

BLOOMING PRAIRIE HIGH SCHOOL 2021-2022

TEACHER HANDBOOK

Blossoming into leaders and learners

Blooming Prairie Independent Public School District #756 does not discriminate on the basis of race, color, national origin, sex or disability.

Updated 9/15/2021

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2021-2022 SCHOOL CALENDAR

Dates	Description
August 23-27	Flexible One-Day Teacher Workday
Aug. 30,31 & Sept. 1 & 2	Teacher In-service
Sept. 1	High School Open House from 4:00 – 7:30 pm
Sept. 7	First Day of School for Students
Oct. 15	No School for Students. Teacher In-service
Oct. 18	Parent/Student/Teacher Conferences at the High School from 4:00-8:00 pm.
Oct. 20	No School for Students Teacher In-service from 8:00 – 11:00 am Parent/Student/Teacher Conferences at the High School from 11:30-3:00 pm.
Oct. 21 & 22	Education Minnesota-No School Blooming Prairie Public School Offices are closed.
Nov. 5	End of 1 st Quarter. Students dismissed at 12:45 pm for Teacher In-Service
Nov. 8	Start of Second Quarter
Nov. 24	No school for students Teacher In-service 8:00 -11:30 pm
Nov. 25, 26	Thanksgiving Vacation
Dec. 23	Students dismissed at 12:45 pm. Teacher In-service
Dec 24, 2021, through Jan 2, 2022	Christmas Holiday Break
Jan. 3, 2022	Classes Resume
Jan. 12	Teacher In-service. No School for students
Jan. 21	End of Second Quarter. Students dismissed at 12:45 pm Teacher In-Service
Jan. 24	Start of Third Quarter
Feb. 18	Teacher In-service. No school for students
Feb. 21	President's Day-No School
Mar. 25	End of Third Quarter. Students dismissed at 12:45 pm. Teacher In-service
Mar. 28	Start of Fourth Quarter
Apr. 14	No School for Students. Teacher In-service 8:00-11:30 am
Apr. 15 - 18	Easter/Spring Break No School
May 27	Graduation Practice/Last day for Seniors
May 30	Memorial Day – No School
June 2	Last day of school for students – 12:45 pm Dismissal Teacher In-service
June 3	Teacher In-service (1/2 day) Graduation – 7:00 pm

All school events MUST be cleared with the superintendent or principal prior to posting on the calendar in the office. Be sure to check the office calendar BEFORE scheduling any events for your activity.

DIRECTORY

School Board

Rodney Krell - Chairperson	Kelly Braaten - Director
Jenny Thurnau- Vice Chairperson	Dean Meshke - Director
Pam Hameister - Clerk	Melissa Stoen - Director
Jon Sunde - Treasurer	

Administration

Chris Staloch – Superintendent	John Worke – Principal/Facility Manager
Alison Mach – Pre-K – 12 Associate Principal/ Activities Director/Assessment Coordinator	Stacy Magnus – Special Education Coordinator
Monica Anderson – High School Secretary	Nancy Clark – Secretary to Superintendent
Barb Kaplan - High School Secretary	Kari Forystek – District Administrative Assistant
Tammy Wurst - High School Secretary	Cheri Krejci – District Administrative Assistant

HIGH SCHOOL TEACHING & SUPPORT STAFF

Susan Arnold	
Sandra Basness	Special Education – Paraprofessional
Kari Bottin	Vocal Music
John Bruns	Mathematics
Frank Cacich	Special Education - LD
Jennifer DeKok	Science
Jennifer Flemming	Family and Consumer Science
Kurt Foster	English/Librarian
Chad Gimbel	Computer/Business
Briana Goskesen	Mathematics
Camden Heimerman	General Music
Cory Hendrickson	Social Studies
Gina Hendrickson	English
Hannah Hessler	English
Karen Inwards	Special Education – Paraprofessional
Elenore Jones	English
Ranell Kittelson	Special Education – LD
David Lassahn	Physical Education/Health
Anna McIntosch	Special Education – Paraprofessional
Erin Mogensen	School Phycologist
Lauren Nelson	ELL
Sara Olelkers	Science
Darren Pauly	Special Education – LD
David Pfiefer	Science
Nathan Piller	Art
Lisa Poe	Mathematics
Sarah Reinke	Mathematics, Social Studies, Spanish
Ross Reishus	Instrumental Music
Amanda Rennie	School Nurse
William Rinkenberger	Agriculture
Kristin Romeo	School Social Worker
Cameron Rutledge	Physical Education/Health
Ryan Slack	Social Studies
Michelle Southworth	Social Studies
Ann Stephenson	Special Education – LD
Jennifer Thomas	World Languages – Spanish
Kelsey Vanderhorst	Special Education – Paraprofessional
Erik Vigeland	Technology Coordinator
Aron Welch	Positive Community Norms Coordinator
Mary Ann Worke	Counselor

High School Activity Assignments

Academic Triathlon	Denise Hadrath & Sarah Reinke
Annual	Becky Severtson
Art Club	Nathan Piller
FFA Advisor	William Rinkenberger
FCCLA Advisor	Jennifer Flemming
Musical	Tamzen Johnson & Kari Bottin
One-Act Play	Ross Reishus
Robotics	TBD
Speech	Jason Iacovino
Student Council	Michelle Southworth

Coaches:

Baseball	Varsity	Matt Kittelson
	JV	Justin Kiehne
	Jr Hi	David Lassahan
Basketball – Boys	Varsity	Cameron Rutledge
	JV /C	Andrew Hardecopf
	Jr Hi	TBD
Basketball – Girls	Varsity	John Bruns
	JV/ C	TBD
	Jr High	Cory Hendrickson
Cheer - Fall	Head	Lexi LaMontagne
	Assistants	Kelly LaMotte, Katie Joenks
Cheer – Winter	Head	TBD
Cross Country	Head	John Bruns
	Assistant	Ryan Slack
Football	Head	Chad Gimbel
	Assistant	Matt Kittelson
	JV	Justin Kiehne
	8 th	David Lassahan
	7 th	Erik LaRock
Golf	Head	Carl Peterson
	Assistant	Andrew Hardecopf
Softball	Varsity	Jenna Volgarino
	JV	John Bruns
	Jr Hi	TBD
Track	Head	Alli Schmidt
	Assistant	Ryan Slack
	Assistant	Emily Voss
	Assistant	Heather Schiller
Volleyball	Head	Jennifer Wayne
	JV	Cory Hendrickson
	9 th	Alli Schmidt
	8 th	Gina Hendrickson
	7 th	Lexi Kath
Wrestling- Coop with Hayfield	Head	David Lassahn & Shane Masching
	Assistant	Karl Steckelberg

All school events should be posted on the calendar in the office. The office calendar should be checked prior to scheduling any events for your activity. All events should be cleared with the principal or activities director.

BLOOMING PRAIRIE HIGH SCHOOL MISSION STATEMENT

The mission of Blooming Prairie Schools is to provide challenging opportunities for lifelong learning in a safe and caring environment.

BLOOMING PRAIRIE HIGH SCHOOL GOALS

1. To provide a safe and comfortable learning environment which will allow every student to grow in all aspects.
2. To prepare each student to live successfully in our complex and changing society.
3. To teach skills that will allow students to strive for excellence.

BLOOMING PRAIRIE HIGH SCHOOL PHILOSOPHY

1. Learning is lifelong.
2. Every person can learn but in different ways and at different times.
3. Anyone can be a successful learner.
4. Learners have the right to reach their highest potential.
5. We have the responsibility to educate.
6. Everyone has the responsibility to be a contributing citizen in our global society.
7. We must promote responsible citizenship at all levels (local, state and global).
8. We must develop attitudes of ethical behavior needed for an active citizenship.
9. Educators are dedicated, effective, and qualified professionals.
10. Our curriculum will enhance analytical and creative thinking skills.

EXPECTATIONS OF STAFF

- Professionalism is a must.
- Expect Respect Respect Others Respect All
- Life-long learning is modeled.
- Care about others and yourself.
- Be efficacious. Believe you do make a difference.
- Help! Help! Help each other.
- Do what you need to do to be the best you can be.
- HAVE FUN!

Contract Day - The contract day for all teachers is from 7:50 AM until 3:30 PM. Teachers are expected to be on duty and available at those times. If circumstances arise where staff need to be at other places, contact the school administration.

First Day of School - The first day of school is very important for all. This day sets the tone for the whole year.

1. Be prepared
2. Have plans well defined
3. Get students on task as soon as possible
4. Be patient

Schedule for the First Day of School

Runs on the same schedule as a Regular School Day.

Teachers – Make careful preparation for the first day of school. In fact, plan it in every possible detail - it is the most important day in the school year. An orderly business-like administration at the beginning of the year, the very first day, will make the work of your classroom more effective on all the days that follow. Have your programs so set that school "truly" has begun the first day. The following are some suggested activities for your first meeting with each class:

1. Introduce yourself to the class.
 - a. Pronounce your name. Write it on the board.
 - b. Mention things of interest to the students. They want to know about you.
2. Introduce your subject.
 - a. Give a brief overview of the subject.
 - b. What you hope to accomplish, objectives, etc.
 - c. Ask for their ideas concerning the class.
3. Distribute textbooks and materials. Record condition and to whom the books are issued with the idea in mind of recognizing damaged or unusual wear when the course is finished. In order to be consistent, please use the following condition code for the books:
 - a. New Book
 - b. Excellent Condition
 - c. Good Condition
 - d. Fair Condition
4. Have assignments ready for the next day. Busy students seldom cause trouble.

~~The students will report directly to their homerooms until 8:25, then go to the gym for a general meeting. Students will be sent the necessary information in the mail.~~

Students who have questions regarding their class schedule, lockers, etc., should be referred to the office.

DAILY TIME SCHEDULES & PROCEDURES

Regular Schedule

8:05 Am Warning Bell
8:10-8:59 Period 1
8:59-9:03 Passing
9:03-9:52 Period 2
9:52-9:56 Passing
9:56-10:45 Period 3
10:45-10:49 Passing
10:49-12:07 Period 4 & Lunch Schedule
 Lunch "A" 10:49-11:13 Class 11:17-12:07
 Class 10:49-11:15 Lunch "B" 11:15-11:38 Class 11:43-12:07
 Class 10:49-11:39 Lunch "C" 11:43-12:07
12:07-12:11 Passing
12:11-1:00 Period 5
1:00-1:04 Passing
1:04-1:53 Period 6
1:53-1:57 Passing
1:57-2:46 Period 7
2:46-2:51 Passing, Dismissal, Buses Depart

12:45 Dismissal Schedule

8:05 Am Warning Bell
8:10-8:40 Period 1
8:40-8:44 Passing
8:44-9:14 Period 2
9:14-9:18 Passing
9:18-9:48 Period 6
9:48-9:52 Passing
9:52-10:22 Period 7
10:22-10:26 Passing
10:26-10:56 Period 3
10:56-12:11 Period 4 & Lunch Schedule
 Lunch "A" 10:56-11:21 Class 11:25-12:11
 Class 11:00-11:21 Lunch "B" 11:21-11:46 Class 11:46-12:11
 Class 11:00-11:46 Lunch "C" 11:46-12:11
12:11-12:15 Passing
12:15-12:45 Period 5
12:45-12:50 Passing, Dismissal, Buses Depart

2-Hour Late Start Schedule

10:05 Am Warning Bell
10:10-10:40 Period 1
10:40-10:44 Passing
10:44-11:14 Period 2
11:14-11:18 Passing
11:14-12:32 Period 4 & Lunch Schedule
 Lunch "A" 11:14-11:43 Class 11:47-12:32
 Class 11:18-11:43 Lunch "B" 11:46-12:12 Class 12:12-12:32
 Class 11:18-12:03 Lunch "B" 12:03-12:32
12:32-12:36 Passing
12:36-1:06 Period 3
1:06-1:10 Passing
1:10-1:40 Period 5
1:40-1:44 Passing
1:44-2:14 Period 6
2:14-2:18 Passing
2:18-2:46 Period 7
2:46-2:51 Passing, Dismissal, Busses Depart

Attendance & Mechanics of Reporting – It is the duty of each teacher to help provide an efficient and accurate student attendance record for the school. We feel that is important that every student attend classes as often as possible. Therefore, all teachers will report absences and tardiness for each period of the day. This will be done by use of the computer. Attendance should be entered after the midpoint of the class to lessen the chance of changes because of passes or tardiness. Once entered into the computer, attendance can only be changed in the office.

Correct attendance is crucial when dealing with our attendance policy and truancy. Every teacher is responsible for keeping accurate attendance records. Students must be in the room by the 8:10 AM bell, if not they will be marked tardy and unexcused if they do not have a pass from the office.

Care of Room – Teachers should see that the floor and desks are clear of litter at the close of every hour. Teachers should also be sure that desks are free of writing, etc., at the end of class periods. Neatness of the floor and desks results only when the students are trained to neatness. Require the students to have the floor clean before they are dismissed. Care should be taken that the teacher's desk and bookcases, etc., are orderly to set a good example. Teachers with tables and chairs should have students put chairs on tables at the end of the school day. If repairs are needed, please contact the principal as soon as possible.

Daily Procedure

- A. School starts at 8:10 AM and dismisses at 2:46 PM for the high school.
- B. All teachers should be in the immediate area of their first period classroom or assigned areas by 8:00 AM each day.
- C. A twenty-five-minute lunch break is allowed each teacher.
- D. Tobacco usage is forbidden in/on Blooming Prairie school buildings, property and vehicles.
- E. All teachers should step outside their doors between classes and control running, pushing, yelling, etc.
- F. In the evening when teachers leave the room, please check to see that windows and doors are locked. Students are not to remain in the building after school hours unless by special permission by a teacher who is responsible for the students.
- G. If we expect students to be punctual, we must be so ourselves. Start classes without delay. If you don't, the class work may seem unimportant to students also.
- H. Classes should be attended at all times. If you feel it is necessary to leave your class or the building for any reason, notify the principal or a fellow teacher.
- I. All teachers should use a standard procedure for dismissal of classes. This makes for a more orderly dismissal that carries over to the passage of students in the halls and also avoids a situation of bad manners in having the students get up and walk out in the middle of a sentence. As a general rule, teachers should remain in the hall during the passing time between classes and greet the students as they enter your room.
- J. Teachers are considered to be on duty from the time they come to school until they leave for home.

Hall Duty Assignments – Staff assignments are in the hallway area of your rooms from **8:00-8:10** in the morning and during passing times between classes and after school from **2:46 to 2:51**.

Hot Lunch Program – The hot lunch program is open throughout the school year to students. Free or reduced priced meals will be provided to those students who qualify. Menus will be posted on hall bulletin boards and outside the kitchen. Students will be permitted to charge five meals or a total of \$13.50. After this time if payment hasn't been made, administration will contact parents to come up with a plan to correct this situation. Our goal is to work with students and families to provide our students with the proper nutrition during the school day. A meal will not be taken away from a student with an overdrawn account.

Lunchroom Rules: Lunchroom supervisors will enforce rules and establish a policy conducive to a school lunchroom.

- 1. Students will eat in class order (starting with seniors). Other students will be seated at tables until called to line by the supervisor.
- 2. When finished eating, students will return trays and return to seats.
- 3. Each student is responsible for his/her area at the table (must be cleaner than when they came to lunch).
- 4. Each student must push in chairs when leaving the lunch table.
- 5. Each student reserves the privilege of bringing his/her own lunch and buying milk in the lunchroom.
- 6. Seniors will have the option of going outside during adequate weather conditions. (ONLY seniors will be allowed outside)
- 7. Administration has the right to remove students from the lunchroom for any amount of time if behavior warrants that consequence.

Study Halls

Duties of teacher supervising study hall

- A. Prepare a roster of students assigned to your study hall and enroll them on the regular seating chart.
- B. To sign students out and in of the study hall: Any discrepancy in times as indicated on the sign-out slips should be checked. No student is to be allowed out of the study hall without a "pass". Be certain that all students return to your room after signing out unless a teacher gives you prior notification. Check with the library supervisor if there is a question about students in the library.
- C. To create an atmosphere that is conducive to study: In order to accomplish this, it is necessary for the teacher to walk among the students from time to time. This is a study hall and not a recreational period. All students must bring study materials or proper reading materials.
- D. Teachers should have the room in proper order for the next period. All papers should be off the tables and floor, and all supplies and materials should be properly stored.
- E. All students are to be seated when the last bell rings.
- F. As a matter of common courtesy, it is essential that all students work as quietly as possible.
- G. Students are expected to work independently at their own desks. Permission will not be granted for students to sit together and study unless they have a pass from the teacher who assigned the students the work and this is presented to the study hall teacher.
- H. Make sure students pick up wastepaper; keep the room neat and clean. Do not deface tables or desks (the student responsible will have to pay for any damages done to equipment).
- I. Remain in your study hall room for the whole period. Do not leave the study hall room unattended. Study Halls are not to be missed or shared without the permission of the building principal.

Regulations governing study halls - Study halls should be handled just like any other class. If our goal is to provide a learning environment that will allow every student to grow, then study halls need to provide that environment. Study hall teachers need to set procedures that will allow every student to learn. The student does not have the option to not study or read. The following are some procedures that should be followed in study halls:

- 1. Classroom rules should be established just like any class.
- 2. Students need to be on task.
- 3. Students may only leave class with a pass.
- 4. Library and computer room passes need to be obtained before study hall begins.

Attendance Policy & Procedures

Philosophy – Blooming Prairie High School believes that providing a quality educational experience every day is essential to the total growth of the student. In order to receive this educational experience, the student needs to be present and actively engaged. The attendance policy is designed to emphasize this belief.

Excessive Student Absences – Excessive absences from any class are not conducive to learning. Teachers will monitor absences, and when a student has missed class a certain number of times, the student's participation grade will be affected. Students do have the right to talk to the teacher and discuss ways to make up work. An abnormal number of absences may reduce the grade in that class. Unexcused absences will mean an automatic reduction in the participation grade for that class. Teachers are directed to explain the attendance policy for their specific class at the beginning of each semester. It will be each teacher's responsibility to keep accurate student records of attendance and tardiness.

Extra-Curricular Activities – If a student is absent any part of a school day without prior approval from the administration, the student will not be allowed to participate in any after-school event or practice. In the event of morning practices, if a student attends practice and then misses school, the coach will treat the absence as an unexcused absence at practice.

Grades - Teachers will be responsible for deducting the grades of students who have been absent more than six times. Teachers will turn student names in to the office so the parent/guardian can be contacted. If an appeal is determined to be legitimate, the administration will contact the teacher so grades will not be affected by the policy.

Make-up Work – Make-up work can become very time-consuming for teachers. It is important that teachers set a policy that is fair for all students in the class. The following guidelines should be followed:

1. Students should have at least two days to make up work for every excused absence.
2. Major projects or tests should be made up at the discretion of the teacher. Remember that the absences may only affect a portion of these items.
3. Students may be given zeroes for unexcused absences for daily assignments. Since the absences may affect only a portion of the assigned work, tests and projects must be handled according to the situation. Every situation may be different. (Examples: Student A may be asked to take the test as soon as he/she is back in school. Student B is absent for a pop quiz and should have the opportunity to take the quiz for some credit since it was over material not affected by an unexcused absence and the student did not have prior notice of the quiz.)
4. Teachers need to be fair and consistent when dealing with make-up work.

Notification of Attendance – Blooming Prairie High School students are required to attend school every day. If this is not possible, the parent/guardian must contact the school prior to 9:00 am on the day their son/daughter is absent from school at (507) 583-4426, option 1 or option 0 (zero); or by emailing studentabsent@blossoms.k12.mn.us. If this is not done, the student may be considered unexcused and truancy policies will be applied.

Upon returning to school, following any an absence, the student must report to the office. Students will be given an "Admission Slip" for excused absences only. Students without an "Admission Slip" will be considered unexcused.

For early dismissal/pre-approved absences, the office must receive notice prior to the dismissal/absence. Students will be required to notify teachers of the absence. Students leaving early for any reason must report to the office. No student will be allowed to leave school without parent/guardian permission.

RELIGIOUS OBSERVANCE - parents may excuse their student from attending school for a curricular activity for a religious observance by notifying the Blooming Prairie High School, per the appropriate notification of attendance procedures, prior to the date of absence.

Tardy Policy – The administration will deal with a student who is tardy first hour; every three (3) tardies equals one unexcused absence

Unexcused Absences – Any absence that is unexcused (which means without parent/guardian permission) will initiate the truancy process. Consequences will occur for every unexcused absence.

- A. The first unexcused absence will result in one-half hour detention for each hour missed.
- B. The second and subsequent absences will result in one (1) hours of detention for each hour missed. This means a second day of truancy results in seven (7) hours of detention.
- C. Three (3) unexcused absences, parents/guardians will be contacted by school personnel to discuss solutions to their child's attendance issues.
- D. Four unexcused absences, the school will make a referral to the Attendance Review Board in the student's county of residence.
- E. Five unexcused absences, an Attendance Review Board hearing will be scheduled. Failure to attend and participate in the Attendance Review Board may result in a Child in Need of Protection of Services (CHIPS) petition being filed in District Court.

Blooming Prairie Schools e-Learning Day

In the event of a school closure due to inclement weather, learning expectations for all students continue through "e-Learning" activities, which will serve as student contact days.

Blooming Prairie Schools adopted an alternative learning day in the event of a school closure. Beginning the 2019-2020 school year, students will continue their daily academic schedule as usual from outside of the school setting when an e-Learning day is implemented. Families will be notified via JMC School Messenger, the district website, as well as other designated broadcasting entities that the closure of school will be an "e-Learning Day."

Note: The first two cancelled school days of the academic year will be non-e-Learning days.

Purpose: The rationale for e-Learning Days are to sustain the educational process for the students of Blooming Prairie. This will allow for the district and faculty to maintain curriculum goals and skills. E-Learning can be used up to five times (days) during the year and will be counted as instructional days. These e-Learning Days will either eliminate or decrease the need for make-up days at the end of the school year.

Plan: It will be the teacher's responsibility to follow the Minnesota Department of Education's program plan for e-Learning Days and the plan established by the Blooming Prairie Schools.

Minnesota Department of Education (MN statutes, section 120A.414)

The Minnesota Department of Education (MDE) e-Learning Days statute outlines how Minnesota school districts can implement these instructional days. According to the statute:

- Definition: "e-Learning Day" means a school day where a school offers full access to online instruction provided by students' individual teachers due to inclement weather.
- Each student's teacher must be accessible both online and by telephone during normal school hours on an e-learning day to assist students and parents.
- Notify parents and students at least two hours prior to the normal school start time that students need to follow the e-learning day plan for that day.
- Notify parents and students of the e-Learning Day plan at the beginning of the school year.
- Accommodations for students without sufficient access to the Internet, hardware or software in their homes. (School administration, teachers, and other staff continually work with families to ensure equitable access to online learning resources).

Blooming Prairie School Faculty:

In the event of an e-Learning Day, Blooming Prairie School faculty will:

1. Have an e-Learning assignment posted on their website no later than two hours after the normal start time. (10:10)
2. Have a plan to take attendance for each class. Some ways attendance could be verified include:
 - a. Logging in to class page(s) on the school's learning management system (Schoology).
 - b. Email exchange/phone call with teacher.
 - c. Activity in classes (pages accessed, discussion participation, formative assessments completed).
 - d. Work submitted during the e-Learning Day. (Google doc, 365 doc, comment on discussion thread)

* If a student does not have internet access and is unable to do the assignments the teacher's post on Schoology, a parent will call the high school office and leave a message.

3. Be available for communication online and by telephone between 10:10 am and 3:30 pm. Faculty will have voicemail from school linked to their email. Call the classroom phone using the appropriate extension. Staff member's class phone numbers can be found on the school website.
4. Allow students up to two days to make-up work administered on an e-Learning Day. This is possible only if the student was absent (see below) or if the student communicated ahead of time with technology issues.

Attendance: Attendance will be monitored. After students log into the classes, their attendance will be verified. If a student fails to communicate with any teachers on an e-Learning Day, he/she will be considered absent. A note and/or phone call will be required from the parents. The teachers will inform the absent student of the assignments for the day and give them appropriate time to complete the assignments. The teacher will have adjusted/accurate attendance entered into JMC by noon on the following school day.

Devices: Blooming Prairie High School is a 1:1 technology school. Each student has been issued either a laptop or iPad for educational use. If for some reason the student does not have a school issued device, it is their responsibility to contact the teachers to come up with an alternative for receiving the assignments.

Internet Access: We understand not all households have internet access. If this is the case, students will have reasonable time to turn in their assignments. Once they walk into our building, they will have access to the internet, therefore, the ability to complete their assignments.

Examples of High-Quality e-Learning

1. Relate to current class material, relevant.
2. Task should be meaningful and important to students.
3. Use digital tools.
4. Provide opportunities for peer interaction.

Marking System

Failures – Failures may be issued to students who, after repeated warnings, have not made any effort to improve their work. Those students who have low ability but are making an effort should be given passing marks. However, do not give any gifts to those students able but not doing passing work. To pass a student who deserves to fail hurts the student and teacher integrity, respect, and morale.

Final Grades – A definite system should be used for averaging final grades. Teachers are asked to explain their marking methods to the students and indicate in their grade books how the final grade is derived. If you have altered individuals from your normal pattern of grades, put a brief explanation in your grade book.

Honor Roll – Students who receive an average of 3.00 or better will be listed on the honor roll at the end of each marking session.

Incomplete Marks – An “Incomplete” may be issued on a report card when a student has had excessive absences. Unless the principal grants additional time, all incomplete work must be made up by the end of the second week of the new marking session. It is the teacher's responsibility to place the mark in the office when the work is completed.

No "Incomplete" marks will be allowed at the end of 4th Quarter and Second Semester without the prior approval of the building principal.

Progress Reports – Reports of students making unsatisfactory progress should be made and turned in to the office following the end of the **FIFTH WEEK** of each nine-week marking period. The reports will be emailed to all parents/guardians with emails on record otherwise they will be mailed. Submit a copy of the email list to the office along with any reports that must be mailed. Try to diagnose the cause of the failure or low marks. Reports may be made on students who are passing but are not working as they should. Be sure that the office gets a copy.

Reports must be made on all students who receive failing grades or a mark of C- or lower. To insure the parent/guardian receives the report, a call should be made. It is just as important that a report go to the parent/guardian of an excelling student in your class. Be sure that the office gets a copy.

Report Card Marking – The following grades may be issued for a class: A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, I – Incomplete, NC – No Credit. "P" for “Pass” may be given to special needs students only with the permission of their special education case manager.

Report Cards & Grading – Cards are issued each nine (9) weeks. Do not give out grades before report cards are issued.

Tests – Make use of both objective and subjective testing. Too much stress is often placed on objective testing. Tests should be corrected promptly and returned to students at the earliest possible date. If used correctly, tests are a valuable teaching aid.

Policy for Dropping Classes

All policies already in the handbook supersedes this such as must have six classes, etc.

First three weeks of the first quarter of class, student may drop and take another class only with permission of teachers involved and administration. Parent/guardians will also need to approve the change.

Until end of first quarter of class student may drop with NO CREDIT.

After first quarter of class is completed, student may drop but a grade of F will be recorded as a semester grade. For yearlong classes, if student drops at semester time NO CREDIT WILL BE GIVEN for that class, and grade will be recorded. At no time will credit be given for a yearlong course that is not completed.

General Information

CLASS HOMEROOM ADVISORS – Teachers will rotate with the assigned class until that class graduates.

Advisor List			
	Teacher	Room	Alphabet List
Grade 12	Mrs. Jones	213	A – F
Class of 2022	Ms. Kittelson	108	G – M
	Mr. Hendrickson	208	N - S
	Mr. Reishus	301	T - Z
Grade 11	Mr. Rinkenberger	304	A - F
Class of 2023	Ms. Goskesen	202	G - MA
	Ms. Flemming	106	MC-SCHA
	Mr. Foster	301	SCHE - Z
Grade 10	Mrs. DeKok	105	A – CH
Class of 2024	Mrs. Thomas	209	CO - F
	Mr. Gimbel	104	G - K
	Mr. Slack	207	L - P
	Mr. Rutledge	Multipurpose room	Q - SN
	Mr. Cacich	107	SO - Z
Grade 9	Mrs. Hendrickson	211	A – C
Class of 2025	Mr. Piller	303	D – H
	Mr. Pfieler	102	I - L
	Mr. Pauly	109	M – R
	Mrs. Reinke	210	S - Z
Grade 8	Mr. Lassahn	201	A - FA
Class of 2026	Mrs. Stephenson	110	FR - JE
	Mrs. Oelkers	103	JO - N
	Mrs. Poe	203	P - Z
Grade 7	Mr. Bruns	204	A - G
Class of 2025	Ms. Southworth	206	H - K
	Ms. Bottin	302	L - R
	Ms. Hessler	212	S - Z

Cumulative Folders – Cumulative record folders are used for all students, grades K-12. This is the most important record we have of each student and is also his or her permanent record. A great deal of care must be taken to see that they are not lost or misplaced. If possible do not take these folders out of the workroom. If you must take the folders out, please sign out on the sheet located on top of the file cabinet. **PLEASE AVAIL YOURSELF OF THE INFORMATION THAT MAY BE FOUND IN THESE FOLDERS.**

Custodians – All requests for custodial service, within reason, should go through the principal's office. The custodians are not authorized to act on independent requests from an instructor.

Detention –

1. When detention is assigned, the students will be required to serve the detention during their NEXT lunch period. If it is a morning issue, detention would be served that same day during lunch. If it is an afternoon issue, detention will be served at lunch the next day. Failure to do this will result in ISS (In School Suspension) the following day.
2. When detention is assigned, the students will get their lunch immediately and go to the room assigned where they will sit for the duration of the lunch period. When the lunch period is over, the student will return his/her tray and continue on with their day.
3. More serious detentions may result in multiple lunch periods or detentions served before or after school
4. Staff members who require students to report for extra time are to do their own supervising.

Guidance & Counseling Department

1. Feel free to discuss problems with the counselor. He/she may be able to give you background material that will help you to better work with the students.
2. Teachers should be cautioned not to divulge things of a confidential nature gained either through a conference with the counselor or from student files.
3. A reminder that counselors are counselors and not disciplinarians; therefore, disciplinary cases should be referred to the principal.

Health Records – The health record is part of the cumulative record; therefore, any information you may seek regarding a student may be available. The school nurse will be of assistance in regard to special health problems of individual students.

Housekeeping – We have an excellent building-let's keep it that way. Teachers are responsible both collectively and individually for cutting down of unnecessary "wear and tear" on the school facilities. If we are all on the alert and make it a practice to be in the hall between classes and keep our eyes open, we can go a long way in keeping the building neat and orderly. Through discussion in our classes at appropriate times, we should try to build an attitude of pride and satisfaction in a well-kept building. An attempt should be made to catch all defacing immediately and report it. Windows and shades should be under the direct control of the teacher.

Keys

- A. Keys & key cards will be given to you for doors to classrooms, etc.
- B. Do not loan your keys to students unless for a very special reason, and then make sure that they are returned to you. Under no circumstances are you to loan keys to students to enter the school building.
- C. If you should misplace or lose your keys/card, please report this to the office at once.
- D. No teacher has or will be given permission to have any duplicate keys made.
- E. Teachers will be charged the replacement cost for lost keys and possible core charges if a new core is required to keep building secure.

Lost & Found – All lost and found items will be turned into the office. Students inquiring about lost articles should be referred to the office.

Mail - Please check your mailbox twice a day for mail and notices. Do not leave materials in your boxes as it makes it inconvenient for inputting more materials. Your box is an official place for any notices given to employees.

Media Center – All teachers, particularly those new to the system, are urged to familiarize themselves with materials in the Media Center. The Media Center is located at the north end of the 100's hallway.

- A. Fines will be charged for lost books, not overdue books. We expect books to be returned at the end of each quarter unless they are needed for a specific project.
- B. We do have DVDs, videos and classic books in the library workroom.
- C. There is a professional reading shelf for teachers behind the circulation desk.
- D. We have a LCD projector and screen available for large group presentations. See the librarian to check that out.
- E. The library is available as a meeting place for school meetings and groups whose focus relates to the school. See the librarian to sign up for a meeting.

Nurse & Sick Room

- 1. In case of an accident or illness, kindly send the student to the nurse's office at once. Otherwise, the nurse will determine whether it is best to keep the student in the sick room or to contact the parent/guardian and send the student home.
- 2. Under no circumstances should a teacher send a student home or to the doctor of his/her own accord.
- 3. Teachers should not attempt to diagnose illnesses or treat injuries. This is a dangerous practice.
- 4. The office secretary oversees the nurse's office when the nurse is not present.

Public Relations & Publicity

An informed public is essential to a good situation. Facebook, School website, Twitter, R-school today and email along with newspaper and radio stations are the media used for mass communication.

News of coming events, outstanding group or individual achievements, or anything else which the faculty deems newsworthy, should be in the office in a timely manner, so that we may have it in time to give to the newspaper.

PURCHASING SUPPLIES – No supplies are to be purchased without first presenting a requisition, which must be approved by the principal and superintendent.

Substitute Teachers

- 1. You should notify Monica Anderson as soon as you know you need a substitute. Call her cell phone (507-363-1809) between 3:00 PM - 6:30 AM. Call the school office after 6:30 AM and prior to 3:00. She will call the substitute.**
- 2. Make sure to let Monica know where the lesson plans can be located. If you need to send plans, email them to Monica (manderson@blossoms.k12.mn.us) and Barb (bkaplan@blossoms.k12.mn.us) so they can distribute to the substitute
- 3. Assignments should follow your lesson plans closely for the week. By assigning materials that relate closely to your lesson plans, you provide an easier task for the substitute and a better learning experience for your students.
- 4. If possible, a teacher who has been absent from school because of illness should call the school before dismissal time on that day and indicate whether he/she plans to return to school on the following day. This will be helpful to the substitute.
- 5. It is the teacher's responsibility to fill an Employee Absence and Substitute Report immediately upon returning to school after being absent. These forms can be received from the office secretary.

Supplies – Department head must order supplies. If additional supplies are needed during the school year, submit a request to your department head. He/she may request a purchase order in the office.

Teaching Certificates – All teachers must register their current teaching certificates in the school office.

Teachers' Paychecks – Teachers' paychecks will be issued on the 18th of each month. Teachers shall be paid on the last scheduled working day on or prior to the scheduled payment date for the months of September through May.

Teacher Personnel Files – All evaluations and files relating to individual teachers, wherever generated, are available to each individual teacher upon written request. These files are the property of ISD #756 and cannot be removed from the personnel office.

Teacher Preparation Time

1. All classroom teachers are given a daily vacant period for the purpose of preparing for classes, organizing teaching materials, and for meeting with students.
2. Teachers who wish to have a "break" should do so in the faculty room.

Teacher Requests to Attend Professional Meetings – All requests to attend professional meetings are to be turned in to Frank Cacich for approval.

Tobacco Usage

1. **No** use of tobacco is permitted in or on district school, property, and buildings or in district vehicles, either by staff or students.
2. All teachers should acquaint themselves with the rules regarding student tobacco usage and report any infractions.
3. The Blooming Prairie School Board approved the tobacco-free school policy on May 11, 1987.

Visitor Policy

1. The teachers and administration encourage parents/guardians and patrons to visit our school.
2. Student visitors will not be permitted except for former students of BPHS who have moved and are still in attendance at their present schools. Transfer students to near-by districts will not be permitted to visit.
3. All visitors need to check in at the office before entering the building. All visitors should have a visitor badge.
4. Strangers in the building should be referred to the office for authorization.
5. Visitors wishing to have lunch with a student, may do so as long as a room is available in the office. They are not allowed to eat in the commons area.

CO-CURRICULAR ACTIVITIES & ORGANIZATIONS

Co-Curricular Academic Eligibility Policy - It is the belief of the Board of Education, Administration, and Faculty that co-curricular activities are an important part of a student's development. For a student to develop properly, he/she must be performing in a positive manner in the classroom. Therefore, the following standards must be met for a student to participate in co-curricular activities.

One or more Failing Grades (Marks) will result in:

1. Ten school days and nights of probation from activities (no games, contests or events/only practices) from the date report cards are issued.
2. After ten school days and nights, progress is reviewed. At the time of the review, if the student is receiving a failing mark, he/she will be put on probation until the student is making positive progress.
3. For all fall activities (football, volleyball, cross-country, cheerleading, etc.), previous fourth quarter and semester grades will determine eligibility.
4. Incomplete grades (marks) must be completed within ten school days following the issuing of report cards. After ten days, the incomplete grades (marks) will be viewed as a failing grade.

Students receiving mid-term deficiency reports will have courses monitored for the remainder of the quarter. The guidance counselor will provide mid-term reports to all coaches/activity advisers.

Co-Curricular Activities

Inclement Weather Policy – No contest or practice can be held if school is dismissed early due to weather conditions. When school is not in session due to weather and the conditions change, the head coach may call an "optional" senior high practice with approval from the superintendent, principal, or activities director prior to contacting any students. Attendance at these "optional" practices is still left to the discretion of the parent/guardian. In case of tournament games sponsored and scheduled by the MSHSL at the Sub-Section, Section, or State level, school administration may allow Blooming Prairie teams or individuals to participate, as long as individual safety is not jeopardized. Board Adopted: March 18, 1996.

Practice Policy on No-School Days – Scheduling of practices will follow MSHSL rules. No practice is to be held on major holidays unless a game would follow the next day. Practice should be held on school days, if possible. Practice on vacation days should be scheduled with the consideration of family commitments; preferably earlier in the day. Many fall and winter practices may have to be split. The head coaches are responsible for establishing the practice schedules. A copy will be provided to the principal, athletic director, and high school office.

Assembly Programs & Pep Fests

1. Various groups sponsor assembly programs and pep fests on various subjects from time to time. If you know of a program that you feel would be beneficial for students, do not hesitate to call it to our attention.
2. These programs are a part of the total educational process. All students and teachers, even those on prep hour, are required to attend. A teacher's prime obligation is student management during all programs.
3. Standing by the gym doors is not acceptable for students when seating is available for them.
4. From time to time, a variation from the above rules may be in order. At these times, specific information will be distributed to all staff and students regarding the special circumstances.
5. Teachers should distribute themselves among the students according to the following plan: We prefer you sit with your class during all lyceums and pep fests.

Duties of Teachers in Charge of School Dances or Parties

1. All dances or parties must be scheduled with the principal at least one week before the date of the event.
2. Adequate chaperoning must be provided. Dance assignments are listed separately in this document.
3. Tickets and change should be picked up from the bookkeeper the day of the event.
4. The school dress code will be in effect for all school dances.
5. Dances or parties are for BPHS students only. Guests must be signed up in the office. It is the duty of the advisor to pick up the guest list from the office and give it to the ticket seller with specific instructions not to admit any guest students who are not on the student guest list.
6. All dances or parties are "closed events". This means that anyone leaving the confines of the building may not return. The ticket takers should specifically inform anyone who desires to leave the building of this rule.
7. The building must be left in good order; this necessitates that a clean-up committee is appointed beforehand.

Dance Assignments:

The Senior Class advisors will supervise the Homecoming Dance. The Junior Class advisors will supervise the Prom. The Sophomore Class advisors will supervise the Sadie Hawkins Dance.

Homecoming (10/1/2021) – 12th Grade Advisors

Sadie Hawkins Dance (2/5/2022) – 10th Grade Advisors

Grand March/Prom (5/7/2022) – 11th Grade Advisors & (2 others for years when bags need to be checked)

Duties of Teacher Supervising After-School Activities

1. Under no condition should students be permitted to remain in the room after the teacher has left the room or building. Once the teacher leaves his/her room, it must be locked. This applies to all teachers.
2. Students who remain after school for extra-curricular activities are under supervision of the teacher assigned to that activity. The teacher must remain at school until every student is out of the building. The principal will hold the teacher in charge responsible for the conduct of the group. There is to be no deviation from this rule without consultation with the principal.
3. In all cases when the building is to be used by a group after school hours, the office should be informed by signing the calendar in the office. When teachers or groups are going to use the building at night or on a weekend, they should sign the calendar in the office. The official school calendar is located on the school web site.

Finances for Funds Collected – All funds collected by classes, clubs, or activity groups are to be deposited in the school office. Each fund is kept in a separate account, a subsidiary of a composite account carried as the Activity Fund and designated as such at US Bank, upon which all checks are drawn. A receipt is issued to the treasurer of any organization making a deposit in the office. Proper class officers and sponsors of the group must sign a statement that is to be presented before any purchase will be paid for out of this fund. The school secretary, who is designated as treasurer of this fund, will then write a check for the proper amount. A great deal of care should be exercised in making purchases for a group, as students and teachers who contract debts in the name of the school are personally responsible for this payment. Pay orders will usually be written on Friday. Receipts turned in for deposit must be turned in, in a timely manner so that the secretary has time to enter them in the day's receipts.

All money must be counted, coins rolled, & bills stacked in value order!

No money is to be left in office areas or classrooms. The school is not responsible for lost funds. It will be the duty of the advisor and organization to account for all lost funds!

Fund-Raising Policy – The Activities Director will use the following criteria when granting requests for fund-raising activities:

- 1.No group (organization) may conduct more than one fund-raising activity where students actually seek sales, during a school term.
2. There shall be no duplication of sales whenever possible.
3. Any organization wishing to conduct a fund-raising event must submit an application to the building principal prior to any contact being signed with a fund-raising company.
4. Parent organizations and/or booster organizations may conduct dinners and similar events on their own.
5. Arrangements for facility use must be made through the Activities Director.

Adopted: July 20, 1992

Loaning of School Equipment –

School equipment or tools are not to be loaned out by anyone except through the superintendent's office. Use of facilities, such as shop, home economics, equipment, gym, or any other school room facilities must not be made available to anyone but students in such departments unless permission to do so is granted by the principal and community education.

PLEASE ADHERE STRICTLY TO THIS RULE (THIS INCLUDES ALL TEACHERS): Please do not remove equipment or furniture from any room unless approved from the office. This is necessary to keep the inventory correct and up to date.

Lunchroom & Kitchen Use – These rooms can only be used by special permission from the school office. Parties and meetings at which food is prepared should arrange for provision of all supplies and their storage, through Taher.

Minnesota State High School League (MSHSL) - The Blooming Prairie School District will adhere to and otherwise strictly enforce all policies and/or penalties set forth via the MSHSL. Blooming Prairie Jr./Sr. High School will use the following policy to enforce the MSHSL rules regarding chemical usage:

1. It shall be a violation of this policy for Blooming Prairie Public Schools to solicit or accept any contributions, gifts, money, curricula, or materials from the electronic cigarette industry, tobacco-industry, tobacco-related device industry or from any tobacco products shop. This includes, but is not limited to, donations, monies for sponsorship, advertising, promotions, loans, or support for equipment, uniforms, and sports and/or training facilities. It shall also be a violation of this policy to participate in any type of service funded by any of the industries listed above.
2. A student shall not at any time, regardless of the quantity:
 - A. use or consume, have in possession a beverage containing alcohol;
 - B. use or consume, have in possession tobacco; or,
 - C. use or consume, have in possession, buy, sell, or give away any other controlled substance or drug paraphernalia.
 - D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.
 - E. Use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

3. Definitions

- A. "Administrator" means any person who has disciplinary and managerial authority to enforce school policies and penalties in Blooming Prairie Public Schools, including but not limited to principals, vice-principals, or office personnel.
- B. "Any time" means during normal school and non-school hours: 24 hours a day, seven days a week, 365 days a year.
- C. "Electronic cigarette" means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other substance, and the use or inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed or sold as e-cigarettes, e-cigars, e-pipes, or under any other product name or descriptor.
- D. "Electronic cigarette industry" means manufacturers, distributors or wholesalers of e-cigarettes. This includes parent companies and subsidiaries.
- E. "Imitation tobacco product" means any non-tobacco product designed to resemble a tobacco product including any edible or non-edible, non-tobacco product designed to resemble a tobacco product that is intended to be used by children as a toy. Examples of imitation tobacco products include but are not limited to: candy or chocolate cigarettes, bubble gum cigars, shredded bubble gum resembling chewing tobacco, shredded beef jerky in containers resembling snuff tins, plastic cigars, and puff cigarettes.
- F. "Lighter" means a mechanical or electrical device typically used for lighting tobacco products.
- G. "Off-campus, school-sponsored event" means any event sponsored by the school or school district that is not on school property, including but not limited to, sporting events, day camps, field trips, entertainment seminars, dances or theatrical productions.
- H. "Parent/Guardian" means any person that has legal guardian status over a student enrolled in Blooming Prairie Public Schools.
- I. "School" means any public nursery, day care center, child care facility, Head Start program, kindergarten, elementary, secondary school, alternative learning center or adult education center operated under the control of Blooming Prairie Public Schools.
- J. "School property" means all facilities and property, including land, whether owned, rented, or leased by Blooming Prairie Public Schools, and all vehicles owned, leased, rented, contracted for, or controlled by Blooming Prairie Public Schools used for transporting students, staff, or visitors.
- K. "Signage" means signs declaring that all Blooming Prairie Public Schools school property is tobacco-free.
- L. "Smoking" means inhaling exhaling, burning or carrying any lighted or heated cigar, cigarette or any other lighted or heated tobacco or plant product intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette that creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

- M. "Staff" means any person employed by Blooming Prairie Public Schools as full or part-time, or any position contracted for or otherwise employed, with direct or indirect monetary wages or profits paid by Blooming Prairie Public Schools or anyone working on a volunteer basis. This term includes, but is not limited to: faculty, service personnel, volunteers, chaperones, and others working for the Blooming Prairie Public Schools.
 - N. "Student" means any person enrolled in Blooming Prairie Public School's educational system.
 - O. "Tobacco industry" means manufacturers, distributors or wholesalers of tobacco products. This includes parent companies and subsidiaries.
 - P. "Tobacco industry brand" means any corporate name, trademark, logo, symbol, motto, selling message, recognizable pattern of colors, or any other indication of product identification identical or similar to those used for any brand of tobacco product, company, or manufacturer of tobacco products.
 - Q. "Tobacco product" means any products containing, made, or derived from tobacco that are intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product, including but not limited to, cigarettes; cigars; little cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour.; cavendish; plug and twist tobacco; fine-cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco, and other kinds and forms of tobacco. Tobacco products exclude any tobacco product that has been approved by the U.S. Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.
 - R. "Tobacco products shop" means a retail establishment with an entrance door opening directly to the outside that derives more than 90 percent of its gross revenue from the sale of loose tobacco, plants or herbs intended for inhalation, cigars, cigarettes, pipes, or other smoking devices for burning tobacco and related smoking accessories in which the sale of other products is merely incidental. This does not include a tobacco department or section of any individual business establishment with any type of liquor, food, or restaurant license.
 - S. "Tobacco-related devices" means ashtrays, cigarette papers or pipes for smoking or electronic cigarettes or any components, parts, or accessories of electronic cigarettes, including cartridges.
 - T. "Tobacco-related devices industry" means manufacturers, distributors or wholesalers of tobacco-related devices. This includes parent companies and subsidiaries.
 - U. "Visitor" means any person subject to this policy that is not a student, staff, or administrator as defined above.
4. Penalties and Recommendation for Category I Activities are stated in the "Official Handbook of the Minnesota State High School League".

Category I – All Athletes – Accumulative Penalties

Penalties shall be accumulative beginning with the student's first participation on either junior high school or senior high school team or activity and continuing throughout the student's complete high school career (7-12).

First Violation: 2 weeks or 2 contests plus 2 weeks from ALL school-sponsored activities

Second Violation: 5 weeks or 10 contests plus 4 weeks from ALL school-sponsored activities

Third Violation: 1 calendar year plus completion of approved treatment program

5. Penalties and Recommendation for Category II Activities

Category II – Fine Arts and Co-Curricular Activities

Band, Choir, Speech, One-Act Play (MSHSL sanctioned events).

First Violation: 2 weeks or 2 contests plus 2 weeks from ALL school-sponsored activities

Second Violation: 10 weeks or 2 contests plus 5 weeks from ALL school-sponsored activities

Third Violation: 1 calendar year plus completion of approved treatment program

6. Penalties and Recommendation for Category III Activities

Category III – All other students

First Violation: 2 weeks from ALL school-sponsored activities

Second Violation: 10 weeks from ALL school-sponsored activities

Third Violation: 1 calendar year plus completion of approved treatment program

Category I, II, and III penalties must be served independently. Following all violations, students and parents must meet with the coach/advisor and principal/activities director before returning to an activity. Should a violation occur after the

last day of the 8th grade year, the student would not be eligible for the following for the rest of their high school career unless the student decides to work to change his/her behavior. The requirements for this include writing a 2-page paper on the detriments of chemical abuse, meeting with Mrs. Romeo, and completing 5 hours of community service. This opportunity is only for first-time offenders. Repeat violations would make the student ineligible for these leadership positions:

Minnesota Honor Society
Student Council

Homecoming Royalty
Activity Officer

Team Captain Class Officer
MVP Award

In addition, any student who wants to be eligible for the activities listed below (formerly category II activities) must also complete the 5 hours of community service, meet with Mrs. Romeo and write a 2-page paper. If a student earns a second violation, he/she must complete 10 hours of community service to be eligible to participate and If a third violation occurs, a student is no longer eligible for these activities.

FFA
Musical

Trap Team
FCCLA

Robotics

Academic Triathlon

Religious Instruction, Church Night –Wednesday evenings are designated as church night in this community. No school functions will be sanctioned unless prior permission is received from the administration.

Sale of Articles – NO sale of articles is to be permitted in the school building except as arranged for in the regular school activities and approved by the school office.

School Parties – The day before any stated vacations, regular classes are to be conducted. NO PARTIES. Days before vacation are teacher-student contact days. Accordingly, lessons should be prepared and followed.

Social Calendar, Concessions – The social calendar and concession dates shall be arranged through the principal, activities director and community education director early in the school term.

Social Event Regulations – Regulations for social events shall be determined by the board of education, the administration, and the staff. Students may serve only in ex-officio capacities.

1. Visitors will not be permitted to attend any dance without prior signing up in the office.
2. Advisors of the group sponsoring the events are in charge and responsible for clearing and cleaning the building. A list of advisor responsibilities regarding tickets, cleanup, etc., is to be presented to the principal one week before the activity.
3. By tradition, the junior class will sponsor the Prom and be responsible for all arrangements. The senior class shall sponsor and be responsible for all homecoming events.

Soliciting in the Building – No soliciting or selling is permitted in the school building except in the main office. Please give us your cooperation in checking any infringements. Class time is not to be infringed upon at any time except as okayed by the main office.

Teacher Attendance at School Functions

1. During the school year, many activities will present programs (athletic contests, music concerts, dramatics, etc.) that are of vital interest to students and faculty as well. Your attendance at these functions gives you a new slant and better understanding of the students involved.
2. Although teachers are not obligated to attend these activities, the students appreciate seeing them interested in their activities outside the classroom

Teacher Supervision

- 1.The object of the supervision is the improvement of instruction. Please approach any and all supervision with this in mind.
- 2.If you have a project or a problem and would like the principal to visit a particular class, please do not hesitate to make arrangements for this.

Transportation Requests – All requests for the use of school transportation shall be made in writing to the High School Office. These requests must be in the office at least one week in advance of the activity. The office will supply the proper form and call to reserve the van(s)/bus(es). A calendar for school van usage is maintained outside the District business office.

DEPARTMENTS & DEPARTMENT CHAIRPERSONS (*Department Chairpersons)

Language Arts	Social Studies	Special Education	Physical & Fine Arts
*Gina Hendrickson	Cory Hendrickson	Frank Cacich	Kari Bottin
Kurt Foster	Sara Reinke	Ranell Kittelson	Camden Heimerman
Hannah Hessler	Ryan Slack	Darren Pauly	David Lassahn
Elenore Jones	*Michelle Southworth	*Ann Stephenson	*Nathan Piller
Jennifer Thomas			Ross Reishus
			Cameron Rutledge
Science	Math	Vocational Studies	
Jennifer DeKok	*John Bruns	Jennifer Flemming	
Sarah Oelkers	Briana Goskensen	*Chad Gimbel	
*David Pfeifer	Lisa Poe	William Rinkenberger	

Department Chairperson General duties – The primary objective of department heads in our school is to provide leadership in the planning and coordinating of the instructional program in a specific subject area and to provide consultative services to the administration and teaching personnel.

DISCIPLINE POLICY

Introduction – It is the position of the School Board of Independent School District 756 that learning can best take place in an orderly environment and that students can best learn individual and collective responsibility and gain maturity if they are provided opportunities in which to exercise that responsibility within the school setting. A consistent, continuous program dealing with the rights of people and a respect for individual differences must permeate the entire educational system. Students need to be taught the seriousness of actions that are degrading or hostile to other individuals and groups. The staff has the responsibility and authority to define intolerant physical threats or assaults, or any actions considered demeaning to others.

It is the responsibility of the school board, administrators, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state law, State Board of Education regulations, and this policy. The school board recognizes its responsibility to meet the educational needs of students who do not respond well to traditional school programs. Such efforts may include utilizing special services personnel and outside referral agencies and adjusting normal school procedures. If a student does not respond to these efforts and exerts a disruptive influence on the educational environment of a school, the needs of the other students and staff must become a major factor in planning alternatives.

With due consideration to these obligations, it is the responsibility of the school board, administrators, and classroom teachers to make reasonable rules and regulations for the governing of student behavior and conduct. The following school board policies apply district wide.

SECTION 1 -- RULES OF CONDUCT

Disciplinary action may be taken against students for any behavior which is disruptive to good order or which violates the rights of others. The following acts are unacceptable behavior at school, school-sponsored activities, or on school grounds and are subject to disciplinary action in District 756 schools.

A. Truancy and Unauthorized Absences

1. As required by current statutes, regulations of the State Department of Education, and the School Board of District 756, students shall be in attendance each day that school is in session. The authority to decide whether an absence is excused or unexcused rests with the building principal. Following an absence, students will be expected to complete all missed assignments within a reasonable period of time.
2. For purposes of this policy, truancy is the absenting of one's self from school or class without the knowledge and approval of the school. Any truancy is considered an unexcused absence and will be cause for disciplinary action.
3. If a student develops a pattern of tardiness to school or class, disciplinary action will be taken.

B. School or Personal Property

1. **Vandalism:** Damage or vandalism to school property or to private property of others by students is vandalism. Students guilty of vandalism will be subject to disciplinary action.
2. **Lockers:** Lockers are provided by the School Board for student use as a depository of books, clothing, and other personal articles. At no time are students to use the lockers for storage of illegal items or items of hazardous nature. In grades 7-12 lockers are provided. All lockers are subject to search by the school administration whenever reasonable grounds are presented in which a dangerous or detrimental situation may exist, or contraband may be stored or hidden.
3. **Theft:** Theft is the act of intentionally and without proper or rightful claim taking, using, transferring, concealing, or retaining possession of movable property of another without his/her consent and with intent to deprive the owner permanently of the property; or the finding of lost property and not making reasonable effort to find the owner. Students guilty of theft will be subject to disciplinary action.

C. Physical Assault: Physical assault is an act that intentionally inflicts or attempts to inflict bodily harm upon another. Physical assault by students against staff members or students is considered to be detrimental to a sound educational atmosphere and the principal or staff member must take immediate action to halt such behavior. In reacting to incidents of assault, staff members may be required to use reasonable physical restraint to prevent or minimize injury to students or staff.

D. Verbal Assaults: Verbal assault is the use of abusive, threatening, profane, or obscene language, either oral or written, by a student toward a staff member or another student, including conduct which degrades people because of their race, religion, ethnic background, or physical or mental handicap.

E. Threats and Disruptions:

1. **Dangerous Threats:** Threats to normal school operations or school activities, including but not limited to the reporting of dangerous or hazardous situations that do not exist, are unacceptable.
2. **School Disruptions:** Any student who disturbs or interrupts the peace and good order of the school or school-sponsored activities will be subject to disciplinary action.

F. Dangerous, Harmful, and Nuisance Substances and Articles.

1. **Alcohol:** Students are prohibited from using, possessing, distributing, or being under the influence of alcoholic beverages at school, school-sponsored activities, or on school grounds.

2. Drugs: Students are prohibited from using, possessing, distributing, or being under the influence of illegal drugs or narcotics at school, school-sponsored activities, or on school grounds.
 3. Use of Tobacco: Tobacco use by students is prohibited at school, at school-sponsored activities, or on school grounds.
 4. Harmful and Nuisance Articles: The possession or use of articles that are a nuisance, illegal, or that may cause harm to persons or property is prohibited at school and at school-sponsored activities. (Weapons, Guns, Knives, etc.)
5. The principal and school staff members shall be alert for any possible student involvement with dangerous, harmful, and nuisance substances or articles. When the principal or a member of the staff has reasonable cause to suspect that a dangerous or illegal substance or article is present in a school building, on the school grounds, at a school activity, or in the possession of a student, he/she shall investigate and take immediate and necessary action to safeguard person and property.
- G. Failure to identify oneself. Failure to provide proper identification upon request of a staff member is unacceptable.
- H. The violation of any state, local, or federal law is unacceptable behavior.
- I. The following constitute unacceptable behavior:
1. Willful conduct which materially and substantially disrupts the right of others to an education.
 2. Willful conduct which endangers school district employees, the student or other students, or the property of the school; or
 3. Willful violation of any rule of conduct specified in this discipline policy.

SECTION 2 -- CORRECTIVE MEASURES

Corrective measures used will depend upon the nature of the behavior, the frequency, and the degree to which the student is willing to try to correct undesirable behavior. Each incident must be considered on an individual basis by the teacher or administrator. These procedures may include but are not limited to: meeting with teacher, counselor, or principal; detention; loss of school privilege; removal from class; parent/guardian conference with school staff; modified school program; school probation; dismissal for one day; suspension; referral to superintendent; exclusion; expulsion; police referral; court referral; and home instruction.

A. Removal from Class: Removal from class is defined as "any action taken by a teacher, principal, or other school district employee to prohibit a student from attending a class for a period of time not to exceed three class or activity periods". A class period or activity period is defined in secondary grades as "instruction for given course of study" and in elementary grades as "a period of time not to exceed one hour, regardless of the subject of instruction."

1. Removal from class is the short-term exclusion of a student from the classroom during which the school retains custody of the student. Students removed from class shall be the responsibility of the principal/lawful designee and the teacher. The length of time of the removal from class, as defined in Minnesota Statute 127.41, subd. 2, shall be at the discretion of the principal after established procedures with the teacher have been followed, (see Section 3 Consequences).

Grounds for removal of a student from class:

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

- d. Willful violation on the sound discretion of the teacher on disciplinary violations only (non-academic).
 2. Any student removed from class must report directly to the principal's office and meet with the principal/lawful designee. The teacher must notify the office immediately that the student has been removed from class. Students shall be returned to class upon completion of the terms of the removal established at the informal administrative conference.
 3. Suspension: is the short-term exclusion of a student from school, school property, and school-sponsored events for a period exceeding one school day. During the term of suspension, the parent/guardian assumes custody of the student during school hours. Suspension may be for a period of up to five (5) days. Students will not normally be suspended without an informal administrative conference. Students will also be served with a written notice containing grounds for suspension and other pertinent information. Parents/guardians will be notified of suspension by certified mail. Ordinarily students will not be released from the building until parents/guardians have been notified by verbal communication. All provisions will be adhered to. If a student returns to school during a suspension, the action can be considered a violation of the suspension and may be cause for further disciplinary action. In certain circumstances, a parent/guardian maybe expected to accompany the student for a reinstatement conference when a suspension is completed.
 4. Modified Student Program. After consultation with parent/guardian and staff, the principal may alter the student's class schedule by transfer or exclusion.
 5. Alternative Program. The principal may, upon approval of the superintendent, prescribe a specific alternative educational program that he/she believes will best serve the interests of the students and the school.
 6. Police and Court Referral. The principal may refer a student to the court for incorrigibility or truancy. The principal may ask for the assistance of local law enforcement when appropriate.
- B. Copies of this policy together with the Pupil Fair Dismissal Act of 1974 shall be published and made available on the school website during the first month of the school year, a printed copy can be obtained in the office. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.
- C. Parents/guardians shall be notified in writing of any violation of the rules of conduct, which result in disciplinary actions by first-class mail except as provided otherwise by the Pupil Fair Dismissal Act of 1974. Students shall be notified of violations of the Rules of conduct and resulting disciplinary action verbally except as provided otherwise by the Pupil Fair Dismissal Act of 1974.
- D. Superintendent Level Measures. The principal may refer a student to the superintendent for disciplinary action. The referral will be in writing and be accompanied by a complete and up-to-date disciplinary record. If the superintendent accepts the referral, a hearing will be conducted before taking any disciplinary action. The student and parents/guardians will be notified of the hearing and will receive a copy of the referral letter. At the hearing, the student may be accompanied by his/her parents or counsel. The principal and other school personnel may be present. The superintendent may take one or more of the following actions:
1. Defer Action.
 2. Place the Student on Superintendent's Probation.
 3. Place the Student on Home Instruction.
 4. Place the Student in a Modified or Alternative Program.
 5. Attempt to Seek Placement in a School Outside the District.
 6. Refer the Student to the School Board for Expulsion in accordance with State Law.

The superintendent will communicate the decision in writing to the principal, student, and the parent/guardian. The decision of the superintendent may be appealed to the school board.

- E. Expulsion: shall be defined as an action taken by the school board to prohibit an enrolled student from further attendance for a period that shall not extend beyond the school year. Only the school board can expel a student and shall do so in accordance with the provisions of the Pupil Fair Dismissal Act of 1974 as amended. Upon notification of a hearing for expulsion, a student will be provided with a copy of the law. Copies of the law are available in each school office and may be examined by interested students.
- F. Assault, restraint, and corporal punishment: Staff is forbidden from using physical force on students or administering corporal punishment except as follows:
1. Staff may use reasonable physical force for the purpose of restraining students to prevent or minimize damage to property or injury to persons.
 2. Any staff member may request any student to provide proper identification and, upon the refusal of a student to provide same, may use reasonable force to transport the student to the office or other place where the staff member may secure assistance.
- G. Handicapped Students: In the event a handicapped student becomes subject to disciplinary action due to violation of these policies, the Child Study Committee will conduct a thorough review of the Individual Education Plan (I.E.P.) for adequacy as mandated by M.R. 3525.2470 Subd. 1.
- Suspension: An I.E.P. meeting shall be held within five (5) school days of a learner's suspension. If a learner is placed on in-school-suspension status, according to the district policy established for all learners, for all or part of the day for two or more consecutive days or three times in one month, a TEAM meeting must be held. The TEAM and involved teachers shall:
1. Determine whether the misconduct is related to the handicapping condition(s);
 2. Review any assessments and determine the need for further assessments; and
 3. Review the I.E.P. plan and amend goals and objectives or develop an alternative I.E.P. plan.

SECTION 3 -- BLOOMING PRAIRIE HIGH SCHOOL CONSEQUENCES

Among the duties of the principal is to promote a positive and safe learning environment for students and to improve consequences for those students who have not developed self-discipline and who misbehave in school. The consequences will be assigned according to how serious the misbehavior of the student is and how much trouble the student has been in previously. A student who has violated a rule will receive a consequence that corresponds to the step for that rule violation. Before a student is referred to the principal for minor violations and classroom disruptions, these steps should be followed:

1. Verbal warning;
2. Student-teacher conference;
3. Teacher email/call to parent/guardian;
4. Removal from class and referral form completed.

CONSEQUENCES FOR OFFICE REFERRALS – Every office referral is an automatic one-half hour of detention. Depending upon the severity of the referral, more detention may be given. Some offenses are an automatic suspension. These include but are not limited to:

Offense	Consequence
Physical assault (fighting)	At least two (2) days of Suspension
Tobacco/alcohol/drugs on campus	At least two (2) days of Suspension
Verbal abuse of staff	At least one (1) day of Suspension
Willful vandalism	At least one (1) day of Suspension
Possession of dangerous substance/weapon	At least three (3) days of Suspension/Possible Expulsion
Violation of local/state/federal laws	Suspension/Expulsion

POLICY STATEMENTS

DRESS AND GROOMING POLICY

The purpose of the Blooming Prairie Schools dress code is to remind students and staff that school is a place of learning and the appropriate clothing is required. The objective is to enable students and staff to focus on learning and not be distracted, embarrassed or made to feel uncomfortable by inappropriate clothing worn by staff members or students.

Dress or grooming which is disruptive to the classroom or school atmosphere is NOT ALLOWED. Shoes must be worn at all times for health and safety reasons. The following policy will be used to determine the appropriateness of one's dress.

1. No clothing may be worn that is degrading; racist, sexual in nature, contains profanity, and/or promotes alcohol, tobacco, or drugs. Symbols such as, but not limited to, the confederate flag and swastikas are prohibited
2. No caps or coats may be worn in a classroom during school hours. Coats/jackets may be worn if the administration deems building conditions warrant them to be worn.
3. No clothing, colors, low riding pants, or displays of gang related activities are permitted. Blooming Prairie Schools are "gang free" environments and has a Zero Tolerance Policy.
4. Spaghetti style straps are not permitted unless covered by an appropriate shirt. No halter tops, no one-shoulder tops, no backless tops and no off the shoulder tops. Two-inch straps should be considered the minimum. Tops should be high enough to ELIMINATE exposure of breast cleavage. A bare midriff will not be permitted. No visible underwear is allowed.
5. Clothing that is excessively short is inappropriate (to be determined by the administration). Pants, skirts, dresses may not have an excessively high slit in front, back, or on the side.

When, in the judgment of the administration, a student's or staff's appearance, grooming or mode of dress interferes with safety concern, the student will be directed to make modifications of their appearance. Students found to be in violation of the dress code will be required to be in compliance as soon as possible. Students may change into P.E. clothing, or have appropriate clothing brought to school. The school will provide appropriate clothing if no other option is available. In addition, student may face regular discipline consequences including detentions or suspensions.

Cell Phone Policy

The Blooming Prairie School District recognizes that in today's society cell phone devices (mobile or current communication technology) use is a very ordinary and common occurrence. The district also recognizes that this use is not beneficial to the current educational setting. Therefore, this cell phone policy will be in effect.

Cell phones are prohibited during classroom hours. If cell phones (mobile devices) are in use, staff may confiscate the cell phone (mobile device) immediately and may turn the device into the office if appropriate. Each teacher may have their own policies for their classroom & they must be followed.

First offense: Cell phone may be picked up by parent/guardian or an adult relative (21 years or older) from the office, or the phone will be returned before school begins the next day.

Second offense: The device may only be picked up from the office by parent/guardian or an adult age relative. The phone will be left in office until that occurs.

Third offense: The device may only be picked up from the office by parent/guardian or adult relative. Three detention periods will be assigned.

Fourth offense: Since the student has shown continual disrespect for district policy, the student will be required to turn the cell phone (mobile device) into the office daily for a period of time determined by the administration.

Further offenses: The student may be asked to turn the cell phone (mobile device) into the office daily for the remainder of the year.

EAR BUDS – Ear buds, headphones, and any other listening devices may not be worn while in classes

CHEATING STATEMENT

Cheating involves one or more of the following actions:

1. To use the work of another person as your own.
2. To copy information from another student's test, examination, theme, book report or term paper.
3. To plagiarize – plagiarism means using another person's idea, expression or words without giving the original author credit.
4. To prepare for cheating in advance. Such actions involve (1) having in your possession a copy of a test to be given or having been given by a teacher, (2) using a test or notes during an examination, (3) talking while taking quizzes, tests, or examinations.
5. To fail to follow test procedures or instructions announced by the teacher.

No student shall cheat on a test or assigned work or knowingly allow his/her work to be used by others. Each classroom teacher will have a policy regarding cheating and the consequences for such behavior. Administration will become involved if needed and may add additional consequences.

TECHNOLOGY USE

Students who use technology inappropriately may be suspended from technology use until further notice. Further misuse will result in suspensions from school by administration. Inappropriate use may include activating inappropriate sites, misusing e-mail, and any other activity that staff has deemed poor use.

TRANSPORTATION POLICY (addition – August 2019)

Blooming Prairie Public Schools understands the importance of providing quality transportation for all students to meet all needs. Communication with parents and students is vital to Blooming Prairie Public Schools providing quality transportation to those students who fit under our transportation requirements.

Blooming Prairie Public Schools will work to set up special transportation when needed and when required under law. School officials will work to communicate transportation times, driver information, and ensure that proper transportation is provided for our students.

Parents and/or legal guardians are responsible for communicating any changes that may occur to the bus/van schedule for their child due to illness, vacations, etc. If no contact has been made with our transportation or the school for 3 consecutive days Blooming Prairie Public Schools will suspend transportation until the parent and/or legal guardian contacts our transportation and/or the school in which they attend.

Blooming Prairie Public Schools will make attempts to contact parents each day the child is absent according to our attendance policy.

Contact Information :

Van Transportation – Mikel Akers (651) 249-8562

Bus Transportation – Mikel Akers (651) 249-8562

Elementary Principal – Jacob Schwarz (507) 583 – 6615 ext. 223

High School Principal – John Worke (507) 583 – 4426 ext. 434

WATER BOTTLE POLICY:

Students are permitted to have a water bottle in class. Water bottles must have a cover and water is the only beverage allowed.

Equal Educational Opportunity

I. Purpose

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

II. General Statement of Policy

- A. The policy of the school district is to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities or other rights or privileges of enrollment.
- D. Every school district employee shall be responsible for complying with this policy conscientiously.
- E. Any student, parent, or guardian having a question regarding this policy should discuss it with the appropriate school district official as provided by the policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

Legal References: Minn. Stat. §121A.03, Subd.2 (Sexual, Religious, and Racial Harassment and Violence)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1681 *et seq.* (Title IX of the Education Amendments of 1972)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)

HARASSMENT AND VIOLENCE – GENERAL STATEMENT OF POLICY

Sexual, Racial, and Religious harassment and Sexual, Racial, and Religious Violence is a form of discrimination which violates Section 703 of Title VII of the Civil Rights Act of 1964, as amended, 42 U.S.C. 2003, *et. Seq.*, and Minnesota Statute 363.01-,14, the Minnesota Human Rights Act. It is the policy of Independent School District No. 756 to maintain learning and working environment that is free from all harassment and all violence. The School District prohibits any form of sexual, racial or religious harassment and sexual, racial or religious violence.

It shall be a violation of this policy for any student or employee of School District No. 756 to harass a student or an employee through conduct or communication of a sexual, racial or religious nature as defined by this policy. It shall be a violation of this policy for any student or employee of School District No. 756 to be sexually, racially or religiously violent to a student or employee.

The School District will act to investigate all complaints, either formal or informal, verbal or written, of sexual, racial or religious harassment, or sexual, racial or religious violence and to discipline any student or employee who sexually, racially or religiously harasses or is sexually, racially or religiously violent to a student or employee of the School District. Copies of the School District's policy are available from the high school principal upon request.

Copies of this policy are posted in the high school office, guidance counselor's office, media center, and teachers' workroom. If you should have any question concerning this policy or wish to file a complaint, please see the high school principal at once.

HAZING PROHIBITION POLICY

I. Purpose

The purpose of this policy is to maintain a safe and 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 student being hazed does not lessen the consequences contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and before, during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who is found to have violated this policy.

III Definitions

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

- A. Any type of physical brutality such as whipping, beating, striking, branding or placing a harmful substance on the body.
- B. 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.
- C. 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.
- D. 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.
- E. 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.

IV Reporting Procedure

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

V School District Action

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

VI Reprisal

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

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

BULLYING PROHIBITION POLICY

Refer to the Bullying Prohibition Addendum which is located on the High School website under the High School Forms and Handbooks section

EMPLOYEE DISABILITY NONDISCRIMINATION POLICY

I. Purpose

The purpose of this policy is to provide a fair employment setting for all persons and to comply with state and federal law.

II. General Statement of Policy

- A. The school district shall not discriminate against qualified individuals with disabilities because of the disabilities of such individuals in regard to job application procedures, hiring, advancement, discharge, compensation, job training, and other terms, conditions, and privileges of employment.
- B. The school district shall not engage in contractual or other arrangements that have the effect of subjecting its qualified applicants or employees with disabilities to discrimination on the basis of disability. The school district shall not exclude or otherwise deny equal jobs or job benefits to a qualified individual because of the known disability of an individual with whom the qualified individual is known to have a relationship or association.
- C. The school district shall make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or employee, unless the accommodation would impose undue hardship on the operation of the business of the school district.
- D. Any job applicant or employee wishing to discuss the need for a reasonable accommodation, or other matters related to a disability or the enforcement and application of this policy, should contact Kristin Romeo for concerns dealing with the elementary school or Mary Worke for concerns dealing with the high school regarding grievances or hearing requests regarding disability issues. These individuals are the school district's appointed Section 504/ADA Coordinators.

III. Reporting Grievance Procedures

- A. An employee who believes he or she has been the victim of discrimination on the basis of disability by a pupil, teacher, administrator, or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute such discrimination or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall present any person from reporting discrimination directly to a school district Section 504/ADA Coordinator or to the superintendent.
- B. In each school building, the building principal is the person responsible for receiving oral or written reports of discrimination based on disability at the building level. Any adult school district personnel who receive a report of discrimination shall inform the building principal immediately.
- C. Upon receipt of a report, the principal must notify the school district Section 504ADA Coordinator immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Section 504/ADA Coordinator. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint

shall be made or filed directly with the superintendent or the school district Section 504/ADA Coordinator by the reporting party or complainant.

- D. In the district, the school board hereby designates Kristin Romeo and Mary Worke as the school district Section 504/ADA coordinators to receive reports or complaints of discrimination on the basis of disability.
- E. The school district shall conspicuously post the name of the Section 504/ADA Coordinators, including mailing addresses and telephone numbers.
- F. Submission of a good faith complaint or report of discrimination on the basis of disability will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

Legal References: 29 U.S.C. 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
42 U.S.C., Ch. 126 § 12112 (Americans with Disabilities Act)
29 C.F.R. Part 32
34 C.F.R. Part 104

Cross References: MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
US Department of Education
Office for Civil Rights, Chicago Office (Region V)
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
Fax: (312)-730-1576
TDD: (312) 730-1609
E-mail: OCR.Chicago@ed.gov

INDEPENDENT SCHOOL DISTRICT NO. 756

UNLAWFUL STUDENT DISABILITY DISCRIMINATION TOWARD AN EMPLOYEE

General Statement of Policy Prohibiting Unlawful Student Disability Discrimination Toward an Employee

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful disability discrimination. All employees are to be treated with respect and dignity. Unlawful disability discrimination by any pupil, teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or an employee on the basis of disability: _____

If the alleged unlawful employee disability discrimination was toward another person, identify that person: _____

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or another employee on the basis of disability. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____

EMPLOYEE SEX NONDISCRIMINATION POLICY

I. Purpose

Employees are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all employees and to prohibit discrimination on the basis of sex.

II. General Statement of Policy

- A. The school district provides equal educational opportunity for all employees, and does not unlawfully discriminate on the basis of sex. No employee will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any employment program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The School Board hereby designates Chris Staloch, Superintendent of Schools, Blooming Prairie Public Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 427, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any employee having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the elementary school principal.

III. Reporting Grievance Procedures

- A. Any employee who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward an employee should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward an employee directly to a school district human rights officer or to the superintendent.
- B. In each school building, the building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward an employee at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward an employee shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward an employee/applicant as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Chris Staloch, Superintendent of Schools, Blooming Prairie Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 427, the school district human rights

officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward an employee. If the complaint involves a human rights officer, the complaint shall be filed directly with the elementary school principal.

The elementary school principal, is hereby designated by the School Board as an alternative individual in the event a complaint involves the Superintendent of Schools who is both the Title IX Coordinator and Human Rights Officer.

- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward an employee will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. Investigation

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

V. School District Action

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI. Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward an employee or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII. Right to Alternative Complaint Procedures

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

VIII. Dissemination of Policy and Evaluation

- A. This policy shall be made available to all employees, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

US Department of Education
Office for Civil Rights, Chicago Office (Region V)
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
Fax: (312)-730-1576
TDD: (312) 730-1609
E-mail: OCR.Chicago@ed.gov

INDEPENDENT SCHOOL DISTRICT NO. 756

UNLAWFUL SEX DISCRIMINATION TOWARD AN EMPLOYEE

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward an Employee

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All employees are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or an employee on the basis of sex:

If the alleged unlawful sex discrimination was toward another person, identify that person:

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or an employee on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

Received by: _____

STUDENT DISABILITY NONDISCRIMINATION POLICY

I. Purpose

The purpose of this policy is 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.

II. General Statement of Policy

- A. Disabled students are protected from discrimination on the basis of a disability.
- B. It is the responsibility of the school district 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.
- C. 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.
- D. Learners may be protected from disability discrimination and be 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.

III. Coordinator

Persons who have questions, comments, or complaints should contact Kristen Romeo for concerns dealing with the elementary school or Mary Worke for concerns dealing with the high school regarding grievances or hearing requests regarding disability issues. These persons are the school district's 504/ADA Coordinators.

IV. Grievance Procedure

- A. This grievance procedure is established to meet the requirements of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits, or in employment practices and policies, by Blooming Prairie ISD #756.
- B. The grievance should contain information about the alleged discrimination such as name and phone number of the complainant and location, date, and description of the problem. Alternate means of filing complaints, such as personal interviews or a tape recording of the complaint will be made available for persons with disabilities upon request.
- C. The complaint must be filed by the grievant and/or his/her designee within 30 calendar days after the alleged violation
- D. The grievance may be filed in writing with the District 504/ADA Coordinator.

E. The Blooming Prairie ISD #756 504/ADA Coordinators are:

Kristin Romeo
Blooming Prairie Elementary School
123 2nd Street NW
Blooming Prairie, MN 55917
(507) 583-6615, ext. 228
Hours Available: 7:50 am to 3:30 pm Monday - Thursday 7:50 am to 2:57 pm Friday

Mary Worke
Blooming Prairie High School
202 4th Avenue NW
Blooming Prairie, MN 55917
(507) 583-4426, ext. 428
Hours Available: 7:50 am to 3:30 pm Monday - Thursday 7:50 am to 2:46 pm Friday

Step One

The grievance should be submitted to the school principal or designated 504/ADA facilitator who will investigate the circumstances of the alleged violation. The principal or 504/ADA facilitator will provide a written report of the findings of fact and conclusions within ten (10) school days to the grievant and District 504/ADA Coordinator.

Step Two

If the grievance has not been resolved to the satisfaction of the grievant, he or she may appeal to the District 504/ADA Coordinator within ten (10) school days of receipt of the report. The District 504/ADA Coordinator will conduct an investigation and within ten (10) school days of receipt of the appeal, the District 504/ADA Coordinator will affirm, reverse, or modify the report of the principal or school 504/ADA facilitator.

Step Three

If the grievance has not been resolved in Step Two to the satisfaction of the grievant, he or she may request an impartial due process hearing.

Step Four

The grievant may file a complaint with community, State or Federal agencies.

Legal References: 29 U.S.C. § 794 *et seq.* (§ 504 of Rehabilitation Act of 1973)
34 C.F.R. Part 104 (Implementing Regulations)

Cross References: MSBA/MASA Model Policy 402 (Disability Nondiscrimination)

US Department of Education
Office for Civil Rights, Chicago Office (Region V)
500 W. Madison Street Suite 1475
Chicago, IL 60661
Phone: (312) 730-1560
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E-mail: OCR.Chicago@ed.gov

INDEPENDENT SCHOOL DISTRICT NO. 756

UNLAWFUL STUDENT DISABILITY DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Student Disability Discrimination Toward a Student

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful disability discrimination. All students are to be treated with respect and dignity. Unlawful disability discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of disability: _____

If the alleged unlawful student disability discrimination was toward another person, identify that person: _____

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of disability. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____

STUDENT SEX NONDISCRIMINATION POLICY

I Purpose

Students are protected from discrimination on the basis of sex pursuant to Title IX of the Education Amendments of 1972 and the Minnesota Human Rights Act. The purpose of this policy is to provide equal educational opportunity for all students and to prohibit discrimination on the basis of sex.

II. General Statement of Policy

- A. The school district provides equal educational opportunity for all students, and does not unlawfully discriminate on the basis of sex. No student will be excluded from participation in, denied the benefits of, or otherwise subjected to discrimination under any educational program or activity operated by the school district on the basis of sex.
- B. It is the responsibility of every school district employee to comply with this policy.
- C. The School Board hereby designates Chris Staloch, Superintendent of Schools, Blooming Prairie Public Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 427, as its Title IX coordinator. This employee coordinates the school district's efforts to comply with and carry out its responsibilities under Title IX.
- D. Any student, parent or guardian having questions regarding the application of Title IX and its regulations and/or this policy should discuss them with the Title IX coordinator. Questions relating solely to Title IX and its regulations may be referred to the Assistant Secretary for Civil Rights of the United States Department of Education. In the absence of a specific designee, an inquiry or complaint should be referred to the elementary school principal.

III. Reporting Grievance Procedures

- A. Any student who believes he or she has been the victim of unlawful sex discrimination by a teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute unlawful sex discrimination toward a student should report the alleged acts immediately to an appropriate school district official designated by this policy or may file a grievance. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting unlawful sex discrimination toward a student directly to a school district human rights officer or to the superintendent.
- B. In each school building, the building principal is the person responsible for receiving oral or written reports or grievances of unlawful sex discrimination toward a student at the building level. Any adult school district personnel who receives a report of unlawful sex discrimination toward a student shall inform the building principal immediately.
- C. Upon receipt of a report or grievance, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any report or complaint of unlawful sex discrimination toward a student as provided herein may result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. The school board hereby designates Chris Staloch, Superintendent of Schools, Blooming Prairie Schools, 202 4th Avenue NW, Blooming Prairie, MN 55917 (507) 583-4426, ext. 427, the school district human rights

officer(s) to receive reports, complaints or grievances of unlawful sex discrimination toward a student. If the complaint involves a human rights officer, the complaint shall be filed directly with the elementary school principal. Jake Schwarz, the elementary school principal, is hereby designated by the School Board as an alternative individual in the event a complaint involves the Superintendent of Schools who is both the Title IX Coordinator and Human Rights Officer.

- E. The school district shall conspicuously post the name of the Title IX coordinator and human rights officer(s), including office mailing addresses and telephone numbers.
- F. Submission of a good faith complaint, grievance or report of unlawful sex discrimination toward a student will not affect the complainant or reporter's future employment, grades or work assignments.
- G. Use of formal reporting forms is not mandatory.
- H. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. Investigation

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

V. School District Action

- A. Upon conclusion of the investigation and receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and school district policies.

- B. The result of the school district's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the school district in accordance with state and federal law regarding data or records privacy.

VI Reprisal

The school district will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged unlawful sex discrimination toward a student or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such unlawful sex discrimination. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

VII Right to Alternative Complaint Procedures

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

VIII. Dissemination of Policy and Evaluation

- A. This policy shall be made available to all students, parents/guardians of students, staff members, employee unions and organizations.
- B. The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting discrimination on a continuous basis.

Legal References: Minn. Stat. § 121A.04 (Athletic Programs; Sex Discrimination)
Minn. Stat. Ch. 363 (Minnesota Human Rights Act)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
34 C.F.R. Part 106 (Implementing Regulations of Title IX)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

US Department of Education
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Phone: (312) 730-1560
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TDD: (312) 730-1609
E-mail: OCR.Chicago@ed.gov

INDEPENDENT SCHOOL DISTRICT NO. 756

UNLAWFUL SEX DISCRIMINATION TOWARD A STUDENT

General Statement of Policy Prohibiting Unlawful Sex Discrimination Toward a Student

Independent School District No. 756 maintains a firm policy prohibiting all forms of unlawful sex discrimination. All students are to be treated with respect and dignity. Unlawful sex discrimination by any teacher, administrator or other school personnel will not be tolerated under any circumstances.

Complainant: _____

Home Address: _____

Work Address: _____

Home Phone: _____ Work Phone: _____

Date of Alleged Incident(s): _____

Name of person you believe unlawfully discriminated toward you or a student on the basis of sex: _____

If the alleged unlawful sex discrimination was toward another person, identify that person: _____

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

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

List any witnesses that were present: _____

This complaint is filed based on my honest belief that _____ has unlawfully discriminated against me or a student on the basis of sex. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature) (Date)

Received by: _____