct, including, but not limited to, suspension or cancellation of the use or access to the school district computer system and the Internet and discipline under other appropriate school district policies, including suspension, expulsion, exclusion, or termination of employment.
- C. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. In the case of a school district employee, the immediate disclosure shall be to the employee’s immediate supervisor and/or the building administrator. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. In certain rare instances, a user also may access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher or, in the case of a school district employee, the building administrator.

VI. FILTER

- A. With respect to any of its computers with Internet access, the school district will monitor the online activities of both minors and adults and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:
 - 1. Obscene;
 - 2. Child pornography; or
 - 3. Harmful to minors.
- B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - 1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or

2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.
- C. An administrator, supervisor, or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes. The adult user will be responsible for any inappropriate use.
 - D. The school district will educate students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy or other situations deemed necessary by the District.
- D. Parents have the right at any time to investigate or review the contents of their child's files and e-mail files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

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

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage, or unavailability of data stored on school district diskettes, flash drives, tapes, hard drives, servers, or any other media, or for delays or changes in or interruptions of service or

misdeliveries or nondeliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

XI. USER NOTIFICATION

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that Internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, flash drives, hard drives, servers, or any other media.
 - b. Information retrieved through school district computers, networks, or online resources.
 - c. Personal property used to access school district computers, networks, or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
 - 6. Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
 - 7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 8. Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies, and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified and should assume that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - 1. A copy of the user notification form provided to the student user.
 - 2. A description of parent/guardian responsibilities.
 - 3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - 4. A statement that the Internet Use Agreement must be signed by the user, and the parent or guardian prior to use by the student.

5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

Legal References: 15 U.S.C. § 6501 *et seq.* (Children's Online Privacy Protection Act)
17 U.S.C. § 101 *et seq.* (Copyrights)
20 U.S.C. § 6751 *et seq.* (Enhancing Education through Technology Act of 2001)
47 U.S.C. § 254 (Children's Internet Protection Act of 2000 (CIPA))
47 C.F.R. § 54.520 (FCC rules implementing CIPA)
Minn. Stat. § 121A.0695 (School Board Policy; Prohibiting Intimidation and Bullying)
Minn. Stat. § 125B.15 (Internet Access for Students)
Minn. Stat. § 125B.26 (Telecommunications/Internet Access Equity Act)
Tinker v. Des Moines Indep. Cmty. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
United States v. Amer. Library Assoc., 539 U.S. 194, 123 S.Ct. 2297, 56 L.Ed.2d 221 (2003)
Doninger v. Niehoff, 527 F.3d 41 (2nd Cir. 2008)
Tatro v. Univ. of Minnesota, 800 N.W.2d 811 (Minn. App. 2011)
Layshock v. Hermitage Sch. Dist., 650 F.3d 205 (3rd Cir. 2011)
M.T. v. Cent. York Sch. Dist., 937 A.2d 538 (Pa. Commw. Ct. 2007)
J.S. v. Bethlehem Area Sch. Dist., 807 A.2d 847 (Pa. 2002)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Melrose Area Public Schools

INTERNET USE AGREEMENT - STUDENT

STUDENT: _____ **Grade:** _____

I have read and do understand the school district policies relating to safety and acceptable use of the school district computer system and the Internet and agree to abide by them. Please remember that access is a privilege, not a right. Therefore use your privilege wisely and with common sense. Your password(s) should not be shared/given to other students. I further understand that should I commit any violation, including the sharing of my password(s), my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Full Name (please print): _____

User Signature: _____

Date: _____

PARENT OR GUARDIAN

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

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

Parent or Guardian's Signature: _____

Date: _____

Note: Parents and students need to sign this Internet Use Agreement form once in grades K-5 and once in grades 6-12. In the event a student leaves Melrose Area Public Schools and then returns a new form will need to be signed by both the student and parent/guardian.

Melrose Area Public Schools

INTERNET USE AGREEMENT - EMPLOYEE

SCHOOL DISTRICT EMPLOYEE

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

User's Full Name (please print): _____

User Signature: _____

Date: _____

Appendix H

Melrose Area Public Schools

Adopted: 3-23-09

MSBA/MASA Model Policy 418

Orig. 1995

Revised: _____

Rev. 2000

418 DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school or in any other school location, is prohibited as general policy. Paraphernalia associated with controlled substances is prohibited.
- B. It shall be a violation of this policy for any student, teacher, administrator, other school district personnel, or member of the public to use alcohol, toxic substances, or controlled substances in any school location.
- 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 member of the public who violates this policy.

III. DEFINITIONS

- A. "Alcohol" includes any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor.
- B. "Controlled substances" include narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances Act, 21 U.S.C. § 812, including analogues and look-alike drugs.
- C. "Toxic substances" includes glue, cement, aerosol paint, or other substances used or possessed with the intent of inducing intoxication or excitement of the central nervous system.
- D. "Use" includes to sell, buy, manufacture, distribute, dispense, possess, use, or be under the influence of alcohol and/or controlled substances, whether or not for the purpose of receiving remuneration or consideration.
- E. "Possess" means to have on one's person, in one's effects, or in an area subject to one's control.
- F. "School location" includes any school building or on any school premises; in any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or otherwise engaged in school district business.

IV. EXCEPTIONS

- A. It shall not be a violation of this policy for a person to bring onto a school location, for such person's own use, a controlled substance which has a currently accepted medical use in treatment in the United States and the person has a physician's prescription for the substance. The person shall comply with the relevant procedures of this policy.

- B. It shall not be a violation of this policy for a person to possess an alcoholic beverage in a school location when the possession is within the exceptions of Minn. Stat. § 624.701, Subd. 1a (experiments in laboratories; pursuant to a temporary license to sell liquor issued under Minnesota laws or possession after the purchase from such a temporary license holder).

V. PROCEDURES

- A. Students who have a prescription from a physician for medical treatment with a controlled substance must provide a copy of the prescription and the medication to the school nurse, principal or other designated staff member. The school district's licensed school nurse, trained health clerk, principal or teacher will administer the prescribed medication in accordance with school district procedures.
- B. Employees who have a prescription from a physician for medical treatment with a controlled substance are permitted to possess such controlled substance and associated necessary paraphernalia, such as an inhaler or syringe. The employee must inform his or her supervisor. The employee may be required to provide a copy of the prescription.
- C. Each employee shall be provided with written notice of this Drug-Free Workplace/Drug-Free School policy and shall be required to acknowledge that he or she has received the policy.
- D. Employees are subject to the school district's drug and alcohol testing policies and procedures.
- E. Members of the public are not permitted to possess controlled substances in a school location except with the express permission of the superintendent.
- F. Possession of alcohol on school grounds pursuant to the exceptions of Minn. Stat. § 624.701, Subd. 1a, shall be by permission of the school board only. The applicant shall apply for permission in writing and shall follow the school board procedures for placing an item on the agenda.

VI. ENFORCEMENT

- A. Students
 - 1. A student who violates the terms of this policy shall be subject to discipline in accordance with the school district's discipline policy. Such discipline may include suspension or expulsion from school.
 - 2. The student may be referred to a drug or alcohol assistance or rehabilitation program and/or to law enforcement officials when appropriate.
- B. Employees
 - 1. As a condition of employment in any federal grant, each employee who is engaged either directly or indirectly in performance of a federal grant shall abide by the terms of this policy and shall notify his or her supervisor in writing of his or her conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.
 - 2. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, termination, or discharge as deemed appropriate by the school board.
 - 3. In addition, any employee who violates the terms of this policy may be required to satisfactorily participate in a drug and/or alcohol abuse assistance or rehabilitation program approved by the school district. Any employee who fails to satisfactorily participate in and complete such a program is subject to nonrenewal, suspension, or termination as deemed appropriate by the school board.
 - 4. Sanctions against employees, including nonrenewal, suspension, termination, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
- C. The Public

A member of the public who violates this policy shall be informed of the policy and asked to leave. If necessary, law enforcement officials will be notified and asked to provide an escort.

Legal References: Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 340A.403 (3.2 Percent Malt Liquor Licenses)
Minn. Stat. § 340A.404 (Intoxicating Liquor; On-Sale Licenses)
Minn. Stat. § 609.684 (Sale of Toxic Substances to Children; Abuse of Toxic Substances)
Minn. Stat. § 624.701 (Liquor in Certain Buildings or Grounds)
20 U.S.C. § 7101-7165 (Safe and Drug-Free Schools and Communities Act)
21 U.S.C. § 812 (Schedules of Controlled Substances)
41 U.S.C. §§ 701-707 (Drug-Free Workplace Act)
21 C.F.R. §§ 1308.11-1308.15 (Controlled Substances)
34 C.F.R. Part 85 (Government-wide Requirements for Drug-Free Workplace)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 416 (Drug and Alcohol Testing)
MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 516 (Student Medication)

----ACKNOWLEDGMENT----

DRUG-FREE WORKPLACE/DRUG-FREE SCHOOL POLICY (#418)

I have received a copy of the Drug-Free Workplace/Drug-Free School Policy of Independent School
District No. _____, _____, Minnesota.

Date: _____

Signature of Employee/Applicant

Typed or Printed Name

Appendix I

Melrose Area Public Schools

Adopted: 3-27-09 _____

MSBA/MASA Model Policy 419

Orig. 1995

Rev. 2000

Revised: _____

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. It shall be a violation of this policy for any student, teacher, administrator, other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED

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

IV. EXCEPTION

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

V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.

- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

VI. DISSEMINATION OF POLICY

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

Legal References: Minn. Stat. § 144.413, Subd. 4 (Definitions)
Minn. Stat. § 144.4165 (Tobacco Products Prohibited in Public Schools)
Minn. Stat. § 144.417 (Commissioner of Health, Enforcement, Penalties)
Minn. Stat. § 609.685 (Sale of Tobacco to Children)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

Appendix J

Melrose Area Public Schools

Adopted: _____

MSBA/MASA Model Policy 502

Orig. 1995

Revised: _____

Rev. 1999

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

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Personal possessions" includes but is not limited to purses, backpacks, 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.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. § 121A.72 (School Locker Policy)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use and Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 506 (Student Discipline)

Appendix K

RETENTION PROCEDURE IN MATH 6-12

- A. Fail semester 1: If the student is a behavioral disruption they may be removed from class and must repeat the whole class next year.
- B. Fail semester 1: If the student completes semester II successfully add the total percentages for semester I and II.
- If total is at least 120%, then student receives credit for semester I also and moves to next level next year.
 - If total is less than 120%, then student has option to make-up semester I credit through the Area Learning Center (ALC) by completing a proportional number of hours. Successful completion of hours moves student to next level for next year.
Example: Semester I = Fail with 40% Semester II = Pass with 65%
Step 1: $40\% + 65\% = 105\%$
Step 2: $120\% - 105\% = 15\%$
Step 3: $15\% \times 60 \text{ hours} = 9 \text{ hours}$ to be completed at ALC to receive Semester I credit
 - If total is less than 120% and student does not choose to make-up proportional hours at the ALC, then student must repeat the whole class next year.
- C. Pass Semester I and Fail Semester II: Student must repeat the whole class next year.
- Students with a total percentage for both semesters of at least 120% will be reviewed on an individual basis to determine placement for next year.
- D. ALC math credit will not supplant the successful completion of District 740 sequential math curriculum. The ALC math credit may be substituted for internal district credit ONLY in the case where we have exhausted all other options for the student to complete the district sequential math curriculum.

Appendix L

Melrose Area Public Schools

Adopted: 1-25-2010

MSBA/MASA Model Policy 505

Orig. 1995

Revised: _____

Rev. 2002

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, nonschool-sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, sending electronic copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, including electronic copies, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.
- C. "Obscene to minors" means:
 - 1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
 - 2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
 - 3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.
- D. "Minor" means any person under the age of eighteen (18).
- E. "Material and substantial disruption" of a normal school activity means:
 - 1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.

2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) “material and substantial disruption” is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there must exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

- F. “School activities” means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.
- G. “Libelous” is a false and unprivileged statement about a specific individual that tends to harm the individual’s reputation or to lower that individual in the esteem of the community.

IV. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, nonschool-sponsored material.
- B. Requests for distribution of nonschool-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:
 1. is obscene to minors;
 2. is libelous or slanderous;
 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
 4. advertises or promotes any product or service not permitted to minors by law;
 5. advocates violence or other illegal conduct;
 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person’s race, religious or ethnic origin);
 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of nonschool-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following:
 1. whether the material is educationally related;
 2. the extent to which distribution is likely to cause disruption of or interference with the school district’s educational objectives, discipline, or school activities;
 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways;
 4. the quantity or size of materials to be distributed;
 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources;
 6. whether distribution would require that nonschool persons be present on the school grounds;
 7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of nonschool-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entrance ways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-sponsored material must first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
 - 1. Name and phone number of the person submitting the request and, if a student, the room number of his or her first-period class.
 - 2. Date(s) and time(s) of day intended for distribution.
 - 3. Location where material will be distributed.
 - 4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within five (5) school days, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for the denial or limitation.
- C. If the person submitting the request does not receive a response within five (5) school days, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within five (5) school days (not counting Saturdays, Sundays and holidays) of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of nonschool-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

IX. IMPLEMENTATION

The school district administration may develop any additional guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

Legal References: U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker V. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Appendix M

Melrose Area Public Schools

Adopted: 1-25-2010

Revised: _____

MSBA/MASA Model Policy 515

Orig. 1995

Rev. 2005

515 PROTECTION AND PRIVACY OF PUPIL RECORDS

PUBLIC NOTICE

Independent School District No. 740 gives notice to parents of students currently in attendance in the District, and eligible students currently in attendance in the District, of their rights regarding pupil records.

1. Parents and eligible students are hereby informed that they have the following rights:
 - a. That a parent or eligible student has a right to inspect and review the student's education records. A parent or eligible student should submit to the school district a written request to inspect education records which identify as precisely as possible the record or records he or she wishes to inspect. The parent or eligible student will be notified of the time and place where the records may be inspected;
 - b. That the parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. A parent or eligible student may ask the school district to amend a record that they believe is inaccurate or misleading. The request shall be in writing, identify the item the parent or eligible student believes to be inaccurate, misleading or in violation of the privacy or other rights of the student, shall state the reason for this belief, and shall specify the correction the parent or eligible student wishes the school district to make. The request shall be signed by the parent or eligible student. If the school district decides not to amend the record as requested by the parent or eligible student, the school district will notify the parent or eligible student of the decision and advise him or her of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing;
 - c. That the parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosures without consent;
 - d. That the school district may disclose education records to other school officials within the school district if the school district has determined they have legitimate educational interests. For purposes of such disclosure, a "school official" is a person employed by the school district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or other employee; a person serving on the school board; a person or company with whom the school district has consulted to perform a specific task (such as an attorney, auditor, medical consultant, therapist, public information officer or data practices compliance official); or a parent or student serving on an official committee, such as a disciplinary or grievance committee; or any individual assisting a school official in the performance of his or her tasks. A school official has a "legitimate educational interest" if the individual needs to review an education record in order to fulfill his or her professional responsibility and includes, but is not limited to, an interest directly related to classroom instruction, teaching, student achievement and progress, discipline of a student and student health and welfare and the ability to respond to a request for educational data;

- e. That the school district forwards education records on request to a school in which a student seeks or intends to enroll, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to section 4155 of the federal No Child Left Behind Act and data regarding a student's history of violent behavior, and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts;
 - f. That the parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of 20 U.S.C. § 1232g, and the rules promulgated thereunder, the name and address of the office that administers the Family Education Rights and Privacy Act is:
 - Family Policy Compliance Office
 - U.S. Department of Education
 - 400 Maryland Avenue, S.W.
 - Washington, D.C. 20202-4605
2. Independent School District No. 740 has adopted a school board policy in order to comply with state and federal laws regarding education records. The policy does the following:
- a. It classifies records as public, private or confidential.
 - b. It establishes procedures and regulations to permit parents or students to inspect and review a student's education records. These procedures include the method of determining fees for copies, a listing of the locations of these education records, and the identity of the individuals in charge of the records.
 - c. It establishes procedures and regulations to allow parents or students to request the amendment of a student's education records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - d. It establishes procedures and regulations for access to and disclosure of education records.
 - e. It establishes procedures and regulations for safeguarding the privacy of education records and for obtaining prior written consent of the parent or student when required prior to disclosure.
3. Copies of the school board policy and accompanying procedures and regulations are available to parents and students upon written request to the Superintendent.
4. Pursuant to applicable law, Independent School District No. 740 gives notice to parents of students currently in attendance in the school district, and eligible students currently in attendance in the school district, of their rights regarding "directory information." "Directory information" includes the following information relating to a student: the student's name; address; telephone number; electronic mail address; photograph; date and place of birth; major field of study; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; weight and height of members of athletic teams; degrees, honors and awards received; the most recent educational agency or institution attended by the student; and other similar information. "Directory information" also includes the name, address and telephone number of the student's parent(s). "Directory information" does not include identifying information on a student's religion, race, color, social position or nationality.
- a. The information listed above shall be public information which the school district may disclose from the education records of a student or information regarding a parent.
 - b. Should the parent of a student or the student so desire, any or all of the listed information will not be disclosed without the parent's or eligible student's prior written consent except to school officials as provided under federal law.
 - c. In order to make any or all of the directory information listed above "private" (i.e. subject to consent prior to disclosure), the parent or eligible student must make a written request to the building principal within thirty (30) days after the date of the last publication of this notice. This written request must include the following information:
 - (1) name of student and parent, as appropriate;
 - (2) home address;
 - (3) school presently attended by student;

- (4) parent's legal relationship to student, if applicable;
 - (5) specific category or categories of directory information which is not to be made public without the parent's or eligible student's prior written consent.
5. Pursuant to applicable law, Independent School District No. 740 hereby gives notice to parents of secondary students and eligible secondary students of their rights regarding release of information to military recruiting officers. The school district must release the names, addresses, and home telephone numbers of secondary students to military recruiting officers within sixty (60) days after the date of the request. Data released to military recruiting officers under this provision may be used only for the purpose of providing information to students about military service, state and federal veterans' education benefits, and other career and educational opportunities provided by the military and cannot be further disseminated to any other person except personnel of the recruiting services of the armed forces.

Should the parent of a student or the eligible student so desire, any or all of the listed information will not be disclosed to military recruiting officers without prior consent.

In order to refuse the release of this information without prior consent, the parent or eligible student must make a written request to the responsible authority, *[designate title of individual, i.e. building principal]*, by *[insert date]* each year. This written request must include the following information:

- (1) name of student and parent, as appropriate;
- (2) home address;
- (3) student's grade level;
- (4) school presently attended by student;
- (5) parent's legal relationship to student, if applicable;
- (6) specific category or categories of information which are not to be released to military recruiters without prior consent;
- (7) specific category or categories of directory information which are not to be released to the public, including military recruiters.

Notice: Refusal to release the above information to military recruiting officers alone does not affect the School District's release of directory information to the public, including military recruiting officers. In order to make any directory information about a student private, the procedures contained in the Directory Information section of this notice also must be followed. If you do not want your child's or eligible student's directory information released to military recruiting officers, you also must notify the school district that you do not want this directory information released to any member of the public, including military recruiting officers.

INDEPENDENT SCHOOL DISTRICT NO. _____, MINNESOTA

Dated: _____
Chair

Appendix N

Melrose Area Public Schools

Adopted: 12-21-09

MSBA/MASA Model Policy 520

Orig. 1995

Revised: _____

Rev. 2003

520 STUDENT SURVEYS

I. PURPOSE

Occasionally the school district utilizes surveys to obtain student opinions and information about students. The purpose of this policy is to establish the parameters of information that may be sought in student surveys.

II. GENERAL STATEMENT OF POLICY

Student surveys may be conducted as determined necessary by the school district. Surveys, analyses and evaluations conducted as part of any program funded through the U.S. Department of Education must comply with 20 U.S.C. § 1232h.

III. STUDENT SURVEYS IN GENERAL

- A. Student surveys will be conducted anonymously and in an indiscernible fashion. No mechanism will be used for identifying the participating student in any way. No attempt will be made in any way to identify a student survey participant. There will be no requirement that the student return the survey, and no record of the student's returning a survey will be maintained.
- B. The superintendent may choose not to approve any survey that seeks probing personal and/or sensitive information that could result in identifying the survey participant, or is discriminatory in nature based on age, race, color, sex, disability, religion, or national origin.
- C. Surveys containing questions pertaining to the student's or the student's parent(s) or guardian(s) personal beliefs or practices in sex, family life, morality and religion will not be administered to any student unless the parent or guardian of the student is notified in writing that such survey is to be administered and the parent or guardian of the student gives written permission for the student to participate or the opportunity to opt out of the survey depending upon how the survey is funded. Any and all documents containing the written permission of a parent for a student to participate in a survey will be maintained by the school district in a file separate from the survey responses.
- D. Although the survey is conducted anonymously, potential exists for personally identifiable information to be provided in response thereto. To the extent that personally identifiable information of a student is contained in his or her responses to a survey, the school district will take appropriate steps to ensure the data is protected in accordance with Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act), 20 U.S.C. § 1232g (Family Educational Rights and Privacy Act) and 34 C.F.R. Part 99.

IV. STUDENT SURVEYS CONDUCTED AS PART OF DEPARTMENT OF EDUCATION PROGRAM

- A. All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the students.
- B. No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, without the prior consent of the student (if the student is an adult or

emancipated minor), or in the case of an unemancipated minor, without the prior written consent of the parent, to submit to a survey that reveals information concerning:

1. political affiliations or beliefs of the student or the student's parent;
2. mental and psychological problems of the student or the student's family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating, or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. religious practices, affiliations, or beliefs of the student or the student's parent; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

C. A school district that receives funds under any program funded by the U.S. Department of Education shall develop local policies consistent with Sections IV.A. and IV.B., above, concerning student privacy, parental access to information, and administration of certain physical examinations to minors.

1. The following policies are to be adopted in consultation with parents:

- a. The right of a parent to inspect, on request, a survey, including an evaluation, created by a third party before the survey is administered or distributed by a school to a student, including procedures for granting a parent's request for reasonable access to such survey within a reasonable period of time after the request is received.

"Parent" means a legal guardian or other person acting *in loco parentis* (in place of a parent), such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child.

- b. Arrangements to protect student privacy in the event of the administration or distribution of a survey, including an evaluation, to a student which contains one or more of the items listed in Section IV.B., above, including the right of a parent of a student to inspect, on request, any such survey.

- c. The right of a parent of a student to inspect, on request, any instructional material used as part of the educational curriculum for the student and procedures for granting a request by a parent for such access within a reasonable period of time after the request is received.

"Instructional material" means instructional content that is provided to a student, regardless of format, including printed or representational materials, audio-visual materials, and materials in electronic or digital formats (i.e., materials accessible through the Internet). The term does not include academic tests or academic assessments.

- d. The administration of physical examinations or screenings that the school district may administer to a student. This provision does not apply to a survey administered to a student in accordance with the Individuals with Disabilities Education Act (20 U.S.C. § 1400, *et seq.*).

- e. The collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing the information to others for that purpose), including arrangements to protect student privacy that are provided by the school district in the event of such collection, disclosure, or use.

(1) "Personal information" means individually identifiable information including a student or parent's first and last name; a home or other physical address (including street name and the name of the city or town); a telephone number; or a Social Security identification number.

- (2) This provision does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as:
 - (a) college or other postsecondary education recruitment or military;
 - (b) book clubs, magazines, and programs providing access to low cost literary products;
 - (c) curriculum and instructional materials used by elementary and secondary schools;
 - (d) tests and assessments used by elementary schools and secondary schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistically useful data for the purpose of securing such tests and assessments and the subsequent analysis and public release of the aggregate data from such tests and assessments;
 - (e) the sale by students of products or services to raise funds for school-related or education-related activities; and
 - (f) student recognition programs.
 - (3) The right of a parent to inspect, on request, any instrument used in the collection of information, as described in Section IV.C.1., Subparagraph e., above, before the instrument is administered or distributed to a student and procedures for granting a request by a parent for reasonable access to such an instrument within a reasonable period of time after the request is received.
2. The policies adopted under Section IV.C., Subparagraph 1., above, shall provide for reasonable notice of the adoption or continued use of such policies directly to parents of students enrolled in or served by the school district.
 - a. The notice will be provided at least annually in student handbooks, at the beginning of the school year, and within a reasonable period of time after any substantive change in a policy.
 - b. The notice will provide parents with an opportunity to opt out of participation in the following activities:
 - (1) Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information, or otherwise providing that information to others for that purpose.
 - (2) The administration of any third-party survey (non-Department of Education funded) containing one or more of the items contained in Section IV.B., above.
 - (3) Any nonemergency, invasive physical examination or screening that is required as a condition of attendance, administered by the school and scheduled by the school in advance, and not necessary to protect the immediate health and safety of the student or other students.
 “Invasive physical examination” means any medical examination that involves the exposure of private body parts, or act during such examination that includes incision, insertion, or injection into the body, but does not include a hearing, vision, or scoliosis screening.
 - c. The notice will advise students of the specific or approximate dates during the school year when the activities in Section IV.C.2., Subparagraph b., above, are scheduled, or expected to be scheduled.
 - d. The notice provisions shall not be construed to preempt applicable provisions of state law that require parental notification and do not apply to any physical examination or screening that is permitted or required by applicable state law,

including physical examinations or screenings that are permitted without parental notification.

- D. The school district shall give parents and students notice of their rights under this section.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
20 U.S.C. 1232g (Family Educational Rights and Privacy Act)
20 U.S.C. 1232h (Protection of Pupil Rights)
34 C.F.R. Part 99 (Family Educational Rights and Privacy Act Regulations)
Gonzaga University v. Doe, 536 U.S. 273 (2002)

Cross References: MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

Appendix O

Melrose Area Public Schools

Adopted: 5-28-13 _____
Policy 524.1

Revised: _____

524.1 ACCEPTABLE STUDENT USE OF PERSONALLY OWNED DEVICES (BYOD)

I. Purpose

The purpose of this policy is to set forth policies and guidelines for students to bring personally owned devices into school or use district owned devices for educational purposes only.

II. General Statement of Policy

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: MP3 players and iPods; iPads, Nooks, Kindle, and other table PC's; laptop and netbook computers; personal digital assistants (PDA's), cell phones and smart phones such as BlackBerry, iPhone, or Droid, as well as any device with similar capabilities.

III. Limited Educational Purpose

Educational purposes include classroom activities, career development, and communication with experts, homework, and limited high quality self-discovery activities. Students are expected to act responsibly and thoughtfully when using technology resources. Students bear the burden of responsibility to inquire with school administrators and/or teachers when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

IV. Acceptable Uses

A. Non Disruptive Uses

1. Non-Disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disruptive devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, and (e) audio players.
3. The devices may be used:
 - a. During classroom instruction and in the Media Center as permitted and directed by school personnel.
 - b. In study hall/labs and other educational areas as permitted and directed by school personnel.

B. Cell/Smart Phones (Educational Use)

1. Use of phones by students must be used strictly for educational purposes.
2. Phone calls, texting, and many phone applications are not considered appropriate uses for educational purposes.

V. Unacceptable Uses

A. Disruptive Uses

1. Use of electronic devices to take pictures or videos, is not permitted on school grounds, at school sponsored events, including transportation areas, unless under the direction and supervision of school personnel.
2. The misuse of permissible electronic devices in a manner distracting to

students or school personnel is not allowed. The misuse of electronic devices includes, but is not limited to:

- a. Use of any electronic device in a classroom or other area of Melrose Area Public Schools not authorized by school personnel.
- b. Violation of the Melrose Area Public Schools Acceptable Use Policy or other District Policies.
- c. Use of a BYOD device for Cheating or Plagiarism is strictly prohibited.

3. Cell/Smart Phones (Personal Use)

- a. Phone calls, texting, and many phone applications are not considered appropriate uses for educational purposes.
- b. Cell phones are not to be used until after the school day unless approved by school personnel.

VI. Limitation of school liability, maintenance, and general use.

- A. Melrose Area Schools reserves the right to monitor, inspect, or review a personally owned device or file when school personnel have a reasonable suspicion that a violation has occurred.
- B. Students may not utilize any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in the community. This is unacceptable student behavior known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or wellbeing of the school is subject to disciplinary action.
- C. The District reserves the right to restrict student use of district owned technologies and personally owned devices on school property or at school-sponsored events.
- D. Students must be aware of appropriateness of communications when using district or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted.
- E. The use of personally owned devices in lockers rooms, restrooms, and nurse's office is strictly prohibited.
- F. Students are not permitted to use any electronic devices to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorized media may result in discipline including but not limited to suspension, criminal charges, and expulsion.
- G. Personally owned devices must access the internet via the District's content filtered wireless network.
- H. Lost or damaged device:
 1. Melrose Area Schools assumes no responsibility for theft, loss, or damage of an electronic device brought to school.
 2. Students bring these devices to Melrose Area Schools at their own risk.
- I. Responsibility
 1. Families must stress the responsibilities that their children have when bringing their own computers/devices to school. Any devices students bring to school are their responsibility at all times. Students are encouraged to shut off their devices when not being used or stored to help save band width.
 2. BYOD devices are purchased by and remain the property of the family.
 3. Melrose Area Public Schools will not provide repair, software installation services, or technical support to any BYOD device.

VII. BYOD Use Agreement

- A. The proper use of BYOD devices and the educational value to be gained from proper BYOD use is the joint responsibility of students, parents, and employees of the school district.
- B. This policy requires the permission of and supervision by the school's designed teacher/staff before a student may use a BYOD device for educational purposes.

- C. The Acceptable Student Use of Personally Owned Devices (BYOD) form for students must be read and signed by the student and a parent or guardian. Students/parents or guardians need to sign a new form for each school year to be able to use BYOD devices.

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 505 (Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 519 (Interviews of Students by Outside Agencies)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
District Policy 524.2 Employee Use of Social Media
MSBA/MASA Model Policy 603 (Curriculum Development)
MSBA/MASA Model Policy 604 (Instructional Curriculum)
MSBA/MASA Model Policy 606 (Textbooks and Instructional Materials)
MSBA/MASA Model Policy 806 (Crisis Management Policy)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

Melrose Area Public Schools
BYOD Use Agreement – Policy 524.1

Students and parents/guardians participating in BYOD must adhere to the student code of conduct, as well as the Internet Acceptable Use & Safety Policy and other District Policies. Furthermore the student/parents agree to the following conditions:

1. The student takes full responsibility for his or her technology device. The school is not responsible for the security of the student-owned technology.
2. The technology must be on silent mode while on school campuses and while riding school buses.
3. The student will maintain confidentiality of usernames and passwords and protect the confidentiality and safety of others when sharing work or images.
4. The student will refrain from sending any form of communication that harasses, threatens, or is discriminatory.
5. The student will refrain from using social network tools for personal use.
6. The student must comply with all teacher/staff requests regarding technology, such as shutting down, closing the screen, storing, etc.
7. The student realizes that printing from personal BYOD devices will not be possible at school unless directed by teacher/staff.
8. The student may only access files on the BYOD device or internet sites which are relevant to the classroom curriculum as determined by teachers/staff.
9. BYOD devices must access the internet via the District's content filtered wireless network (cell phones or other internet providers are not approved to be used).
10. The student understands that bringing on the school premises or infecting the network with a virus or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of the BYOD Policy and will result in disciplinary action and/or be liable for damages.
11. The student realizes that processing or accessing information on school property related to hacking, altering, or bypassing the District's network security, policies, or the District's network filters is in violation of the BYOD Policy.
12. Each teacher/staff member has the discretion to allow and regulate the use of BYOD devices in the classroom and for use during specific projects or other classroom activities.
13. Devices may not be used to cheat or plagiarize on assignments, tests, other educational activities, or non-instructional purposes (such as making personal phone calls or electronic messaging, etc).
14. The District will not provide repair, install software services, or provide technical support to any BYOD device.
15. The District has the right to collect and examine any BYOD device that is suspected of causing problems or being the source of an attack or virus infection.

I understand and will abide by the BYOD Policy and guidelines. I further understand that any violation may result in the loss of my network and/or BYOD privileges as well as other disciplinary or legal action.

Print Student Name: _____ Grade: _____

Student Signature: _____ Date: _____

Print Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Appendix P

Melrose Area Public Schools

Adopted: 4-26-09 _____

Revised: 5-27-14 _____

MSBA/MASA Model Policy 516
Orig. 1995
Rev. 2013

516 STUDENT MEDICATION

I. PURPOSE

The purpose of this policy is to set forth the provisions that must be followed when administering nonemergency prescription medication to students at school.

II. GENERAL STATEMENT OF POLICY

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications in accordance with law and school district procedures.

III. REQUIREMENTS

- A. The administration of prescription medication or drugs at school requires a completed signed request from the student's parent. An oral request must be reduced to writing within two school days, provided that the school district may rely on an oral request until a written request is received.
- B. An "Administering Prescription Medications" form must be completed annually (once per school year) and/or when a change in the prescription or requirements for administration occurs.
- C. Prescription medication must come to school in the original container labeled for the student by a pharmacist in accordance with law, and must be administered in a manner consistent with the instructions on the label.
- D. The school nurse may request to receive further information about the prescription, if needed, prior to administration of the substance.
- E. Prescription medications are not to be carried by the student, but will be left with the appropriate school district personnel. Exceptions to this requirement are: prescription asthma medications self-administered with an inhaler (See Part J.5. below), and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individualized education program), Section 504 plan, or IHP (individual health plan).
- F. The school must be notified immediately by the parent or student 18 years old or older in writing of any change in the student's prescription medication administration. A new medical authorization or container label with new pharmacy instructions shall be required immediately as well.
- G. For drugs or medicine used by children with a disability, administration may be as provided in the IEP, Section 504 plan or IHP.
- H. The school nurse, or other designated person, shall be responsible for the filing of the Administering Prescription Medications form in the health records section of the student file. The school nurse, or other designated person, shall be responsible for providing a copy of such form to the principal and to other personnel designated to administer the medication.
- I. Procedures for administration of drugs and medicine at school and school activities shall be developed in consultation with a school nurse, a licensed school nurse, or a public or private health organization or other appropriate party (if appropriately contracted by the school district under Minn. Stat. § 121A.21). The school district administration shall submit these procedures and any additional guidelines and procedures necessary to implement this policy to the school

board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.

J. Specific Exceptions:

1. Special health treatments and health functions such as catheterization, tracheostomy suctioning, and gastrostomy feedings do not constitute administration of drugs and medicine;
2. Emergency health procedures, including emergency administration of drugs and medicine are not subject to this policy;
3. Drugs or medicine provided or administered by a public health agency to prevent or control an illness or a disease outbreak are not governed by this policy;
4. Drugs or medicines used at school in connection with services for which a minor may give effective consent are not governed by this policy;
5. Drugs or medicines that are prescription asthma or reactive airway disease medications can be self-administered by a student with an asthma inhaler if:
 - a. the school district has received a written authorization from the pupil's parent permitting the student to self-administer the medication;
 - b. the inhaler is properly labeled for that student; and
 - c. the parent has not requested school personnel to administer the medication to the student.

The parent must submit written authorization for the student to self-administer the medication each school year. In a school that does not have a school nurse or school nursing services, the student's parent or guardian must submit written verification from the prescribing professional which documents that an assessment of the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting has been completed.

If the school district employs a school nurse or provides school nursing services under another arrangement, the school nurse or other appropriate party must assess the student's knowledge and skills to safely possess and use an asthma inhaler in a school setting and enter into the student's school health record a plan to implement safe possession and use of asthma inhalers;

6. Medications:
 - a. that are used off school grounds;
 - b. that are used in connection with athletics or extracurricular activities; or
 - c. that are used in connection with activities that occur before or after the regular school day are not governed by this policy.
7. Nonprescription Medication. A secondary student may possess and use nonprescription pain relief in a manner consistent with the labeling, if the school district has received written authorization from the student's parent or guardian permitting the student to self-administer the medication. The parent or guardian must submit written authorization for the student to self-administer the medication each school year. The school district may revoke a student's privilege to possess and use nonprescription pain relievers if the school district determines that the student is abusing the privilege. This provision does not apply to the possession or use of any drug or product containing ephedrine or pseudoephedrine as its sole active ingredient or as one of its active ingredients. Except as stated in this paragraph, only prescription medications are governed by this policy.
8. At the start of each school year or at the time a student enrolls in school, whichever is first, a student's parent, school staff, including those responsible for student health care, and the prescribing medical professional must develop and implement an individualized written health plan for a student who is prescribed epinephrine auto-injectors that enables the student to:
 - a. possess epinephrine auto-injectors; or

- b. if the parent and prescribing medical professional determine the student is unable to possess the epinephrine, have immediate access to epinephrine auto-injectors in close proximity to the student at all times during the instructional day.

The plan must designate the school staff responsible for implementing the student's health plan, including recognizing anaphylaxis and administering epinephrine auto-injectors when required, consistent with state law. This health plan may be included in a student's § 504 plan.

- K. "Parent" for students 18 years old or older is the student.
- L. Districts and schools may obtain and possess epinephrine auto-injectors to be maintained and administered by school personnel to a student or other individual if, in good faith, it is determined that person is experiencing anaphylaxis regardless of whether the student or other individual has a prescription for an epinephrine auto-injector. The administration of an epinephrine auto-injector in accordance with this section is not the practice of medicine.

A district or school may enter into arrangements with manufacturers of epinephrine auto-injectors to obtain epinephrine auto-injectors at fair-market, free, or reduced prices. A third party, other than a manufacturer or supplier, may pay for a school's supply of epinephrine auto-injectors.

Legal References: Minn. Stat. § 13.32 (Student Health Data)
Minn. Stat. § 121A.21 (Hiring of Health Personnel)
Minn. Stat. § 121A.22 (Administration of Drugs and Medicine)
Minn. Stat. § 121A.221 (Possession and Use of Asthma Inhalers by Asthmatic Students)
Minn. Stat. § 121A.222 (Possession and Use of Nonprescription Pain Relievers by Secondary Students)
Minn. Stat. § 121A.2205 (Possession and Use of Epinephrine Auto-Injectors; Model Policy)
Minn. Stat. § 121A.2207 (Life-Threatening Allergies in Schools; Stock Supply of Epinephrine Auto-Injectors)
Minn. Stat. § 151.212 (Label of Prescription Drug Containers)
20 U.S.C. § 1400 *et seq.* (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 *et seq.* (Rehabilitation Act of 1973, § 504)

Cross References: MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)

Appendix Q
Melrose Area Public Schools

Adopted: 6-27-16
Revised: _____

Melrose Area Public Schools
Technology Device User Agreement
Policy 524.2

Goal:

As the future of technology continues to evolve and grow, it has become an important tool for today's education. Providing a 1:1 environment will provide more efficient access to technology resources.

Expectations:

Depending on grade level and/or teacher, students are responsible for the Device they have been assigned at all times. Students are required to bring the Device to school each day for use in each of their classes. Teachers will determine whether the Device is the appropriate tool for learning during each class.

Ownership:

The Device and power supply are the property of Melrose Area Public Schools. Devices will be checked out to each student at the beginning of each year once the documentation requirements have been fulfilled. Devices will then be collected at the end of each school year for the preparation for redistribution during the following school year.

Digital Citizenship

Devices are school resources to be used for educational purposes. Students and all users of this Device must use responsible care and adhere to District Acceptable Use Policies and be used with only the student's school issued isd740.org email account. Personal accounts are not allowed.

Hardware Maintenance

In the event a Device has a hardware issue, it is the responsibility of each student to bring their assigned Device to the technology department. If the issue cannot be fixed, it will be sent for warranty repair. Mailing fees may apply.

Melrose Area Public Schools
Device Documentation Requirements

This document is intended for only those students in grade levels who are participating in the 1:1 initiative. Parents who are required to sign this document will need to sign yearly.

The following chart shows the grades being required to participate in which school year.

School Year	Grades with 1:1
2016-2017	5, 9
2017-2018	5, 6, 9, 10
2018-2019	5, 6, 7, 9, 10, 11
2019-2020 and beyond	5-12

Device Documentation Requirements

- Complete, sign, and turn in these forms:
 - Board Policy 524 Acceptable Use Policy
 - Board Policy 524.1 Bring Your Own Device (BYOD)
 - Board Policy 524.2 Technology Device User Agreement.
- Pay rental and warranty fee to Melrose Area Public Schools
 - \$30 per student or a maximum of \$60 per family, per year.
 - This fee will need to be paid each year.
 - Rental and warranty fee are not pro-ratable.
 - Melrose Area Public Schools retains all ownership rights.

Melrose Area Public Schools Device Protection Plan

The District has purchased a protection plan for Devices that are part of the 1:1 initiative. A graduating fee assessment will be assessed per claim.

- Mechanical Breakdown -Covered
- Accidental Breakage - Covered
- Theft – Covered (requires a police report)
- Loss – NOT COVERED

Warranty Coverage and Claims

The Melrose Area School District will provide a warranty plan covering basic hardware repair. However, this warranty does not cover for loss of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Tampering with and/or taking the unit apart will void all insurance coverage and result in loss of insurance premium and deductible. Melrose Area Public Schools will assess the Device damage and repair or replace the Device if the damage is determined to be accidental and within the protection guidelines. **Parents/ students will be charged for full replacement cost of a Device that has been damaged due to intentional misuse or abuse.**

Yearly Registration	Warranty Claim #1	Warranty Claim #2	Warranty Claim #3 and beyond
\$30 per student \$60 max per family	\$10	\$20	\$30

\$60 max per family for yearly registration not including warranty claims.

Warranty claims accumulate throughout the 4-year warranty.

Melrose Area Public Schools
Device Disbursement

Beginning of Year - Receiving Your Device

1. Melrose Area Public Schools Forms Needed
 - All parents are required to sign forms before a Device will be issued to their student.
 - Board Policy 524 Acceptable Use Policy
 - Board Policy 524.1 Bring Your Own Device (BYOD)
 - Board Policy 524.2 Technology Device User Agreement.
2. Maintenance and Care Training
 - Students will receive instruction on:
 - Maintenance and Device Care
 - Digital Citizenship – respectful, responsible, and ethical use of the Internet and digital tools.
3. Distribution
 - Grade 5
 - Devices will be stored in the student classrooms.
 - Teachers will decide when students will bring home for educational use.
 - The 5th Grade teachers have asked for time initially to teach students digital citizenship, appropriate use, and responsibility to phase in increased usage throughout the school year.
 - Grades 6-12
 - Devices will be distributed during the first week of school.
 - Teachers will remind students of expectations before distribution.
 - New Student Distribution
 - All new students will be able to pick up their Device from the Technology Office once all documentation requirements have been met.

End of Year - Returning Your Device

- At the end of the school year, students will turn in their Devices and redistributed in the fall.
 - Melrose Area Public Schools intends to give each student the same Device the following fall.
- Failure to turn in the assigned Device, parents will be charged the full \$360.00 replacement cost.
 - This cost is a “replacement” cost and not a charge for lost item and is therefore not pro-ratable.
 - The District may also file a report of stolen property with the Melrose Police Department.

Transferring/Withdrawing Students

- Students who transfer out or withdraw from Melrose Area Public Schools must turn in their Device to the Technology Office by the last day of attendance.
- Failure to return Device will result in the student being charged the full replacement cost.
- Unpaid fines and fees of students may be reported to a collection agency and/or result in being reported to the Melrose Police Department.

Student Expectation

Students are expected to bring a fully charged Device to school every day and bring their Devices to all classes unless specifically advised not to do so by their teacher.

If a student does not bring his/her Device to school

- Just like pens and notebooks, students are expected to bring their Device to school every day.
- In the event a student forgets his/her Device, students should call home and have it brought to school.
- If it cannot be brought to school, a limited amount of Devices may be available for students to borrow for the day from the Technology Office.
- The District will document the number of times a loaner is issued to each student for not having his/her own Device at school and report students who have excessive occurrences to the building principal.

Devices being repaired

- Loaner Devices may be issued to students if their Device has been sent for repair.
- A student borrowing a Device must sign a loaner agreement and will be responsible for any damage to, or loss of, the loaned Device.
- Devices on loan to students having their Devices repaired may be taken home.
- The Technology Office will contact students when their Devices are repaired and available. Students must return the loaner Device before receiving the repaired Device.

Charging Devices

- Devices must be brought to school each day with a full charge.
- Students should charge their Devices at home every evening.
- The District **WILL NOT** have chargers available to check out.
- If a student loses their charger, they can purchase one at school for \$55.

Device Maintenance

Device Care

Students are responsible for the general care of the Device that they have been issued by the District. Devices that are broken or fail to work properly must be taken to the Technology Office. If a loaner Device is needed, one will be issued to the student until their Device can be repaired or replaced.

General Precautions

- Devices must remain free of any writing, drawing, stickers, or labels.
- Devices should be shut down when not in use to conserve battery life.
- No food or drink should be next to any Device.
- Cords, cables, and removable storage Devices can be fragile and must be inserted carefully into the Device. Be aware that cords and Devices can become tripping hazards.
- Devices should never be shoved into a locker or wedged into a carrying case as this may break the screen.
- Heavy objects should never be placed on top of Devices.
- Do not expose any Device to extreme temperature or direct sunlight for extended periods of time. Extreme heat or cold may cause damage to the Device.
- Always restore any Device to room temperature prior to turning it on.

Carrying or Transporting Devices

- Students are recommended to use an adequate protective case while carrying or transporting Devices both in and out of school.
- The District must approve all carrying cases in order to ensure adequate protection.
- Never lift Devices by the screen.
- Never carry the Device while the screen is open.

Screen Care - Damaged screens are the most common repair.

- Screens will often break when the screen is slammed or shut hard.
- Screens will often break when heavy objects are placed on top of the Device.
- Screens will often break when closed while an object such as a pencil is resting on the keyboard.

Battery Charging

- Students are responsible to bring their assigned Device to school each day with a full charge.
- The District will not have chargers available for checkout.
- If a student loses their charger, he/she may purchase one through the school for \$55.00.

Device Support and Repair

1. The first point of contact should be the student's teacher for initial basic troubleshooting.
2. If necessary, the teacher will refer the student to the District Technology Office.
3. The District Technology Office will determine what needs to be done to repair the Device.
 - Some options may include:
 - Ship the Device for warranty repair
 - Assess any accidental or loss costs
 - Refer the repair to principal for disciplinary action
 - The rationale for Insurance: Estimated cost of common repairs (subject to change). The \$30 yearly registration fee prevents these repair costs.
 - Screen - \$100.00
 - Keyboard/Touchpad - \$75.00
 - Power Cord - \$55.00
 - Device shell - \$100.00
4. Additional Device support provided by the Technology Office includes:
 - User account support including passwords and account creation or modification
 - Operating system restoration
 - Software configuration support
 - System software updates
 - Wireless or network issues

Cloud Services Accounts

- Each student in Melrose Area Public Schools will need a “Cloud Services” account in order to log into their assigned Device.
- This account provides access to allow students to use services such as the Internet, email, and file storage.
- It is required that each student be connected to the school network, including wireless, while on school grounds. By requiring this, the District can track and enforce the federally mandated Children’s Internet Protection Act (CIPA).
- In addition, the technology department, teachers, administrators, and other school staff may use monitoring software to allow the viewing and control of screens on student Devices.

Operating System and Security

Students may not use or install any operating system on their Device other than the current version of the operating system that is supported and managed by the District.

No Expectation of Privacy

Students should have no expectation of confidentiality or privacy with respect to any usage of a Device, regardless of whether that use is for District-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student Devices at any time for any reason related to the operation of the District. By using a Device, students agree to such access, monitoring, and recording of their use.

Students may be selected at random to provide their Device for inspection. The purpose for inspection will be to check for proper care and maintenance as well as anything inappropriate.

Personalizing Student Device

- ***Devices must remain free of any decorative writing, drawing, stickers, paint, tape, or labels that are not the property of the Melrose Area Public Schools. Spot checks for compliance may be done by District staff at any time.***
- Students may add appropriate music, photos, and videos to their Device. Personalized media are subject to inspection and must follow the Melrose Area Public Schools use policy.

Sound

- Sound must be muted at all times unless permitted by teacher or District staff member.
- Headphones are part of the school supply list and are not provided by the district.
- Headphones may be used at teacher discretion.

Printing

- Students will be encouraged to digitally publish and share their work with their teachers and peers when appropriate.
- Devices will not be set up for direct printing at school.
- Students may set up the Device to print at home.

MELROSE AREA PUBLIC SCHOOLS TECHNOLOGY DEVICE USER AGREEMENT

This form must be completed and received by Melrose Area Public Schools prior to the student receiving their assigned Device. In addition, the forms of the Acceptable Use Policy and BYOD must also be received.

Your signature on this form states that you have read, understand, and agree to abide by the compliance requirements of the Melrose Area Public Schools Device User Agreement. Your signature also states you authorize Melrose Area Public Schools to create and utilize “cloud services” accounts that will be under the control of Melrose Area Public Schools, but which reside elsewhere on the Internet. (Certain cloud services require parental permission for students regardless of the level of control over the account granted to Melrose Area Public Schools.)

The Melrose Area School District will provide a warranty plan covering basic hardware repair. However, this warranty does not cover for loss of the Device and/or its accessories, cosmetic damage, or damages caused by intentional misuse and abuse. Tampering with and/or taking the unit apart will void all insurance coverage and result in loss of insurance premium and deductible. Melrose Area Public Schools will assess the Device damage and repair or replace the Device if the damage is determined to be accidental and within the protection guidelines. **Parents/ students will be charged for full replacement cost of a Device that has been damaged due to intentional misuse or abuse.**

Yearly Registration	Warranty Claim #1	Warranty Claim #2	Warranty Claim #3 and beyond
\$30 per student \$60 max per family	\$10	\$20	\$30

\$60 max per family for yearly registration not including warranty claims.

Warranty claims accumulate throughout the 4-year warranty.

MELROSE AREA PUBLIC SCHOOLS TECHNOLOGY AGREEMENTS

Melrose Area Public Schools requires your signature stating you have received the following forms and agree to abide by the compliance requirements of the District.

- Board Policy 524 Acceptable Use Policy
- Board Policy 524.1 Bring Your Own Device (BYOD)
- Board Policy 524.2 Technology Device User Agreement.

These three forms must be completed and received by Melrose Area Public Schools prior to the student receiving their assigned Device.

As stated in the Melrose Area Public Schools Device User Agreement, I am including my yearly registration fee of \$30 per student or \$60 maximum per family. No payment required for grades K-4.

Parent/Guardian Signature (Required)	
Student Printed Name	Student Signature
Student Printed Name	Student Signature
Student Printed Name	Student Signature

Amount Paid	Date	Office Use Only

Appendix R
Melrose Area Public Schools

Adopted: 6-7-17

Revised: _____

533.1 UNPAID MEAL BALANCE POLICY

I. PURPOSE

The purpose of this policy is to provide parents with written procedures for unpaid meal balances.

II. GENERAL STATEMENT OF POLICY

- A. The school board recognizes the importance of nutrition to foster student attendance and educational success.
- B. The school district is responsible for the financial welfare of the Food Service Fund (Fund 2).
- C. The school district has the following procedures in place regarding unpaid meal balances:
 - 1. At Melrose Area Public Schools we have an automated calling system that calls parents/guardians of students when the money in their account for meals gets to \$7.00. This gives parent/parents ample notice/opportunity for students who bring more funds before their account gets into a negative situation.
 - 2. Students are allowed to go into a negative balance at each occurrence during the school year (no more meals/items will be allowed until the negative balance is cleared up.
 - 3. Students with a negative balance are offered a reimbursable cold lunch, that is no cost to the student, which consists of a sandwich with 2 ounces of protein, fresh veggies, or fresh fruit and milk.

Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing

This information will help parents/guardians make informed decisions that benefit their children, schools and communities.

Why statewide testing?

Minnesota values its educational system and the professionalism of its educators. Minnesota educators created the academic standards which are rigorous and prepare our students for career and college.

The statewide assessments are how we as a state measure that curriculum and daily instruction in our schools are being aligned to the academics standards, ensuring all students are being provided an equitable education. Statewide assessment results are just one tool to monitor that we are providing our children with the education that will ensure a strong workforce and knowledgeable citizens.

Why does participation matter?

A statewide assessment is just one measure of your student's achievement, but your student's participation is important to understand how effectively the education at your student's school is aligned to the academic standards.

- In Minnesota's implementation of the federal Every Student Succeeds Act, a student not participating in the statewide assessments will be counted as "not proficient" for the purposes of school and district accountability, including opportunities for support and recognition.
- Students who receive a college-ready score on the high school MCA are not required to take a remedial, noncredit course at a Minnesota State college or university in the corresponding subject area, potentially saving time and money.
- Educators and policy makers use information from assessments to make decisions about resources and support provided.
- Parents and the general public use assessment information to compare schools and make decisions about where to purchase a home or to enroll their children.
- School performance results that are publicly released and used by families and communities, are negatively impacted if students do not participate in assessments.

Academic Standards and Assessments

What are academic standards?

The Minnesota K–12 Academic Standards are the statewide expectations for student academic achievement. They identify the knowledge and skills that all students must achieve in a content area and are organized by grade level. School districts determine how students will meet the standards by developing courses and curriculum aligned to the academic standards.

What is the relationship between academic statewide assessments and the academic standards?

The statewide assessments in mathematics, reading, and science are used to measure whether students, and their school and district, are meeting the academic standards. Statewide assessments are one measure of how well students are doing on the content that is part of their daily instruction. It is also a measure of how well schools and

ACCESS and Alternate ACCESS for English Learners • learners with the most significant cognitive disabilities. Given annually to English learners in grades K–12 in reading, writing, listening and speaking. Based on the WIDA English Language Development Standards. Majority of English learners take ACCESS for ELLs. Alternate ACCESS

<p>districts are doing in aligning their curriculum and teaching the standards. ••• Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8 and high school for science. MTAS is an option for students with the most Majority of students take the MCA. significant cognitive disabilities.</p>	<p>for ELLs is an option for English •••</p>
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