

Hills-Beaver Creek Elementary School



**Parent - Student Handbook
2020-2021**

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Hills-Beaver Creek Elementary School

404 S. 4th St. - PO Box 49 - Beaver Creek, MN 56116 - Phone: 507-673-2541 - Fax: 507-673-2550



Hills-Beaver Creek Elementary School was built in 1997. We serve approximately 155 students in grades K-5 with 25 teachers, administrators & staff. We also house our Little Pates Academy Pre-School.

FORWARD

The Hills-Beaver Creek Elementary School, part of Independent School District 671, serves the communities of Beaver Creek, Hills, and Steen. This handbook is a guide for parents of children enrolled at the school. It contains basic information about the school as well as information on policies established by the School Board. Please use it as a reference throughout the year. Questions that cannot be answered by this handbook may be referred to the office.

MISSION STATEMENT

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

BORD OF EDUCATION

Arlyn Gehrke - Chairman
Tim Bosch - Treasurer
Renae Knobloch - Member

Dan LaRock - Vice Chair
Ethan Rozeboom - Member

Tami Rauk - Clerk
Blake Wysong - Member

OFFICE STAFF

Todd Holthaus - Principal

Brenda Plimpton - Administrative Assistant

PATRIOT PRIDE

Over the past six years our school and staff have been involved in the process of applying Positive Behavior Interventions and Supports. We call our organizational approach for improving the social behavior climate of the school "Patriot Pride." Through the program we teach positive behaviors and character traits. Each month we stress one of the character traits and use a system of rewards to recognize and encourage positive behaviors.

Throughout the school students can earn Pride Points by demonstrating one of the five traits of the Patriot Pride program. Points are accumulated and students receive a monthly statement indicating their number of points. Each month students have a chance to redeem pride points at our Pride Store. The five characteristics and behaviors that Patriot Pride emphasizes are:

- **Positive:** It is very important for our students to demonstrate positive language and behaviors. We believe that students should think optimistically and treat each other in a positive manner. This especially means using positive language when students interact with each other.
- **Respect:** This is one of the fundamental teaching points that we believe students should learn from their experience in our school. Students are taught to treat teachers, other students and property with respect. A point of emphasis is the way that students react in the educational setting.
- **Integrity:** Being honest and acting in the best interest of the school community is a key part to becoming a functioning member of society. Integrity includes following school rules and showing good sportsmanship. We stress this as a characteristic that we like to see when staff members are not always watching.
- **Determination:** We believe that students will experience successes and setbacks throughout their educational career. Learning to act with determination teaches students to continue exhibiting a positive mindset even in the face of setbacks.
- **Excellence:** This encompasses all that we believe to be great about Hills-Beaver Creek Elementary. We want our students to strive for excellence and develop an attitude that they can accomplish anything through their academic career.

ALICE (Alert, Lockdown, Inform, Counter, Evacuate)

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

ATTENDANCE POLICY

A student will be considered absent for the morning if arriving at school one half hour after the school start time and absent for the afternoon if leaving one hour before dismissal time. Students who are tardy need to report to the office when arriving at school. Students who leave school during the day must be signed out through the office. The Minnesota statutes require that all children between the ages of seven (7) and sixteen (16), mentally and physically fit, must attend school every day that it is in session.

REPORTING ABSENCES

Students who have been absent from school must bring a note of explanation signed by the parent or guardian or the parent or guardian must telephone the elementary office indicating why the student is absent. Prearranged absences are those, which you know will occur on certain dates. Parents must contact the elementary office when they know their child will be absent. Arrangements will be made in advance for the student to make up schoolwork. Family vacations require pre-notification.

TRUANCY AND EDUCATIONAL NEGLECT:

As per Minnesota Statute 260A.01, an elementary student is considered a continuing truant when there have been three (3) or more unexcused absences without a lawful excuse. Parents who do not send their children to school regularly may be charged with educational neglect. Educational neglect is legally defined as a parent's failure to ensure the child's regular attendance at school. Student's attendance should be considered for review and possible intervention any time after a student is absent or tardy three or more school days (not consecutive, excused or unexcused).

ELEMENTARY POLICY

Attendance habits begin in the primary grades. Frequent absences interfere with the learning process and leave students at high risk for educational failure. Students at the elementary level have limited control over circumstances in the home, which may prevent them from getting to school regularly and on time. Parents/guardians are responsible for ensuring that children attend school. Hills-Beaver Creek Public Schools comply with Minnesota Compulsory Attendance Laws.

STUDENT RESPONSIBILITIES:

1. Students are to attend class on time.
2. Students need to be familiar with the attendance policy.
3. Students are responsible for completing missed assignments in a timely manner as defined by the teacher.
4. Students may not leave school grounds without permission for any reason

PARENT/GUARDIAN RESPONSIBILITIES:

1. Parents are expected to ensure that their children attend school.
2. Parents shall inform the school of absences within 48 hours of an absence.
3. Parents should help their children in completing their make-up work.
4. Parents should schedule student appointments outside the school day to minimize the impact of his/her absence on attendance.

TEACHER RESPONSIBILITIES:

1. Teachers will take attendance daily.
2. When a student is absent, teachers will inform the student of the assignments they have missed and when they are due.
3. Teachers will encourage students to attend school and will report frequent absences.
4. Teachers are expected to communicate concerns about attendance to parents.

ADMINISTRATIVE RESPONSIBILITIES:

1. Principal will inform teachers and parents of the attendance policy.
2. Principal will insure that procedures to address attendance concerns are developed as needed
3. Principal is expected to communicate with parents when student attendance becomes a concern and encourage parents to remediate any attendance problems.
4. The principal will insure that attendance of students will be monitored on a weekly basis. Parents or guardians will be contacted when attendance concerns (absences and tardies) are noted.

INTERVENTIONS FOR EXCESSIVE TARDINESS

1. On the sixth (6) absence or Tardy in one semester, parents or guardians will be notified by letter from the principal/attendance officer.
2. On the eighth (8) absences or tardy in one semester, a conference will be held, if requested, with the principal, appropriate staff, parents or guardians and student.
3. If the student is absent/tardy an eleventh (11) time in one semester, conference will be held with the principal, appropriate staff, parents/guardians and student (if deemed appropriate). A plan will be implemented that will assist the student from having further absences/tardies from school and will identify services available to assist the family in improving the child's attendance.
4. If attendance does not improve a referral will be made to Rock County Human Services.

AFTER SCHOOL

The school day for students ends at 3:15 p.m. All students are expected to leave the building by 3:25 p.m. Exceptions include students who are: staying to talk to a teacher with parental permission. Student must be in the company of the teacher. Participating in after school activities or meetings.

Students who plan to attend sporting events as spectators may return to the building at 4:00 P.M. They will not be allowed to stay at school until the event begins since there is no supervision.

APPOINTMENTS

Parents are encouraged to schedule appointments (medical, dental, etc.) for their child(ren) outside of the school day. School is your child's work. Make sure your child attends every day except in the case of illness.

ARRIVAL AT SCHOOL

The school day for elementary students begins at 8:15 a.m. No student shall arrive before 7:45 a.m. When students arrive, they must sit in the commons area, until the teaching assistant gives directions as to where they may go for morning recess.

Beginning at 7:50 a.m., students will have supervised play in the gym or on the playground until 8:15 a.m. when class begins. No students are allowed to roam the building unsupervised.

BENCHMARK TESTING

The following assessments may be used to benchmark assess students. FastBridge, NWEA MAP, and the STAR are the assessments that H-BC Elementary utilizes to assist in monitoring our student's progress in reading fluency, comprehension and mathematics. The assessments are given to all students during the fall, winter and spring to monitor student progress. It assists teaching staff in knowing which students and specific skills may require interventions.

BOX TOPS FOR EDUCATION

The elementary school collects Box Tops for Education proofs of purchase. All monies raised by the fundraiser will be used to directly support students via the Elementary Student Council. Download the Box Tops for education application in the Google Play Store or the Apple App Store and scan your receipts. Make sure to designate H-BC Elementary as your school. Your support is appreciated.

BULLYING PROHIBITION

The bullying policy is included as an appendix to this handbook. **Look for Appendix # 13 - Pages 38-45**

BUSING

Bus riding is a privilege and the school reserves the right to revoke that privilege from students who do not observe the rules. Bus behavior rules will be discussed with students the first week of school. A summary of the district's transportation policy is printed in the back of this handbook. Parents are asked to review this summary with each child. Violations of bus behavior rules will result in the student not being allowed to ride

the bus. Minnesota legislation requires parents of a student who has lost bus privileges to transport their child or see that he/she is transported to school.

Only regularly assigned students are permitted to ride the school buses. Parents who wish that their child rode home on a bus with another student must send a written note. If your child will not be riding the bus in the AM please call or text message the bus line prior to 6:30 am the day your child will not be riding. Please leave your name and child's name—**Bus Line Contact number 507-220-2035—Remember-- this is for AM bus ridership only.**

2020-2021 Bus Drivers	
Bus Number	Driver
19	Rick Tatge (morning route)
19	Ron Rauk (afternoon route)
14	Lila Tatge
16	Doug Boeve
18	Arlen Leenderts

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES - STUDENTS

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

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

- I. Respect for educational environment
 - a. Cellular phones and other electronic devices shall be turned off and kept out of sight during instructional time.
 - b. Students shall not use any electronic device that in any way disrupts or detracts from the educational environment.
 - c. Use of cellular phones or other personal electronic devices is prohibited in classrooms during the school day, Media centers and testing centers and during fine arts performances.
 - d. Students will not be allowed to leave class in response to any electronic devices
 - e. Cellular phones and other devices may be used appropriately and respectfully with a supervising adult's permission
 - f. With prior approval of the school principal, teachers may permit the purposeful use of personal electronic devices in support of curriculum learning objectives
 - g. In the case of medical necessity or emergency, a student shall be permitted to possess or use a cell phone or other personal electronic device provided the student receives advanced authorization from the school principal.

- II. Respect for privacy rights:
 - a. Students shall not photograph or videotape other individuals at school or at school sponsored activities without their knowledge and consent, except for activities considered to be in the public arena such as sporting event or public performances.
 - b. Students shall not e-mail, post to the Internet or other otherwise electronically transmit images of other individuals taken at school without their expressed written consent.

- c. Use of cellular phones or other personal electronic devices is strictly prohibited in locker rooms and restrooms.

III. Assuring Academic integrity: Students shall not use cellular phones or other electronic devices in any way that may cause a teacher or staff member to question whether the student may be cheating on test or academic work or violating copyright policy.

VIOLATIONS OF THE CELLPHONE/DIGITAL IMAGING OR ELECTRONIC DEVICE USE

- a. First infraction: An employee shall direct the student to turn off the device. The employee shall then confiscate the device and turn it in to the school office where the student may retrieve it at the end of the school day.
- b. Second Infraction the second infraction shall result in confiscations of the device, which is to be turned in to the school office, notification of a parent or guardian and warning that the next infraction will result in the termination of the right to possess a cellular phone or any electronic device at school for a period of 45 school days.
- c. Third Infraction: The third infraction shall result in confiscation of the device, which is to be turned into the school office, notification of a parent or guardian and termination of the right to possess a cellular phone or any electronic device at school a period of 45 school days.
- d. Repeated or Severe Infraction: Any violation of this policy may also, at the principal's discretion, result in additional disciplinary action.

CHANGE OF ADDRESS

Notify the elementary office at any time during the year when an address or telephone number changes. Parents should also inform the school of changes in employment. Correct and current information is essential in order to contact parents by mail or phone or in the event of an emergency. Please update to current 911 mailing address-actual street address.

CHEMICAL and TOBACCO-FREE POLICY

H-BC School is committed to providing a chemical-and tobacco-free environment. Our buildings, grounds, vehicles and school-related activities are chemical-and tobacco-free. The use or possession of tobacco, alcohol or other chemicals in the school building or grounds or at a school-sponsored activity is prohibited.

CHILD ABUSE/NEGLECT

All adult school personnel are mandated reporters and are required by law to report any suspected case of child abuse to the appropriate governmental agencies.

COMMUNITY EDUCATION

The Hills-Beaver Creek Public Schools sponsor a variety of educational and recreational opportunities for community members. For more information, call (507) 673-2541.

COMPUTERS and TECHNOLOGY

Hills-Beaver Creek Elementary is equipped with a Smart Board in every classroom. The Smart Board provides student's access to Internet material including interactive activities and video clips that can be used as an instructional aid.

The elementary computer lab is equipped with Macintosh computers. Students are scheduled for weekly computer lab time. Group and individual lab time is also available to all students and teachers. Students will be instructed on the district's acceptable use policy for Internet use and will be subject to the district's disciplinary procedures for misuse of programs or equipment. Students in grades 3-5 will have access to

individual Chromebooks on a daily basis. Students in grades K-2 will have a set of iPads to be used during different learning activities.

Hills-Beaver Creek School is committed to providing resources and instructions to enable students to effectively access and communicate ideas and information via technology.

CONFERENCES

Fall conferences will be on Thursday, November 12 and Tuesday, November 17. Spring Conferences are scheduled for Thursday, February 11. Parents may request a conference at any other time by calling their child's teacher.

CURRICULUM MATERIALS

All print and non-print curriculum materials are available for parents to review. Please contact the elementary office if you wish to examine curriculum material(s).

DETENTION

Detention is a time when a student is assigned to spend time before school, during lunch or after school for unacceptable conduct. Students should fully understand that any teacher in the building or the principal might assign detention. Teacher-assigned detention will be under the supervision of the teacher. Detention assigned by the principal will be served under the supervision of the principal or a teacher assigned by the principal. A student's parent will be given one-day advance notice for after school detention, if requested, to make arrangements for transportation home. The time assigned must be made up as specified by the principal or teacher even though this may not be convenient for the offender. A student who misses an assigned detention will be rescheduled for an extended period of time. A student who fails to serve a rescheduled detention will be placed on in school or out-of-school suspension.

DISCIPLINE

Every student at Hills-Beaver Creek is accountable for his/her behavior. If a student chooses to behave in a way that is disrespectful to others, disruptive to the learning environment, violates the rights of others or makes school unsafe, the student will experience the consequences for the behavior. A copy of the H-BC Elementary Student Behavior and Discipline Plan can be found at the back of this handbook. **Look for Appendix # 1**

The Basic Tenets of Student Behavior at H-BC Elementary school are:

1. Respect others.
2. Respect property and possessions.
3. Respect yourself.
4. Parental support is essential to maintain a positive learning environment.

DRESS and APPEARANCE

Student dress and appearance shall not be hazardous to the health or safety of anyone in the school community, nor shall it have a negative effect or be disruptive to the educational process.

It is the parent's responsibility to see that students are dressed appropriately for school activities and to meet existing weather conditions. Students must have winter boots, hats, gloves or mittens to wear for outdoor play during the winter season. Tennis shoes are required for phys.-ed class. Please label all your child's outdoor clothing and tennis shoes.

The following regulations apply to student dress:

1. Footwear must be worn at all times.
2. No caps may be worn in the building during the school day.

3. No clothing may be worn that depicts any form of illegal activity, advertises a drug or tobacco product or contains obscene writing, profanity, suggestive phrases or promotes violence.
4. No "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not keeping with community standards.

DROP OFF /PICK UP PROCEDURE

Parents preferring to pickup/drop off their child should utilize entrance number 1 on the north side of the building. Parents are advised to park their vehicle (so as not to block the flow of the buses) and escort their child to and from the building using door #1. When picking up a child during school hours, parents, parent designees, or guardians must come to the school office to sign out their child. Drop off times are from 7:45 until 8:15 and pickup times begin at 3:15. All students should be picked up by 3:25. Note: Students being picked up or walking home at the end of the day will be held until after the buses leave unless escorted by a parent or guardian.

EQUAL EDUCATIONAL OPPORTUNITIES

Every pupil of this district will have equal educational opportunities, regardless of race, religion, gender, national origin, age, marital status or status with regard to public assistance or disability. No student shall be excluded on such basis from participation in or access to educational opportunities, counseling or extracurricular activities.

EMAIL (STUDENTS)

Grades 2-5 students are assigned school email addresses. School email addresses also allow students to use Google's education applications. It is not necessary for students to utilize jump drives or memory sticks. All students and parents are required to sign the school email permission form and return to Mrs. Moore. Students are only able to email individuals within the H-BC system with the @isd671.net extension. Student emails are in the following format: studentfirstname.studentlastname@isd671.net. Student email addresses are monitored.

E-Learning Days

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

FIELD TRIPS

Field trips serve as valuable educational experiences. They offer the students an opportunity for learning outside the classroom. The same rules of conduct apply on field trips that normally apply in the classroom and on the bus. Parents or guardians are required to sign a permission slip before a student can participate in any field trip.

Parents will be notified of the date, time, place and purpose of each field trip and will have the right to request their child be excluded if necessary. The child will be supervised at school if parents prefer, he/she not participate in a field trip.

FIRE, TORNADO and LOCKDOWN DRILLS

Minnesota state law requires public schools conduct five (5) fire drills and five (5) lockdown drills and one tornado drill each school year. It further requires that directions to the nearest safe exit be posted in each classroom.

GUM

Student gum chewing is allowed on special occasion and only with permission from the classroom teacher, rarely.

HARASSMENT/HAZING

Everyone in District 671 has the right to feel respected and safe. We have a policy to prevent religious, racial or sexual harassment and violence of any kind. Any words or actions that make a student feel uncomfortable or afraid need to be reported to an adult. All reports will be subject to investigation as set forth by Minnesota Statute and local school district policy. **Look for Appendix #4, Bullying Appendix 11 and Hazing Appendix 12**

HEALTH EMERGENCY & ILLNESS

It is the goal of the health services to keep students in school as much as possible. However, there are times when students need to stay home to prevent exposure and the spread of illness to others. Here are several guidelines to help you determine if your child should stay home:

- Temperature of 100 ° or higher - Students shall not return to school until fever free (without medication) for 24 hours.
- Vomiting or diarrhea - Students should stay home until 24 hours after the last episode.
- Chicken Pox - Students should not return until pox are dry and crusted. Please inform the nurse if your child has chicken pox.
- Pink eye (conjunctivitis) - Students may return 24 hours after treatment has started. Please inform the nurse if your child has pink eye.
- Impetigo - Students can return 24 hours after prescription treatment has started.
- Skin rash - Students will not be admitted to school with an undiagnosed skin rash.
- Strep throat - Students can return to school after 24 hours of antibiotic treatment. Please inform the nurse if your child has strep.

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

HORIZONS—ENRICHMENT PROGRAM

Students can participate in a variety of programs designed to challenge academic, creative and/or leadership ability. Some of the programs offered at H-BC Elementary include Accelerated Reader and Spelling Bee. Academically talented students may also qualify for the gifted program called Horizons, which serves students in grades 3-5. If your child qualifies, the Horizons instructor will notify you.

HOMEWORK

Elementary student can expect a reasonable amount of homework. This homework must be completed according to the expectations set forth by the teacher in order to receive credit. Your cooperation as parents is very much appreciated.

HOT LUNCH PROGRAM

The school provides a hot lunch program that is available to students and staff. The elementary school uses a computerized lunch accounting system. Each family will be issued a Family Account Number. Money sent for lunch will be deposited into one account per family. When your child eats lunch, the cost for the meal will be deducted from the family account. If a student wishes to buy a carton of milk to eat with a cold lunch, the cost of milk will be deducted from the account. Families will receive a statement indicating when they need to deposit money into the account. Checks should be made out to H-BC Elementary School. Also, PaySchools** may be used. See below.

Student lunch prices are:
\$ 2.75 per meal

Adult lunch prices are:
\$ 4.00 per meal

*EXTRA MILK Cost-- 40¢

Students may bring a sack lunch and eat in the lunchroom. **Pop or other carbonated beverages are not permitted.** Half pint cartons of milk are available to purchase for 40¢. Students need to bring change to purchase an additional milk.

Families with limited resources may qualify for free or reduced-price lunch. Applications are available in the elementary office.

PaymentSpring – NEW For the 2020-2021 SCHOOL YEAR...The Hills-Beaver Creek School District is offering an online payment processing system, PaymentSpring—through JMC the district’s Student Information System, to allow parents to have easy and convenient online access to purchase and pay for items and fees 24 hours a day, 7 days a week. Parents are able to make payments on the school’s Website, www.hbc patriots.com with an e-check, or credit card. To ensure your security, PaySchools does not store personal bank or credit card information. Items that may currently be purchased online include:

- Student lunch accounts
- Athletic fees

Amanda Rozeboom is available to walk you through the process or answer any questions at 507-962-3240.

IMMUNIZATIONS

According to Minnesota law, before a child enters school, he/she must have up-to-date immunizations. Students transferring from another school district will have 30 days from the time of enrollment to provide proof of immunizations. Minnesota law requires schools to deny entrance to new students who do not have the proper immunizations.

LEAVING SCHOOL DURING THE DAY

Parents who wish to have their child leave school during the day must contact the office or send a written note with the child. The student must wait in the elementary office until the parent or designated adult arrives. The person who picks up the student will be required to sign a release form. The school may require verification of the right of custody from anyone requesting early dismissal of a student.

LOST and FOUND

All clothing and school supplies should be marked with identification. Misplaced articles will be placed in the school “Lost & Found” area in the commons. Clothing and supplies that are unclaimed will be given to charity at the end of each quarter.

MEDIA CENTER

The Media Center has more than 9,000 cataloged items such as books, magazines, reference materials, videos, computer software. The Media Center also has computers that are used for research and (supervised) Internet. H-BC utilizes the latest technology to ensure students are protected from unwanted or unsolicited items coming through the Internet. Students have a scheduled time each week to visit the media center. Students are encouraged to check out books or other materials. Fines are not assessed for materials or books that are overdue, however, students will be responsible to pay for lost or damaged items at the end of the school year.

MEDICATION

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

ADMINISTRATION OF PRESCRIPTION MEDICATION WILL BE DONE ONLY:

- with written authorization from the doctor

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

Medication (Continued)

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

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

MEDICATION MUST BE BROUGHT TO THE NURSE BY THE PARENT/GUARDIAN. STUDENTS ARE NOT ALLOWED TO TRANSPORT MEDICATIONS. IT IS LOCKED IN A CABINET AND IS DISTRIBUTED BY AUTHORIZED SCHOOL PERSONNEL ONLY.

MILK PROGRAM

Students in grade K-3 have a milk break each day. The cost of milk for students in grades 1-3 is \$40 per year. This is a one-time non-refundable fee. Kindergarten students are provided milk break at no cost to parents.

MINNESOTA GRADUATION STANDARDS and MCA TESTING

According to Minnesota state law, all students in grades 3 through 5 must take the Minnesota Comprehensive Assessments. All students in grades 3 through 5 will take the MCA in math and reading. Fifth grade students will also take the MCA in science. Tests will take place during a window from April to early May. Specific schedule will be made available early in the school year. If you would like to have your student opt out of testing, please fill out the form located [here](#). Or access this link-- <https://tinyurl.com/y7e9zjys>

NON-CUSTODIAL PARENTS

The elementary school office will mail or email copies of report cards, student activity information and conference schedule to non-custodial parents, if so desired. Please contact the school office with mailing information at (507) 673-2541.

OUTDOOR POLICY

Hills-Beaver Creek Elementary uses KELO Website and Weather.com application to determine the current temperature. If the temperature is at or below five (5) degrees below zero (0), with or without wind chill, the children will stay inside. Students will need appropriate winter clothing. Coats, hats, mittens, snow pants and boots are necessary during the winter months because all students have recess outside on a daily basis.

PARENT INVOLVEMENT

H-BC Elementary recognizes and supports a parent's interest in his or her child's education. We acknowledge that each student's future success depends on the education he or she receives today and we strive to create a partnership to provide conditions, which allow a child to be successful. We welcome parent involvement through your attendance at programs, activities, conferences and meetings. We hope to provide opportunities for you to communicate with the school and its staff and to become involved as volunteers.

PARENT NOTIFICATION SYSTEM

H-BC elementary will use information from the JMC database to notify parents of school closings, early outs, or late starts. Please keep information up to date to receive notifications.

PARENT PERMISSION SLIPS

Please write a note and send it to school for the following situations:

- Your child is going to someone else's home after school.

- Your child is riding a different bus.
- You want your child to stay in during recess or miss physical education.
- Your child will leave school early.

Once students arrive at school, they cannot leave school grounds without permission. All students who are arriving and leaving during the school day must sign in and out in the school office.

RELEASING STUDENTS TO NONPARENT/GUARDIAN AND/OR TRANSPORTING STUDENTS TO NEW LOCATIONS

No student shall be released to any non-parent/guardian or transported to a location other than the location originally designated by the parent/guardian without written permission. When in doubt office staff will detain students until positive confirmation can be attained.

REPORT CARDS & STUDENT PROGRESS

At the end of each quarter, progress reports are issued for each student. Students in the upper grades (grades 3-5) will use assignment notebooks that will serve as a way parents and teachers can communicate. Students in lower grades will have weekly folders. Mid-quarters are sent home with students in grades 4-5. Mid-quarter grades will be sent home via JMC on assigned mid-quarter date. JMC is another source to observe student progress between grading periods.

RESPONSE TO INTERVENTION

Is a series of interventions that are utilized to assist students in Reading and Math. Benchmark Assessments, the Minnesota Comprehensive Assessments (MCA) and teacher judgment are used in making the recommendation for student to be placed in any one of the three tiers. Each tier progressing in the number and amount of time spent on the specific interventions. Some identified students participate in the Title I program. All students participate in Response to Intervention.

SCHOOL CLOSINGS

When weather conditions or other emergencies force the cancellation, late start or early closing of school, announcements will be made over the radio station 800 AM and 101.1 FM. A notice will also be sent via the parent notification system and school app. Every attempt will be made to have the announcement aired by 6:30 a.m. Closings will also be posted on the school website/application and other media outlets such as the Keloland Closeline, KSFY, KDLT.

SCHOOL COST

Textbooks, workbooks, weekly readers and most of the necessary supplies are furnished by the School District free of charge on the assumption that they will be given reasonable care. Students will be expected to furnish crayons, pencils, paper and miscellaneous supplies. A student will be charged for lost or damaged books.

SCHOOL DAY

The school day begins at the elementary at 8:15 a.m. Students who arrive at school after the start of the school day must report to the elementary office before going to the classroom. Students are dismissed at 3:15 p.m. Students must be picked up by 3:25.

SECTION 504

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

1. has a physical or mental impairment that substantially limits one or more major life activities, including learning; or
2. has a record of such impairment; or
3. is regarded as having such impairment.

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

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

SECURITY CAMERAS

Video surveillance may occur in any school district building or on any school district property, including select buses. See district policy for further information.

SPECIAL EDUCATION SERVICES

The Hills-Beaver Creek school district makes every effort to meet the needs of all learners. Programs are available for speech and language services, vision and hearing impairments, learning disabilities, mental and physical handicaps, as well as psychological and social services. If parents have questions concerning any of these services, contact the office.

STUDENT HEALTH SERVICES

Vision screening is provided each year for students in kindergarten, grades 1, 3, 4, and 5. Students in kindergarten, grade 1, 2, 3 and 5 will be given hearing screening. Scoliosis screening will be done on all 5th grade students. Parents will be notified if the results of any screening are not within the normal limits.

STUDENT ILLNESS – EVENING EVENT PARTICIPATION

Students who are absent during the school day are not to be in attendance at school-sponsored events in the evening.

STUDENT RECORDS

Certain information about students is considered “public” under state and federal laws and school district policy. Unless parents give specific instructions to the contrary, the school will give out the following information: name, address, phone number, date and place of birth, dates of attendance, participation in activities, pictures for school- approved publications, newspapers and videotapes. If you do not wish this information to be given out about your child, please notify the principal in writing. All other student records are considered private and are open only to parents and to school personnel.

STUDENT REMOVAL FROM CLASS

Refer to the student discipline policy in the appendix of this handbook. **Appendix # 3 on pages 26-27.**

TITLE I SERVICES

Title I is a federally funded program for providing additional help to students in the areas of reading and/or math. Students are eligible for Title I assistance if they meet eligibility criteria. Hills-Beaver Creek Elementary offers a targeted assistance model. This means that we serve students identified as benefitting from Title I services. The FAST assessment, MCA test results and Teacher input are the criteria used to make a Title I recommendation.

VALUABLES

The school is NOT responsible for personal items brought to school. We discourage students from bringing items of value such as cameras, phones, iPods, gaming devices, radios, jewelry or cash since it cannot be properly secured at school or on the bus. Items such as baseball gloves, tennis shoes, etc. should be permanently marked for identification.

VISITORS

The Board of Education, administration and staff welcome and encourage district residents to visit the school at any time. Visitors, including vendors who enter the building should report to the office. Student visitors must be cleared to come to school with the elementary office at least one day in advance. Students will not be allowed to spend more than one or two hours while visiting, if approved.

VOLUNTEERS

Volunteers play a valuable role at Hills-Beaver Creek Elementary. All parents as well as community members are encouraged to become a part of our volunteer program. Volunteers are used to chaperone field trips, tutor students, assist the teacher with classroom projects, help with health screenings, provide library help, or serve as a resource to share information with students about one's job, hobby, or travel. **Anyone wishing to volunteer is asked to fill out the volunteer form or call the Elementary office.**

WEAPONS

No student or nonstudent, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any person who violates this policy. **Review Appendix # 5.**

WITHDRAWING A STUDENT FROM SCHOOL

When transferring to another school, it is helpful for both schools to know in advance. Parents are requested to inform the school office of their intent to move as soon as possible. The student's new school should be contacted, and it will request the child's records be forwarded. Parents may review the student's file before it is forwarded to a new school and may have copies of information therein. The actual file, however, remains the property of the school and will be forwarded to the new district.

RULES OF CONDUCT.

(See Discipline Policy [LINK](#))

(consequences for misbehavior are found in the tables after each code of conduct)

The following rules of conduct are not all inclusive. Each specific situation warrants a careful investigation and interpretation as set forth in policy.

Teachers are expected to handle the normal range of behaviors within the classroom. Each teacher shall have behavior expectations and consequences posted in the classroom. These will also be made available to parents and reviewed with students.

Administrative Discretion may be used to modify the consequences that a student receives.

Disciplinary action may be taken against a student for any behavior that disrupts instruction or violates the rights of others. In addition, the following acts of unacceptable behavior are subject to disciplinary action in the school:

A. Truancy and Unauthorized Absences

1. As required by Minnesota statutes 260A.01, students shall be in attendance each day that school is in session. The authority to excuse an absence rests with the principal. Students who have been absent will be required to complete all missed assignments. **See Attendance Policy.**
2. Students will be subject to disciplinary action for truancy, excessive absenteeism, tardiness, skipping school or leaving school grounds.

B. Damage to School District Property or Personal Property

1. **Willful Damage of Property (Vandalism:** Damage to or destruction of school district property or property of others is considered vandalism.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Parent notification	Parent conference	1-day suspension	2-day suspension
3-5	Parent conference	1- day suspension	3-day suspension	5-day suspension

2. **Theft:** Theft is the act of intentionally taking, using, transferring, concealing, or retaining possession of another's property without his/her consent, or finding lost property and not making reasonable effort to determine the owner.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Warning	Parent notification	Detention	Parent conference
3-5	Parent conference	2-day suspension	3-day suspension	5-day suspension

C. Physical Aggression/Assault

- Physical assault is an act, which intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault to another student with a weapon.

GRADE	1st offense
K-5 (with weapon)	Expulsion

- Assault:** Physically assaulting a person responsible for enforcing school regulations.

GRADE	1st offense
4-5	5-10 day suspension/expulsion

- Assault:** Intentionally inflicting or attempting to inflict bodily harm upon another person or acting with intent to cause fear in another person or immediate bodily harm.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Warning	Detention	Detention	Parent conference/referral
3-5	Detention	1-day suspension	2-day suspension	3-day suspension

- Fighting:** Mutual combat (differentiated from poking, pushing, shoving or scuffling) in which both parties contributed to the situation by verbal and/or physical action. If discovered an initiating student provoked one student, the student retaliating will have a lessened consequence as deemed by the principal. Initiator will have full consequence as stated below:

GRADE	1st offense	2nd offense	3rd offense	4th offense
K	Parent notification	Detention	Detention	Parent conference
1-2	Warning	Detention	1-day suspension	2-day suspension
3-5	Detention	1-day suspension	2-day suspension	3-day suspension

D. Verbal/Written Aggression Towards Others

- Abuse-Arousing alarm in others through the use of language (verbal or written) that is discriminatory, abusive or obscene or intended to provoke physical aggression.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K	Parent notification	Detention	Detention	Parent conference
1-2	Warning	Detention	1 day suspension	2 day suspension
3-5	Detention	1 day suspension	2 day suspension	3 day suspension

2. **Threats:** directly or indirectly threatening (verbal, in writing, or through gestures) another person with bodily harm.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K	Warning	Parent notification	Detention	Parent conference
1-2	Parent notification	Detention	1-day suspension	2-day suspension
3-5	Detention	1-day suspension	2-day suspension	3-day suspension

3. **Threatening a person in authority:**

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Warning	Detention	1-day suspension	2-day suspension
3-5	Detention	2-day suspension	3-day suspension	5-day suspension

E. Behavior that disrupts the normal operation of the school

1. Any student who disturbs, interrupts, or obstructs the classroom or a school-sponsored activity or in any way makes it difficult for others to learn or the teacher to teach (otherwise his/her lawfully assigned duties).

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Warning	Detention	1-day suspension	2-day suspension
3-5	Detention	1-day suspension	3-day suspension	5-day suspension

2. **Gambling:** Playing a game of chance for stakes.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Parent notification	Detention	Detention/parent notification	Parent conference
3-5	Warning	Parent conference	1-day suspension	3-day suspension

F. Refusing to take direction from someone in authority

1. **Insubordination:** Willful refusal to follow an appropriate order, direction or request by a teacher, administrator or any other school employee.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Parent Notification	Detention	Detention	Parent conference
3-5	Warning	Parent conference	1-day suspension	3-day suspension

G. Tobacco, Alcohol, Drugs, other Controlled Substances

The students shall not possess, use, sell, transmit or be under the influence of any alcohol, tobacco, drug or other controlled substance either on the school grounds or off school grounds at a school function or event. The possession, use, sale or distribution of tobacco, alcohol, drugs or other controlled substances shall be subject to the disciplinary actions as set forth by the district's policy.

1. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated; plug cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings, and sweepings of tobacco, prepared in such a manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
2. "Tobacco-related devices" means cigarette papers or pipes for smoking.
3. "Smoking" included carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

GRADE	1st offense	2nd offense	3rd offense	4th offense
3-5 Tobacco	Parent notification	Detention	1 day suspension	3-day suspension
3-5 Alcohol	Detention	2-day suspension	3-day suspension	5-day suspension
3-5 Chemicals	Detention	2-day suspension	3-day suspension	5-day suspension
3-5 Drug Paraphernalia	Parent notification	Detention	1-day suspension	3-day suspension

H. Weapons (See appendix 4.)

No student shall possess a weapon in the school building, on school grounds or at any school sponsored trip or activity. Possession refers to having it on one's person or in an area subject to one's control on school property of at a school trip/activity.

Weapons are identified in two categories:

- a. articles commonly used or designed to inflict bodily harm and/or intimidate another person. Examples are firearms, knives, clubs, explosives, chains, **look-alike guns and other nonfunctioning (toy) weapons.**
- b. articles designed for other purposes which are actually used to inflict bodily harm or intimidate. Examples include an article such as a pencil that is designed for another purpose but is considered a weapon if a student uses it to harm another person.

A student who finds a weapon and takes it immediately to the principal's office shall not be considered to possess a weapon. The complete weapon policy and procedures is available for review in the elementary office.

GRADE	1st offense
K-5 (including toy weapons)	Immediate Suspension (Possible Expulsion)

I. Nuisance Articles

Dangerous or nuisance articles such as squirt guns, rubber bands, laser pointers etc. will be confiscated by any staff member on sight. Any articles that are deemed dangerous will not be returned and may be part of the weapons policy enforcement. DO NOT bring such articles to school. Gaming devices, iPods, cell phones, radios, etc. are considered nuisance articles and are often lost or stolen. DO NOT bring them to school.

J. Harassment/Bullying (Also see appendix #4 and #11)

Everyone in District 671 has the right to feel respected and safe. Engaging in or conspiring with others to engage in acts that degrade, intimidate or disgrace other individuals. This includes sexual harassment. If a student is the recipient or a witness of this type of behavior, the student needs to report that behavior immediately to an H-BC staff person Harassment/bullying may include the following:

- a. name calling;
- b. pulling on clothing;
- c. graffiti;
- d. notes or cartoons;
- e. unwelcome touching of a person or clothing;
- f. offensive posters, book covers or T-shirts;
- g. Intimidating, threatening, abusive or harming conduct
- h. "Cyberbullying"—bullying using technology or other electronic communication

All reports will be subject to investigation and reprimand as set forth by Minnesota Statute and the local school district policy. The local policy is available for review in the elementary office. The policy will be reviewed with all students and staff during the first week of school.

GRADE	1st offense	2nd offense	3rd offense	4th offense
K-2	Parent notification	Detention	1-day suspension	2-day suspension
3-5	Detention	1-day suspension	2-day suspension	3-day suspension

SITUATIONAL SPECIFIC BEHAVIOR EXPECTATIONS

A. Behavior Before School Hours

1. Before 7:50 a.m.

Any student arriving at school before 7:50 a.m. must be seated at the table in the commons/lunchroom.

2. 7:50 - 8:10 a.m.

- a. Supervised play on the playground (or in the gym during inclement weather) is for all students. No students will be allowed to roam the building.
- b. Buses will drop students off at the playground
- c. Town students should not arrive before 8:05.
- d. Book bags must be placed in the south entry.
- e. Students will be allowed in the building only with a teacher issued pass.

3. 8:10 a.m.

First bell: Pre-school students will line up at the outside door (or gym door if indoors). The teacher will meet the class and escort to the classroom.

4. 8:15 a.m.

Second bell: Students in grades K-5 will line up. Teachers will meet each class and escort to the classroom.

B. Behavior on the School Bus (See Appendix 3)

C. Behavior in the Hallways and Stairways

1. Walk in a quiet, orderly manner without activities that could endanger self or others.
2. Keep areas free from litter.

D. Behavior on the Playground

1. Students must stay inside the fence in designated play areas.
2. Swearing will not be tolerated.
3. Fighting, name calling, physical or verbal assaults are forbidden.
4. No hard balls such as baseballs will be allowed.
5. Snowball throwing is prohibited.

6. No food, candy, pop or gum is allowed.
7. Students must dress appropriately for weather conditions.
8. Winter snow boots will be required when the playground is covered with snow.
9. The playground supervisors may stop any game or activity they feel is dangerous or unacceptable.

E. Behavior in the Lunchroom

1. Sit at assigned table and seat.
2. Remain seated until you are dismissed.
3. Eat only your own lunch.
4. Sharing food is not permitted.
5. Keep hands and feet to yourself.
6. Talk quietly and appropriately to others.
7. Obey the directions of the lunchroom monitors.

F. Behavior after School Hours

1. Students are required to be out of the building by 3:25 P.M.
2. Exceptions include (Students staying to talk to a teacher. Student must be in the company of the teacher, Student's participation in after school activities, Students at after-school meetings.
3. Students who plan to attend sporting events as spectators may return to the building at 4:00 P.M. They will not be allowed to stay at school from 3:15 until the event begins since there is no supervision.

APPENDIX 2

REMOVING A STUDENT FROM CLASS

A. Removal from Class

Removal from class is the short-term exclusion of a student from the regular classroom routine. The school retains custody of the student. Removal of a student shall normally not exceed one class period. "Class period" in the elementary school is a period of time not to exceed one hour, regardless of the subject of instruction.

In the event it becomes necessary for a student to be removed for more than one class period, the staff member and the principal shall have an immediate informal conference to determine the nature of the student's behavior and the circumstances involved. The length of time of removal shall then be at the

discretion of the principal. During this time, the student must remain in the area assigned and shall be in the responsibility of the principal or her designee.

B. Grounds for Removal

Classroom teachers or instructional assistants may remove a student from class under the following grounds:

1. Conduct that disrupts the rights of others to an education.
2. Willful conduct that endangers school district employees, other pupils, the pupil himself/herself, or property.
3. Willful violations of rules of conduct established in this policy or other policies as determined by the Board of Education.
4. Other violations

C. Procedure for Removal

1. Teachers or instructional assistants may isolate a student for all or part of a class period during which the teacher or staff member retains responsibility of the student.
2. Teachers or other staff members may request the assistance of the principal. Staff member will call the principal on the intercom or send the student to the principal's office in the company of another staff person.
3. The student is responsible for all assignments missed during removal from class.

D. Disciplinary Action

Disciplinary action may include but is not limited to (Refer to code of Conduct):

1. Student conference with the teacher or principal;
2. Loss of school privileges.
3. Parental conference with school staff.
4. Modified school programs.
5. Removal from class.
6. In-school suspension
7. Outside agency or police referral
8. Exclusion/Expulsion

E. Notification of Actions

Parents will be notified by either telephone or mail after a student has been removed from class three (3) times and sent to the principal, or if the principal deems it necessary.

F. Pupil Fair Dismissal Act

Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act. A copy of the Pupil Fair Dismissal Act is available for review in the Elementary Office.

G. Special Education Provisions

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

APPENDIX 3

SCHOOL BUS RULES

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

Students that ride the Hills-Beaver Creek buses should be at the designated bus stop on time (about 5 minutes before scheduled time). Students crossing the road after getting off the bus must cross in front of the bus.

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

B. Rules on the Bus

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

C. Consequences

1. Consequences for school bus/bus stop misconduct will apply to all bus stops and bus routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extra-curricular 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.
2. Elementary (K-5) Consequences

Offense	Consequence
1 st Offense	Warning and parent communication
2 nd Offense	3-school day suspension from riding bus and parent communication
3 rd Offense	5-school day suspension from riding bus and parent communication
4 th Offense	10-school day suspension from riding the bus and parent meeting

Students will be moved back to the 1st offense after 60 days without a bus discipline report

APPENDIX 4

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

1. Everyone at District 671 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial or sexual harassment and violence of any kind.
2. A harasser may be a student or an adult. Harassment may include the following when related to religion, sex, or gender:
 - a. name calling, jokes, or rumors;
 - b. pulling on clothing;
 - c. graffiti;
 - d. notes or cartoon;
 - e. any unwelcome touching of a person or clothing;
 - f. offensive or graphic posters or book covers, or
 - g. any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel badly
3. If any words or action make you feel uncomfortable or fearful, you need to tell a teacher counselor, the principal or the Human Rights Officer.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Human Rights Officer.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report.
7. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
8. This is a summary of the School District policy against religious, racial and sexual harassment and violence. Complete policies are available in the district office upon request. **RELIGIOUS, RACIAL, AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

CONTACT: Human Rights Officer – Todd Holthaus
Hills-Beaver Creek High School
301 N. Summit Ave PO Box 547
Hills, MN 56138
Phone: 962-3240

APPENDIX 5

501 SCHOOL WEAPONS POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. DEFINITIONS

A. “Weapon”

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

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

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

IV. EXCEPTIONS

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

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

D. Firearms in School Parking Lots and Parking Facilities

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

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/ DISTRIBUTION

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

1. immediate out-of-school suspension;
2. confiscation of the weapon;
3. immediate notification of police;
4. parent or guardian notification; and
5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.

C. Administrative Discretion

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

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

A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.

2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

B. Other Nonstudents

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

Legal References: Minn. Stat. § 97B.045 (Transportation of Firearms)
 Minn. Stat. § 121A.05 (Referral to Police)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.44 (Expulsion for Possession of Firearm)
 Minn. Stat. § 609.02, Subd. 6 (Definition of Dangerous Weapon)
 Minn. Stat. § 609.605 (Trespass)
 Minn. Stat. § 609.66 (Dangerous Weapons)
 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: HILLS-BEAVER CREEK Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
 HILLS-BEAVER CREEK Policy 506 (Student Discipline)
 HILLS-BEAVER CREEK Policy 525 (Violence Prevention)

APPENDIX 6

AHERA Notification

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

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

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

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

*Implemented our Operations and Maintenance Program

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

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

The Hills-Beaver Creek Public School has a list of the location(s), type(s) of asbestos containing materials found in that school building and a description and timetable for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to MacNeil Environmental, Inc., Burnsville, Minnesota, at 800/232-5209 or by contacting the Hills-Beaver Creek Public School.

APPENDIX 7

IAQ/General Pesticide Notice Indoor Air Quality Notice

Hills-Beaver Creek School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission - educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school, because each of us daily makes decisions and performs activities that affect the quality of the air we breathe.

School staff, students and parents can obtain checklists of self-help information so they can properly evaluate their child's home or other out of school situations by contacting the school. Staff and parents can also obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold

and HVAC related information, chemical producing academic subject, and pesticide and herbicide applications to determine the extent to which school activities contribute to a child's symptoms by contacting the school.

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

General Pesticide Notice

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

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

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

If you would like to be notified prior to pesticide applications made on days other than those specifies in the estimated schedule please contact Mr. Todd Holthaus, Superintendent, Hills-Beaver Creek School at 507-962-3240.

APPENDIX 8

Notice Concerning use of Pest Control Materials:

Our district utilizes a licensed, professional pest control service for the prevention and control of rodents, insects, another pests in and around the district's buildings. Their program consists of:

1. inspection and monitoring to determine whether pests are present, and any treatments is needed;
2. recommendations for maintenance and sanitation to help eliminate pests without the need for pests without the need for pest control materials;
3. utilization of non-chemical measures such as traps, caulking and screening; and
4. application of EPA-registered pest control materials when needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pest control materials,

or the class of materials to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal Law.

An estimated schedule of interior pest control inspections and possible treatments are available for review or copying at each school office. A similar estimated schedule is available for application of herbicides and other materials to school grounds. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

APPENDIX 9

Student Records

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

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

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

APPENDIX 10

Non-discrimination Policy

In District 671, no person shall on the grounds of race, color, national origin, creed, religion, sex, marital status, age, status with regard to public assistance, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discriminations under any educational program or employment, recruitment, considerations or selections, therefore, whether full-time or part-time, for any educational program or activity for which ISD 671 is responsible.

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

Todd Holthaus, Superintendent
PO Box 547, Hills, MN 56138
507-962-3240 x 13
t.holthaus@isd671.net

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.
- F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
 1. The developmental ages and maturity levels of the parties involved;
 2. The levels of harm, surrounding circumstances, and nature of the behavior;
 3. Past incidences or past or continuing patterns of behavior;
 4. The relationship between the parties involved; and
 5. The context in which the alleged incidents occurred.

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

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

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

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

III. DEFINITIONS

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

- A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual

orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
- C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker

immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See HILLS-BEAVER CREEK Policy 506) and other applicable school district policies; and applicable regulations.
- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
 4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyberbullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting

bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

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

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See MSBA/MASA Model Policy 506) distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.
- F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

IX. POLICY REVIEW

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

APPENDIX 12

526 HAZING PROHIBITION

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid, or engage in hazing.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.
Consequences for employees who permit, condone, or tolerate hazing or engage in an act of reprisal or intentional false reporting of hazing may result in disciplinary action up to and including termination or discharge.
Consequences for other individuals engaging in prohibited acts of hazing may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.
- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

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

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. "On school premises or school district property, or at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also, may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting hazing at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.

E. "Student" means a student enrolled in a public school or a charter school.

F. "Student organization" means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person

responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

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

D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.

F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy.

C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.

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

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

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

VI. RETALIATION OR REPRISAL

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

