

**CALEDONIA
MIDDLE SCHOOL/HIGH SCHOOL**



**Student-Parent Handbook
2023-2024**

CALEDONIA SCHOOL SONG

Sung to the tune of Minnesota Rouser

Caledonia hats off to thee,
To our colors true we will ever be,
Firm and strong united are we,
RAH! RAH! Rah! Rah! Rah!
RAH! RAH! Rah! Rah! Rah!
For Caledonia High

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GENERAL INFORMATION

This handbook and its contents were approved by the School Board. This handbook may be changed or amended during the school year. Changes will be posted on the school website and in the office of the principal. If you have any questions about a provision, please contact the principal.

For further information please visit our website at cps.k12.mn.us

Daily Schedule (MTHF)

Period 1	8:00 – 8:48
Break	8:48-8:56
WIN Time	8:56-9:18
Period 2	9:22 - 10:10
Period 3	10:14 – 11:02
Period 4	11:06 - 11:54
Period 5	11:54 – 1:16
Period 6	1:20-2:08
Period 7	2:12-3:00

Wednesday Daily Schedule

Period 1	8:00 – 8:47
Break	8:47-8:56
Period 2	8:56- 9:43
Period 3	9:47 – 10:34
Period 4	10:38 – 11:25
Period 5	11:25 – 12:46
Period 6	12:50 – 1:38
Period 7	1:42 – 2:30
Teacher PLC:	2:35-3:30

Early Release 12:31

Period 1	8:00 – 8:31
Period 2	8:35 – 9:06
Period 3	9:10 – 9:41
Period 4	9:45 – 10:16
Period 6	10:20-10:51
Period 5	10:51 – 11:56
Period 7	12:00 – 12:31

2 Hour Late Schedue

Period 1	10:00 – 10:35
Period 2	10:39 – 11:14
Period 3	11:18 – 11:53
Period 5	11:53 – 1:03
Period 4	1:07 – 1:42
Period 6	1:46 – 2:21
Period 7	2:25 – 3:00

2 hour Late Schedule(Wed)

Period 1	10:00 - 10:31
Period 2	10:35 – 11:06
Period 3	11:10 – 11:41
Period 5	11:41 – 12:46
Period 4	12:50 – 1:21
Period 6	1:25 – 1:56
Period 7	2:00-2:31
Teacher PLC	2:35 – 3:30

Early Release 1:00

Period 1	8:00 – 8:35
Period 2	8:39 – 9:14
Period 3	9:18 – 9:53
Period 4	9:57 – 10:32
Period 6	10:36 – 11:11
Period 5	11:11 - 12:21
Period 7	12:25 – 1:00

Note: All lunch periods are encompassed within Period 5 in all schedules.

Caledonia Area Public Schools
District #299

Mission

Our mission is to inspire every student a love of learning by: Igniting curiosity, nurturing potential, Seeking knowledge, Embracing the future.

Values

- Respect: Treat everyone in our community with dignity, respecting the role of parents, staff, and the community in the development of our students.
- Integrity: Adhere to the highest standards of professionalism, ethics, and personal responsibility.
- Excellence: Strive for excellence among staff, teachers, and students.
- Parental/Guardian Involvement: Be open and transparent with parents/guardians and recognize that they have the primary role in important decisions involving their students.
- Freedom and Innovation: Infuse and energize through freedoms of speech, thought, and discussion
- Partnerships: Encourage community engagement that fosters collaboration among the school, staff, students, and community.
- Equal Opportunity: Commit to providing every student with an equal opportunity to succeed.
- Stewardship: Sustain and reinvest by wisely managing our human and material resources.

Philosophy

- Sportsmanship will have a constant presence in all school-based activity programs.
- Students have an equal opportunity to participate in all sponsored activities offered by Caledonia Area Public Schools .
- Ethical behavior, dignity and respect are non-negotiable by the coaches, students, parents, and fans.
- Participation in school-sponsored activities will be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and the districts' communities.
- Caledonia Area Public Schools promotes providing programs that are competitive, equitable, and uniform while learning valuable lessons through participation.
- Compliance with school, community and Minnesota State High School (MSHSL) League rules are essential for all activity participants.
- The District will facilitate communication between coaches, parents, and students through preseason meetings and clearly defined references in student and coach's handbook.

MIDDLE SCHOOL MISSION STATEMENT

Caledonia Area Middle School consists of students, staff and community working together to celebrate the uniqueness of the young adolescent.

We are committed to providing an inviting learning environment that fosters the intellectual, physical and emotional development of all our students.

We join them in a time of exploration, making connections with others, their learning and the real world.

Caledonia Area Middle School seeks to embrace and nurture leadership, respect for diversity, ethical sensitivity, all within a positive environment.

ADD/DROP PERIOD

Students have until the start of a semester to add/drop classes to their schedule. To be eligible for a schedule change, a student must complete the Add/Drop form and have all required signatures in order for the class change to be considered within the first five days of the course. Administration reserves the right to deny any schedule changes. Any schedule changes after the add/drop period, will result in an “F” being given for the class that the student wants to “drop”.

ACCESS TO INFORMATION

School District Website: <https://www.cps.k12.mn.us/>

PowerSchool: Used for official records including but not limited to attendance and grades.

Schoology: Primary communication platform used for the following: Student access to courses, event/activity announcements, scholarship opportunities, and other school related information.

ALICE

Internal Threat Procedures: This will occur when the threat is inside of the building. There is no script or prescribed method. Staff will need to problem solve based on the situation to take tactical advantages they have to keep students and staff alive.

- **A.L.I.C.E.** (Alert, Lockdown, Inform, Counter, Evacuate) Program takes a real look into an active shooter situation and teaches students and teachers what tactical advantages they have if a situation might occur that could keep them alive. The program is divided into five steps, and every step is important.
- **Alert:** Sound an alarm of the situation at hand and call the police. Information of the situation should be provided by all possible means including the public address system. **For example: Gunman in the cafeteria.**
- **Lockdown:** Doors should be locked to provide a time barrier and give students and teachers time to recognize the threat. If they are not in the danger zone, they should evacuate as quickly as possible.
- **Inform:** If possible keep teachers, students, and the police up-to-date on the shooter’s location inside the building.
- **Counter:** Interrupt the physical act of shooting. If the shooter walks into a classroom or hall and you have no escape route, start throwing anything and everything you can at him/her to interrupt his/her accuracy. **This is a last resort** and is a survival process to stay alive. If multiple people can overpower the gunman after being distracted and hit with items, swarm the shooter and detain him.
- **Evacuate:** We want as many people away from the situation as possible. Students who evacuate the building should find their way to one of the locations listed below. The bus company will run buses along the identified locations and bring students and staff to a safe location where students and staff will be accounted for.
 - **Corner of HWY 76 & County Road 1**
 - **Corner of West Main Street & Gjere Ave**
 - **Kwik Trip**

ANNOUNCEMENTS

Announcements are available all day long through Schoology. Students and teachers are responsible for viewing these announcements.

BIKES

Student bicycles are to be stored at the bike rack in the front of the building. Locking the bike is recommended. We recommend that students walk their bikes across the highway.

DEFINITION OF A STUDENT

The word “student” as used in school district and administrative policy statements shall be defined as anyone enrolled and attending classes daily but not necessarily on campus in Caledonia Public Schools regardless of age, race, creed or sex and all policies shall apply equally to all students. According to the Minnesota Statute 124D.03, subdivision 1, part (b) “A district may refuse to allow a pupil who is expelled under section 121A.45 to enroll during the term of the expulsion if the student was expelled.” Reasons for expulsion are listed in the statute. No student shall be formally enrolled in school until the official transcript is received, evaluated and approved for enrollment by the administration.

Eighteen-year-old students: All students regardless of age, are governed by the rules for students provided in school district policy and this handbook.

DIRECTORY INFORMATION

In compliance with Federal and State Statutes pertaining to pupil records and maintain the ability to release certain information concerning students, the following information shall be considered directory data. Such information may be released by authorized school employees without prior written consent.

This directory information shall include and shall be limited to:

- The student’s name
- The student’s address
- The student’s telephone listing
- The student’s date of birth
- The student’s grade level
- The student’s participation in officially recognized activities and sports
- The weight and height of members of athletic teams
- The student’s attendance
- The student’s degrees and awards received, to include being named on the honor roll
- The most recent previous educational agency or institution attended by the student
- The student’s photograph

Any parent that chooses to withhold the above listed information from publication must inform their student’s principal in writing of their intent within 10 days of the publication of this notice. Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events, and high school league activities or events.

DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS

Students may not distribute non-school-sponsored materials in school without pre-approval of the school administration, as per board policy.

ELIGIBILITY

Students are not eligible to be on Prom court, Homecoming Court, Snow Days court, other school assigned courts or other events if staff and administration deem necessary due to a MSHSL violation OR academic ineligibility.

EMERGENCIES

EVACUATION PROCEDURES – In the event that presence in the school building becomes unsafe, the following evacuation procedures will be followed:

Communication

The principal or designee will make a general announcement over the public address system stating that all students and staff are to leave the building immediately and report to

their supervisor at the place announced at that time. Further information will be given at that place upon all students having arrived.

Transportation

NO VEHICLES ARE TO BE USED BY STUDENTS or staff during the evacuation and relocation. Should transportation be necessary, school buses will be made available.

Accountability

Student attendance will be taken at the designated point of assembly.

Expectations for students regarding behavior

Students are to remain with the group they have been assigned to. (An example is; if you are assigned to Algebra 2 when the announcement comes you need to stay with the Algebra 2 group.) **Do Not Go To Your Locker** under any circumstances!

Any situation affecting hundreds of people requires maximum cooperation. Please listen and comply to create the safest situation possible.

EMERGENCY CLOSINGS/FLEXIBLE LEARNING DAYS/E-LEARNING DAYS

A Flexible Learning Day/E-Learning day is a school day that offers full access to online instruction or activities provided by students' individual teachers in the event of an emergency closing. Such days will count as a day of instruction in the hours of instruction under Section 120A.41. A school district that chooses to have E-learning days may have up to five E-learning days one school year. The first day of weather or emergency closing will be a free day "snow day" for students. Thereafter, the second through sixth days of weather or emergency closings will be flexible learning days. Day 7 and 8 of weather or emergency closing will be a free day "snow day" for students. Any subsequent emergency cancellations beyond 8 days will only be made up if student hours fall under statutory guidelines. If cancellations due to emergency situations result in student hours below statutory guidelines, the district shall meet within fifteen days of such a closing to discuss how to best meet the statutory guidelines.

A school board may adopt an e-learning day plan after consulting with the exclusive representative of the teachers. A charter school may adopt an E-learning day plan after consulting with its teachers. The plan must include accommodations for students without Internet access at home and for digital device access for families without the technology or an insufficient amount of technology for the number of children in the household. A school's E-learning day plan must provide accessible options for students with disabilities under chapter 125A.

A school district or charter school must notify parents and students of the E-learning day plan at the beginning of the school year.

On an E-learning day declared by the school, a school district or charter school must 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.

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.

FIRE DRILLS

The State Fire Marshall requires timed fire drills during the school year. When the alarm sounds and the strobe lights come on, leave the building as quickly as possible via the exit designated for your room. Our building should be evacuated by quickly walking to the assigned area. Students are to stand clear of the exit area more than 100 feet and remain out of the building until the all clear is sounded. False alarms will be prosecuted to the full extent of the law.

GRADUATION CEREMONY

Students must have completed all necessary requirements prior to graduation in order to walk with their peers in the graduation ceremony. No alterations are permitted to any graduation attire including but not limited to cap, gown, tassel, stoll & school issued cords. If alterations are made, the school reserves the right to refuse participation in the graduation ceremony.

GRADUATION REQUIREMENTS

To be eligible for a diploma, students must obtain 25 credits, with 1 credit representing a full year of class. Credits will be awarded at the end of each semester, with the semester grade calculated by averaging the percentages of the two quarter grades earned. For any student taking PSEO courses, credits will be converted to .25 HS credit per college credit. (Ex. 3 college credits=.75 HS credit. Caledonia Area High School does have an early completion option. If a student plans to complete early, the student must have all credits completed at the end of a semester while maintaining full-time status at Caledonia Area High School.

The following credits are required at each grade level and must be successfully completed for graduation.

Grade 12

English (1 credit)
Economics(.5 credit)
World History(.5 credit)
Personal Finance (.5 credit)

Grade 11

Language Arts (1 credit)
Math (1 credit)
Geography (1 credit)
Chemistry **OR** Physics (1 credit)

Grade 10

Math (1 credit)
Biology (1 credit)
American History (1 credit)
Language Arts (1 credit)
Careers (.5 credit) **OR**
Intro to Ag, Food & Natural Resources (.5 credit)

Grade 9

Language Arts (1 credit)
Physical Ed (.5 credits)
Math (1 credit)
Civics (1 credit)
Physical Science **OR** Intro to Chem &
Physics **OR** Earth &
Environmental Science (1 credit)

Additional Requirements

In grades 11 and/or 12 a student must pass an additional credit in science and in grades 9-12 a student must pass one credit of arts (visual art, music, theater, or media arts). Along with these, students must also satisfy the state assessment requirements.

Note 1: Students will be expected to be enrolled in a minimum of six credits out of the possible seven credits per year, and have a maximum of one study hall per semester.

Student Success Plans

Beginning no later than 9th grade, students will meet with MS/HS Counselor and begin to establish plans that will include personal/high school goals, career aspirations, high school course pathways, learning basic job application skills, creating resumes, etc. the list goes on and on. Parents are encouraged to be a part of this critical process and are invited to participate during meeting times if they can make it.

Online Courses

If students are interested in taking online options, whether through our high school or through a college, please refer to the course handbook or see MS/HS Counselor in the guidance office. Students must meet with the High School Principal and Counselor by May 15th of the previous

school year if interested in taking college courses for the upcoming school year. If students fail online courses administration reserves the right to deny taking additional online courses.

GUIDANCE/STUDENT SERVICES

The counselor is available for student problems relating to personal/social development, scheduling, graduation requirements, college entrance information, and career information. Guidance services help fill needs generally not met elsewhere. Students are encouraged to seek assistance and not wait to be called.

HONOR ROLL

Students may qualify for either the different honor rolls at the end of each semester. They must meet the following criteria:

1. Have no incompletes on their report card.
2. To qualify for the "A" honor roll, at student must have a semester gpa of 3.666.
3. To qualify for the "B" honor roll, a student must have a semester gpa of 3.0.
4. To qualify for the Principal's honor roll, a student must have a semester gpa of 4.0

HONOR GRADUATES

Students with a cumulative GPA of 3.5 or higher at the end of **1st Semester** their senior year will be designated as honor graduates, and will be recognized as such at graduation.

HEALTH POLICY

If a fever of 100.0 degrees or above is present, students will be sent home and allowed to return to school once they have been fever free for 24 hours without the use of fever reducing medications. Any student with a contagious disease (pink-eye, impetigo, strep throat, etc) will be sent home and must remain out of school until they have been on properly perscribed medication for 24 hours OR have a physicians note saying that the student is no longer contagious.

IMMUNIZATIONS

All students are to have their immunizations up to date PRIOR to school entry unless the proper completed documentation is turned into the health office. This is a State Law.

INCOMPLETE GRADES

With an extenuating circumstance AND approval by administration, students have up to 10 school days following the last day of the term to turn in incomplete work and have their grade restored. After the 10th day, if the incomplete work is not completed, the incomplete grade will become an F for that class.

LIBRARY MEDIA CENTER (LMC)

The LMC is a support service resource to be used by students for research, and other informational purposes. All materials have been entered into a computer circulation program. Fiction and non-fiction books may be checked out for two weeks and renewed once if necessary. Magazines and pamphlets may be check out for one week with one renewal. Reference and reserve material may be check out overnight and are to be returned by the beginning of 1st period the next morning. Computers located in the media area are to be used primarily for obtaining information.

Policies for Overdue Materials:

1. Overdue notices will be given, and a short grace period will be allowed.
2. Students will assume all responsibility for getting materials in on time.
3. Students with overdue material are not allowed to check out additional library materials.
4. All fines are payable to the Library Media Center

5. Diplomas will be held until materials are returned or all fines are paid in full to the Library Media Center

LOST OR DESTROYED TEXTBOOKS

The school will charge an appropriate replacement fee for textbooks or library books lost or destroyed by students. If the book is:

- a) Less than 1 year old ----- replacement cost
- b) 1 to 3 years old----- one-half of replacement cost
- c) More than 3 years old----- one-third of replacement cost

LUNCH ACCOUNT

Students will be provided one breakfast and one lunch each day free of charge. Students who wish to make ala carte purchases will need to bring money in advance. No student will be allowed to generate a negative balance at any time. Money can be dropped in a secure lockbox by the kitchen or provided to the cashier. Cash is accepted by the cashier. Students may purchase a 2nd breakfast or lunch for an additional cost. Please see the Fall newsletter for pricing. For adult meal prices, please see Fall newsletter.

MATH REQUIREMENTS FOR ADVANCEMENT

- B+ or higher in all the math courses each quarter
- Exceeds on prior math MCA's
- Pass the math placement test based on standards
- Teacher recommendation- based on work ethic/study habits
- Parent meeting required with team
- If these requirements are not being maintained the student may be asked to change courses.
- These are guidelines and final decision is left up to administration/teacher discretion.

*Students on the advanced path for math will be required to take 4 credits of math during their High School career.

MEDICATION POLICY

I. Prescription Medications

In the event that a student needs to take prescription medication during the designated school day, the parents and physician need to complete and sign a form for "Administration of Prescribed Medication". Parents are responsible for seeing that their children do not take prescription medication on their own during school hours. Students will not transport prescription medication unless written agreement between the school and parent(s)/guardian is made in advance.

Prescription medication will be given with the following requirements:

- a) Medication must be in an appropriately labeled original pharmacy container;
- b) Medications may be administered only by authorized school personnel
- c) Medications can only be administered according to the physician's direction specifying recommended dosage, frequency and method of administration

II. Non-prescription Medications

Non-prescription medications will be administered to students by district employees only if the parent/guardian has initiated a written request with instructions for administration. Over the counter medication needs to be supplied by the parent or guardian (1 bottle per family) with parent permission given in E-Registration.

III. Self-administered Medications

Written authorization from the parent/guardian must be on file with the pupil's clinical record for medications that are self-administered, such as inhalers.

All medications are to be dropped off to the health office ONLY by a parent or guardian.

Under no circumstances may school personnel provide **aspirin** unless directed by a physician.
(See Ic above)

NOTICE OF DIGITAL TOOLS

Caledonia Area Public Schools uses a variety of digital tools to support student learning. Technology vendors and software is utilized to support work as we help all students develop the skills necessary to succeed in an ever-changing world.

We have an inventory of our curriculum, testing, and assessment tools posted on our distinct website and include an outline of the student data elements within each tool. This list is maintained and communicated annually to all families at the start of the school year.

Please reach out to the building principal for additional questions regarding specific digital tools used in classrooms.

- AIMS Web Plus
- Ed Puzzle
- Edgenuity
- EduClimber
- FASTBridge
- Google Workspace for Education
- Google Meet
- Hapara
- IXL
- Kami
- Pearson
- PowerSchool
- Schoology
- Screencastify
- Securly
- SpEd Forms
- Zoom

PARKING

Students are not to be dropped off or picked up in the bus side of the parking lot. The bus side of the parking lot is designated for buses only. Students are not to park in the designated visitor parking spaces during the school day.

PERSONAL PROPERTY/LOST AND FOUND

A lost and found box is located in the custodial area.–Any articles left unclaimed at the end of each term will be disposed of properly. The school will not accept responsibility for lost or stolen goods. Neither can it assume responsibility for packing and shipping personal effects left by a student.

PLEDGE OF ALLEGIANCE

In accordance with MN Statutes 121A.11, "Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice." The pledge of allegiance will be given over the intercom on the first day of the learning week.

SCHOLARSHIPS

Students who have a MSHSL violation, in grades 9th-12th, are not eligible to receive scholarships associated with, given out or managed by the school district.

SKATEBOARDS

No skateboarding or rollerblading will be allowed on school property except for school projects with staff authorization.

SNOWMOBILES

Riding or operating snowmobiles on the property of Caledonia Middle/High School is left up to the discretion of the Administration.

STORMY WEATHER POLICY

The closing of school due to storms or other emergency conditions will be announced as early as possible over the Spring Grove, La Crosse, Waukon, and Preston radio stations and Rochester and La Crosse TV stations, as well as instant alerts being sent via the SchoolMessenger system. The decision will be made as early as possible and practical. All parents are to make arrangements for emergency lodging for their children with a relative or friend in town if a sudden storm makes it impossible for the buses to get students home. An emergency card will be provided for this purpose.

STUDENT LOCKERS

School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent and without a search warrant. Personal padlocks will be cut off by school officials, without consent, if necessary. The personal possessions of students within a school locker may be searched only when school authorities have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school authorities must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials. Lockers are to be used for books and school supplies. All clothing and personal items must be kept in them. Avoid storing items like money, CDs, headphones, etc. in your locker. It is advised to lock your locker and keep it locked at all times; do not reveal your combination to anyone; do not change lockers with another student; and, keep your locker neat. Do not use any means to defeat the locking mechanism of any locker, including your locker. You are responsible for the costs of replacement, or repairs including labor.

STUDENT RETENTION

A student must pass their required classes in grades 6, 7, and 8 in order to be promoted to the next grade. Academic credits are as follows:

Grade 6

English: .5
Social Studies: .5
Science: .5

Grade 7

English: .5
Social Studies: .5
Science: .5

Grade 8

English: .5
Social Studies: .5
Science: .5

Math: .5
Technology Skills: .5
PE/Health: .5
Music: .5

Math: .5
Art: .5
PE/Health: .5
Music: .5

Math: .5
Industrial Tech: .25
PE: .25
Music: .5

A student may be promoted to the next grade level but be required to make up the class or classes that he/she failed during the previous year. The principal will make the final decision regarding the student's placement based on evidence and recommendations gathered from the student's teachers, counselor, and parents.

TELEPHONES/CELL PHONES

The office telephones are maintained for school business and are not intended for personal calls by students except in the case of an emergency. One phone in the office is available for student use. There is also a wall phone in the commons area for use during the school day or after office hours. Messages will be accepted by the office staff for students and delivered to them when convenient. Office staff will transfer emergency calls for staff or students only.

Middle School: Once the school day begins, cell phones are to be turned off and put away.

High School: Students may not use their cell phone during class time. Students will be required to place their phone in the designated location upon entering the classroom. Phones will be left in the designated location for the entirety of the class period even if a student leaves the classroom. Students may use their cell phone only during passing time and lunch. If staff sees a student using a phone at unacceptable times, the phone will be taken.

If a cell phone or electronic device is confiscated by any staff member for misuse, the school is not responsible for any loss or damage arising from the action. Students cannot take pictures or audio recordings of other students or staff members without prior permission. The first time an electronic device is removed from a student by a staff member, the student may pick up the device in the office at the conclusion of the school day. The 2nd offense will require a parent/guardian to come to the school to pick up the device from administration or have an alternative plan made. After an electronic device is removed from the student for a 3rd time, that consequence is left up to the discretion of the administration.

TOBACCO FREE SCHOOL BUILDING AND GROUNDS

The Caledonia Middle/High School building, facilities, vehicles, equipment and grounds are considered to be tobacco free. This includes cigarettes, chewing tobacco, E-Cigarettes and vaping.

TORNADO DRILLS

The state requires one (1) drill per year. When the alarm sounds, exit whichever room you are in as quickly as possible and follow directions on "Tornado" signs which are posted in each room.

TRAVEL OUTSIDE OF SCHOOL DISTRICT

It is the policy of the school that whenever the school sponsors an event out of town, students are to travel to the event in the transportation provided by the school. This would include contests, performances, etc. Students will follow the school's bus riding guidelines. Students may not use personal vehicles for transportation for performances during the school day to out-of-town sites, or any time they are considered under the school's supervision. Exceptional situations may be considered with the director's and/or principals consent as long as the student's parent provides the transportation.

PARTICIPATION

Participation in high school interscholastic programs is limited to students in grades 7-12 inclusive which is consistent with the MSHSL League. Eligible students who desire to participate and abide by the MSHSL League and Caledonia Area Public Schools rules and regulations will be provided the opportunity to compete in programs that are equitable and uniform. Academic credit recovery needs to be complete before ANY participation in ANY extracurricular activities. The payment of a required participation fee allows a student to become part of the program and to be issued a uniform, if applicable, and any other required equipment. It does not guarantee equal participation in competitive individual or team contests, games or activities.

A basic "No Cut" policy shall be observed by coaches and advisors unless District economic factors require limitations. When dealing with a "No Cut" policy the intentions are to follow the values supported by the District.

In the event a student has questions or concerns, coaches at the 9-12 grade levels will provide an individual meeting with that student to review roles and responsibilities and explain what the student can expect for playing time. In a situation where a student may not understand why playing time is limited, the coach will outline the steps needed in order for an opportunity for playing time to increase.

The coach and student will observe that varsity level is a competitive interscholastic athletic program and that playing time will not be evenly distributed. Coaches may offer the opportunity to students with high skill levels to be on the roster at a level other than their own grade. Coaches will follow the official MSHSL League Athletic Policies (Bylaw 502) in regards to player participation limitations. A team member, regardless of his/her role on the team, has the responsibility to contribute his/her best effort toward the success of the team. Team members also have the right to expect equal respect and appreciation for the work and effort expended to improve the team.

9th Grade: Skill development, fundamentals, and teamwork are emphasized at this level. Playing time will begin to shift toward those who demonstrate a desire, work ethic, skill level, and the attitude it takes to become successful in this activity. Coaches will provide opportunities for all team players to have some playing time throughout the course of the season.

Junior Varsity: Teamwork and skill development continue to be the emphasis. Increased playing time may be provided to team players who display advanced skills and development. Junior varsity's main objective is to continue the development of those players who have worked to improve their skills.

Varsity: Emphasis is on team work, to further refine life skills and development, and to strive for a winning season within the parameters of the rules and good sportsmanship. Playing time will be given to those who most help the team attain those objectives.

The district provides the authority to the Activities Director, and/or the High School Principal and Superintendent to ensure that all aspects of co-curricular mission, values and philosophy are carried out.

CO-CURRICULAR ACTIVITIES

It is the policy of Caledonia High School to encourage student participation in co-curricular activities. Participation in a co-curricular is a privilege and not a right. In the sports programs below the varsity level, all persons who wish to participate in a particular sport will receive as much help as possible to achieve success in their chosen sport or sports.

Minnesota State High School League (MSHSL) rules establish the number of participants that can take part in League competitions at the varsity level. This may necessitate a decrease in the number of persons who may take part in that particular varsity sport. When a reduction in the number of participants is necessary, the coaches will make every effort to consider the self-esteem and sensitivity of those young persons who will not be able to continue with a particular activity. Coaches may decide to carry more players on the team roster during the season of play than specified by MSHSL rules. However, tournament team numbers must comply with League rules. Any decrease in the number of participants will be the decision of the head coach involved. At this time the following programs are offered at Caledonia Area Middle and High School:

Football	Volleyball
Boys Soccer	Girls Soccer
Wrestling	Gymnastics
Boys Basketball	Girls Basketball
Boys Golf	Girls Golf
Boys Track	Girls Track
Baseball	Softball
Minnesota Honor Society	Knowledge Bowl
FFA	Student Council
Pep Band	All School Musical
One-Act Play	Robotics
BPA	

ACTIVITY GOLD CARDS

Students who achieve the A honor roll at the end of either semester the previous school year will be awarded a Gold Card. Students with a Gold Card will be allowed to attend all conference events for free. Students must show their card when entering the event.

ATHLETIC ADMISSIONS

Admission prices for athletic events are as follows: \$4.00 single student admission and \$6.00 single adult admission, 65 years old and over are free to attend an event. Season tickets may be purchased for \$80.00 for students; \$100.00 for adults; free for senior citizens 65 years and over (donations accepted); and \$250.00 for a family.

FUNDRAISING

Student groups, organizations, or individuals are not to raise monies unless a fund-raiser has been approved and scheduled in advance by the organization and approved by the Activities Director and/or Principal. We strongly recommend that organizations wanting to raise funds do so by planning that activity well in advance.

MSHSL DIRECTORY INFORMATION

Directory information includes the use of student pictures, names, etc. in League programs and on the Web site. In order to address the data privacy issue, the following statement has been recommended by the MSHSL:

“Public information shall include names and pictures of students participating in or attending extra-curricular activities, school events and High School League activities or events.”

MINNESOTA HONOR SOCIETY

Students must possess a 3.5 cumulative GPA at the end of the 1st semester of their 11th grade year, to be eligible to apply to the Minnesota Honor Society.

PARTICIPATION IN CO-CURRICULAR ACTIVITIES

Eligibility

Eligibility for participation may be limited by academic standing, disciplinary matters, and enrollment status. Academic credit recovery needs to be complete before ANY participation in ANY extracurricular activities. If you have any questions about eligibility for participation in any aspect of the educational program, contact the principal.

Academic Eligibility

Any student receiving one or more failing quarter grades is declared academically ineligible for extra-curricular events. The student who is academically ineligible will be subject to a penalty of missing one or two contests for that failed term, depending on the activity (see list below). The student will also be placed on probation for the following quarter. A list of students with failing quarter grades will be given to the principal when it is available and ineligible students will be determined at that time. The penalty phase of ineligible students will be invoked at the first extracurricular activity following the publication of the ineligibility list.

Academic probation means the student is responsible for having progress reports signed by their teachers, and turned into the principal at the end of the third and sixth week of the quarter. If a failing grade is reported on either of the progress reports, the student receives an additional penalty of missing one or two contests, depending on the activity. Any student who does not turn in their progress report after the third or sixth week will miss all contests until the progress report is turned in to the principal. The number of contests a student will miss is as follows:

One contest: Football, Gymnastics, Track, Knowledge Bowl, Music, Drama, FFA, Robotics

Two contests: Soccer, Volleyball, Basketball, Wrestling, Golf, Baseball, Softball

Alcohol, Tobacco and Other Mood Altering

Chemicals, Sexual Harassment & Sexual Violence

Students participating in any school activities must be informed of the rules of eligibility.

Parent/student meetings are held prior to the opening of school for the purpose of making them aware of the rules and consequences. Activities are divided into three categories. Penalties are clearly indicated for the various rule violations.

Rules

1. All school discipline rules apply
2. Must comply with MSHSL Rules Regarding Eligibility
3. Any participant in a contest or practice must have attended at least a full day of school unless permission is obtained from the principal.

PARTICIPATION FEES/REQUIRED FORMS FOR ATHLETES

All athletes are required to turn in the following information before beginning practice in the sport in which they plan to participate or they will be unable to participate in practice sessions and interscholastic competition until such requirement is met.

1. Parent permit and health questionnaire
2. Eligibility acknowledgment form
3. Physical form every three years
4. Participation fee as established by the Board of Education

If students are unable to meet the deadline for payment, arrangements may be made with the high school principal.

STUDENT FEE SCHEDULE

<u>Athletics</u>	Gr. 7-8	Gr. 9-12
Per Sport	\$70.00	\$100.00
Individual Max	\$180.00	\$255.00
Family Max	(-----\$400-----)	
<u>Other</u>		
Wind Instruments	\$55.00	\$55.00
Percussion	\$40.00	\$40.00
Jazz Choir	\$40.00	\$40.00
All School Musical	\$35.00	\$35.00
One-Act Play	\$35.00	\$35.00
Knowledge Bowl	\$40.00	\$40.00
Individual Max	\$90.00	\$135.00
Family Max	(-----\$200-----)	

STUDENT COUNCIL

The primary purpose of the student council is to provide an avenue for communication between the student body, faculty, and administration. The organization provides students the opportunity to become involved in the democratic process of government. The class representatives will be selected when school resumes in the fall of each year if not done so at the end of the previous school year.

STUDENT ORGANIZATIONS

Certificates and pins are awarded according to the criteria established by the advisor and organization. Student organizations available are: HS & MS Student Council; Class Officers; MS Knowledge Bowl; Robotics; Jazz Choir; Jazz Band; All School Musical; One Act Play.

ALL SCHOOL ATTENDANCE AND DISCIPLINE PLAN

Attendance Policy

Caledonia Area Public Schools recognizes that daily attendance is critical to academic achievement. It is our goal to work with students, families and communities to support regular school attendance and improve academic achievement. Please call your school for further assistance or questions about the attendance policy.

For every absence you MUST call the Attendance Line at 507-725-3316 no later than 9:15 the day of the absence.

No attendance will be changed after 24 hours unless a doctor's note or proper documentation is turned into the office.

It's the Law! ^[1]_{SEP}

Minnesota law states that all students are required to attend school until they are 18 years old. A student's failure to attend school may lead to legal action for the parents/guardians and the student.

Parents will be notified after six (6) and eight (8) unexcused absences with a letter indicating how many absences the student has obtained.

What are Excused Absences?

- **Doctor/Dentist Appointments** Whenever possible, please schedule doctor and dentist appointments before and after school. If you must schedule an appointment during school, the appointment will be excused only upon receiving a **written note** from the doctor or dentist.
- **Illness**^[SEP] Students are allowed up to 8 total absences a year, or 3 days in a row, due to illness. Additional days may be granted by administration due to extenuating circumstances. A **doctor's note must be provided** if your child is gone from school more than 8 total days over the school year, or 3 days in a row. Because your child's health is important to us, school staff can help your child if you do not have health insurance or cannot afford to see a doctor. Please contact your school if you need help.
- **School Bus Problems** If your child misses school because the bus was late or did not show up at the bus stop, you **must report this to the school** that morning.
- **Religious Holidays/Cultural Observances** If your child will be gone due to a religious holiday or cultural observance, you must **notify the school** in advance.
- **Funeral Students** may be gone up to 4 days a year because of a funeral. If your child will be gone more than 4 days, you must get **written approval for additional excused** time from the Principal.
- **Family Emergency Students** may be gone up to 3 days a year because of a family emergency. If your child will be gone more than 3 days, you must get **written approval for additional excused time** from the Principal.
- **Family Activity** A student may be gone up to 5 days (regardless if the absence is one hour or the entire day) from school for a pre-approved family activity. While a family activity is an excused absence, it does not make a student eligible to participate in extracurricular activities on the day of the family activity. To get **pre-approval** from the school, you must do the following:
 1. Contact the MS/HS office prior to the absence.
 2. Before leaving, get your child's homework and agree that your child will finish the homework.
 3. Additional days may be granted by the principal in the event of extenuating circumstances.

Before leaving, get written approval from the Principal.

Consequences for unexcused absences.

The principal, or designee, is authorized to institute consequences to students for an unexcused absence from class (skipping) which may include but not limited to detention, loss of privileges such as senior open lunch, ISS, and OSS.

Tardies –Students are expected to be in class on time. Penalties for tardies are left to the discretion of administration. Missing class time for more than 10 minutes for any reason that does not meet the criteria for excused absences. Missing class time for more than 10 minutes for any reason that does not meet the criteria for excused absences will be considered as an unexcused absence for that day in that class.

Long-Term Excused Absences

Absences from school for an extended period may be excused for the following reasons:

1. Long term illness (verified by a physician's note)
2. Hospitalization
3. Death in the immediate family
4. Unusual circumstances approve by the principal

Makeup Work for Absences

Students are fully responsible for completing any missed assignments. Students will be allowed a minimum of two school days to make up work missed during an excused period of absence after their return. However, the period of time allowed to make up work may be extended at the discretion of the teacher. Students must be allowed the opportunity to complete alternative assignments for participation points. (Such as student activities, field trips, athletic competitions, etc.) **Make up work for excused absences is graded and recorded without penalty to students.** For an approved prearranged absence, a student may request assignments in advance of the absence. Teachers will provide regular or alternative assignments in advance of the absence, when feasible. Following any absence, including a prearranged absence, students should make arrangements with individual teachers for makeup work.

Leaving the building during the day

Students who fail to check out in the school office will have that absence be counted as unexcused regardless of the reason they were leaving the building. In addition, students must have prior approval in order to leave the building, and students will not be allowed to be excused after the student has left the building without permission.

Lunch time

Seniors returning late from open lunch days may result in loss of open campus privileges based on the discretion of the administration.

Attendance on game, performance, or practice days

Attendance for the entire day is required on the day of a game, performance, or practice in order for the student to participate. Students who are removed from class, serving ISS or OSS, will NOT be eligible to participate on the day of the incident or in the event of a suspension, the day the suspension is served or both. Exceptions would be for medical appointments with a written verification from the **medical office**, or others approved by the administration or the Activities Director.

ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION POLICY

Please refer to the appendix for this policy.

BACKPACK POLICY

Backpacks are to be stored in lockers during the school day unless entering or exiting the building.

BEHAVIOR MATRIX

Please refer to the appendix for this policy.

BULLYING POLICY

Independent School District #299 has a no tolerance policy for bullying/intimidation. Please refer to the appendix for more information.

CHEMICAL POLICY

Please refer to the appendix for this policy.

CLASSROOM MANAGEMENT PLANS

Students may be removed from a teacher's classroom for the following reasons:

1. Willful conduct, which materially and substantially disrupts the right of others to an education.
2. Willful conduct, which endangers school district employees, the pupil or pupils, or the property of school
3. Willful violation of any rule of conduct specified in the discipline plan.

When a removal from class occurs, the student will be marked unexcused absent from the class. The student will NOT be eligible for extracurricular activities for the day. In addition, the following are to occur:

1. If a student needs to be removed from the class, the teacher will contact the parent immediately.
2. The second time a student needs to be removed the parent, student, principal and teacher will come together for a conference.
3. If a student needs to leave class for a third time there will be out of school suspension.

DRESS AND APPEARANCE

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

Appropriate clothing includes, but is not limited to, the following:

- Clothing appropriate for the weather.
- Clothing that does not create a health or safety hazard
- Clothing appropriate for the activity (i.e., physical education or the classroom).

Inappropriate clothing includes, but is not limited to, the following:

- Clothing that does not appropriately cover the individual's body or clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Headgear, including hats or head coverings, is not to be worn in the building except with the building principal's approval (i.e., student undergoing chemotherapy, medical situations, student religious practice or belief).

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. A parent or guardian will be notified.

GUEST POLICY

All guests not enrolled in District 299 must be invited by a registered student AND complete the guest attendance form. Administrative approval is required prior to any guest being admitted to a school sponsored activity. Such as but not limited to Homecoming, Prom, Snow days. All guests must be enrolled in 9th grade or above and be no older than age 20 at the time of the event.

HARASSMENT: DISABILITY-SEXUAL-RACIAL-RELIGIOUS

Independent School District #299 has a no tolerance policy for harassment. Please refer to the appendix for more information.

HEALTH POLICY

Once a student has been removed from the school due to health reasons, that student is to remain out of school for the remainder of that school day. Depending on the health reason that the student left school, the student must remain out of school for the specified amount of time.

INTERNET USE

The school provides access to the district computer system which includes internet access. This is a privilege and it must be used in an acceptable manner. Please refer to the appendix for the complete policy.

LUNCHROOM RULES

1. **WALK TO LUNCH**
2. Wait in line without pushing, shoving, or budging.
3. Choose a table to eat at. Return to same table after emptying tray. Clean-up after yourself.
4. Students must report to the lunchroom during lunchtime. Students must stay in the cafeteria for 15 minutes before going to the open gym area, unless they have a pass to leave.
5. Appropriate behavior expected.

LYCEUMS AND ASSEMBLIES

Lyceums & Assemblies are opportunities that are arranged for students to:

A. Learn

- 1) Provide new information on various topics.
- 2) Provide information in new or particularly interesting ways.
- 3) Provide information from people or organizations regarded as experts.
- 4) Provide an opportunity that is not readily available to our students.

B. Have Entertainment

- 1) Provide a break from the standard schedule of classes.
- 2) Provide an opportunity to demonstrate school spirit

Student Responsibilities: (Appropriate Behaviors)

- 1) Students are to report to the lyceum, student attendance is expected.
- 2) Students are expected to report promptly. The standard passing time is sufficient.
- 3) Students are to be seated only in the sections assigned for student use.
 - a) The top two rows of the bleacher seats are to be left open for faculty seating,
- 4) Students are to be seated closely to the performance.
- 5) Pop or other refreshments are not allowed to be brought in.
- 6) Students are to be courteous to the presenter classmates, faculty, by:
 - a) quickly and quietly coming to order upon the start of the presentation
 - b) sitting quietly during the presentation
 - c) holding their comments unless & until a question and answer session is allowed
 - d) applauding at appropriate times

e) avoiding overzealous cheers, whistling, bleacher noise etc.

MEDIA RELEASE POLICY

Caledonia Area Public Schools reserves the right to reproduce for publication: names, photographs, videos, student work and/or creations for marketing. Publication may come in the form of, but not limited to: social media, newspapers, websites, signs and brochures. If a parent of a student or student, wish to refuse publications in any form, they must complete a Media Release Refusal Form located at the end of this document. This release policy does not apply to the school yearbook publication.

MENTAL HEALTH INFORMATION

If a student is at risk, please contact the school Principal/Counselor/School Nurse. If you feel this mental health is in need of immediate response, the crisis response number is 1-844-274-7472

MIDDLE SCHOOL ATTENDANCE

We monitor your child's attendance at school, and will watch for students who have a pattern of frequent absences. We will notify parents/guardians when a child has missed five, and again after ten, days of school. While we recognize that situations may occur that cause your child to miss days of school, we also want to help parents/guardians recognize the importance of supporting your child's education. Excessive absences may result in the school sending parents/guardians a letter requesting that all further absences related to illness be verified with a doctor's slip. Failure to do this will result in a meeting with the building principal and counselor. A plan/contract for improved school attendance will be developed. In cases of recurring absences, the administration may also request the county attorney to file a petition with the juvenile court, pursuant to Minnesota Statutes.

OPEN CAMPUS POLICY

Students are to remain in the building during their designated lunch times unless a parent or guardian has excused the student for their lunch period **AND** will be coming to the school building to pick them up. Open campus opportunities for the senior class is up to the discretion of the principal and/or administration. If open campus becomes available to seniors, parents will be notified in writing of the qualifications, expectations and consequences associated with open campus opportunities. Parents/Guardians will need to submit signed paperwork for their senior student to leave the building during senior open campus.

PERMISSION TO LEAVE THE BUILDING

Students must obtain a blue pass (permit to leave building) in advance to leave the building. Parents must communicate with the school, via phone, email or note, prior to the students leaving the campus. Students are to sign out prior to when they leave the building and sign in when returning. On particular occasions the principal retains the right to give directions regarding student attendance or departure.

PLAGIARISM

Plagiarism is defined by Webster's Dictionary as "to steal and pass off as one's own the ideas or work of another, to commit literary theft." To copy someone's work without identifying the true author with or without the author's permission or knowledge is a crime. The use of cut/copy/paste from the internet or to buy someone's work and pass it off as your own is no less a crime. This will receive severe consequences from teachers.

It is also recognized that this policy is in accordance with MNVA policy as well. First time offense will result in a warning and meeting with the Teacher, Principal, and Guidance Counselor as well as

a call to parents. The student will have a chance to redo the assignment for half credit. Second time offense will result in a zero on the assignment and a more extensive meeting with the teacher, Principal, and Guidance Counselor as well as having parents come in to discuss how to cease this behavior for the future. Third time offense will result in failure from the course and discussion on what will need to be done to correct the behavior. Parents will need to be brought in as well to meet with the Principal and Guidance Counselor.

REASONABLE FORCE

Although it is recommended that school employees refrain from physical contact with students in disciplinary actions whenever possible, a teacher, school employee, school bus driver or other agent of a district may use reasonable force in compliance with Minnesota Statutes 121A.582 and other laws to maintain order and protect persons and/or property.

SCHOOL BUS CONDUCT POLICY

School rules apply to all instances where the school provides transportation. The school bus transportation policy is listed in the appendix.

SCHOOL ISSUED DEVICES

Students are provided a school owned technology device that must be returned at the end of the school year, or last day of attendance in the district. In addition to the device, all accessories must be returned. This includes chargers, cases, styluses, etc. If the device or accessories are not returned in good condition, the student will be held accountable for full replacement cost of the device and/or the accessory. Technology Device Insurance does not cover lost devices or accessories. If the device or accessory is stolen, a police report must be given showing that the device or accessory was stolen in order to have insurance cover the cost.

SCHOOL YEAR DEFINED

The school year ends immediately following the year's graduation ceremony and the conclusion of the spring extra-curricular season/state tournament contests. The new school year begins immediately following the past year's graduation ceremony

STATEWIDE ASSESSMENT PARTICIPANT REFUSAL POLICY

Parents/Guardians reserve the right to not have their student(s) participate in state standardized testing. Please refer to the Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing. This form must be completed every year of non-participation.

UNPAID MEAL CHARGES POLICY

(Refer to School Board Policy 534)

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district's nutrition program and maintain the financial integrity of the school nutrition program. Please refer to the appendix for more information.

VIOLENCE PREVENTION & WEAPONS POLICY

(Refer to School Board Policy 501 and 523)

It is the policy of Independent School District #299 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors. Please refer to the appendix for the policy.

VISITORS DURING SCHOOL HOURS

Any student who wishes to bring a visitor to school must obtain a visitor's pass from the Principal's

office the day before the visit is to be made. Visitors will follow all CMS/CHS rules. Any violations will result in consequences for the host. Visitors are welcome, except during the first and last month of school and any day preceding or following a vacation.

APPENDIX

ARMED FORCES RECRUITER ACCESS TO STUDENTS AND STUDENT RECRUITING INFORMATION POLICY

(a) Policy

(1) Access to student recruiting information

Notwithstanding section 1232g(a)(5)(B) of this title, each local educational agency receiving assistance under this chapter shall provide, upon a request made by a military recruiter or an institution of higher education, access to the name, address, and telephone listing of each secondary school student served by the local educational agency, unless the parent of such student has submitted the prior consent request under paragraph (2).

(2) Consent

(A) Opt-out process

A parent of a secondary school student may submit a written request, to the local educational agency, that the student's name, address, and telephone listing not be released for purposes of paragraph (1) without prior written consent of the parent. Upon receiving such request, the local educational agency may not release the student's name, address, and telephone listing for such purposes without the prior written consent of the parent.

(B) Notification of opt-out process

Each local educational agency shall notify the parents of the students served by the agency of the option to make a request described in subparagraph (A).

(3) Same access to students

Each local educational agency receiving assistance under this chapter shall provide military recruiters the same access to secondary school students as is provided to institutions of higher education or to prospective employers of those students.

(4) Rule of construction prohibiting opt-in processes

Nothing in this subsection shall be construed to allow a local educational agency to withhold access to a student's name, address, and telephone listing from a military recruiter or institution of higher education by implementing an opt-in process or any other process other than the written consent request process under paragraph (2)(A).

(5) Parental consent

For purposes of this subsection, whenever a student has attained 18 years of age, the permission or consent required of and the rights accorded to the parents of the student shall only be required of and accorded to the student.

(b) Notification

The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after December 10, 2015, notify school leaders, school administrators, and other educators about the requirements of this section.

(c) Exception

The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

(Pub. L. 89–10, title VIII, §8528, formerly title IX, §9528, as added Pub. L. 107–110, title IX, §901, Jan. 8, 2002, 115 Stat. 1983; renumbered title VIII, §8528, and amended Pub. L. 114–95, title VIII, §§8001(a)(6), 8025, Dec. 10, 2015, 129 Stat. 2088, 2089, 2114.)

Prior Provisions

A prior section 7908, Pub. L. 89–10, title IX, §9208, as added Pub. L. 103–382, title I, §101, Oct. 20, 1994, 108 Stat. 3802, related to Native Hawaiian special education programs, prior to the general amendment of former subchapter IX of this chapter by Pub. L. 107–110.

Amendments

2015-Pub. L. 114–95, §8025, added subsecs. (a) to (c) and struck out former subsecs. (a) to (d) which related to policy regarding access to student recruiting information, notification of requirements of this section, exception for a private secondary school that maintains a religious objection to service in the Armed Forces, and special rule regarding Connecticut State law, respectively.

Effective Date of 2015 Amendment

Amendment by Pub. L. 114–95 effective Dec. 10, 2015, except with respect to certain noncompetitive programs and competitive programs, see section 5 of Pub. L. 114–95, set out as a note under section 6301 of **this title**.

BEHAVIOR MATRIX

Students are expected not to engage in the following activities. The consequences apply regardless of where the misbehavior occurs, including but not limited to: in school, on district property, in/on school transportation, at a bus stop, or at any extracurricular function. The consequences may also apply for misbehaviors that take place at other locations but directly affect school programs or activities. The administrator may recommend longer suspensions, expulsion, denial of transportation privileges, or other discipline on a case-by-case basis. This may include more severe consequences for students with multiple offenses in different categories of misbehavior or when a single behavior is particularly severe. Parents will be contacted for all disciplinary consequences with parent meetings on a case-by-case basis.

Behavior	1st Offense	2nd Offense	3rd+ Offense
Arson	5 days OSS with potential recommendation for expulsion, MSHSL violation, police contact	10 days OSS with potential recommendation for expulsion, MSHSL violation, police contact	
Assault, physical	3 days ISS, MSHSL violation, police contact	6 days OSS, MSHSL violation, police contact	10 days OSS, potential recommendation for expulsion, MSHSL violation, police contact
Assault, sexual	3 days ISS, MSHSL violation, police contact	6 days OSS, MSHSL violation, police contact	10 days OSS, potential recommendation for expulsion, MSHSL violation, police contact
Assault, verbal/written	3 days ISS, MSHSL violation, police contact	6 days OSS, MSHSL violation, police contact	10 days OSS, potential recommendation for expulsion, MSHSL violation, police contact
Bomb Threat	5 days OSS with potential recommendation for expulsion, MSHSL violation, police contact	10 days OSS with potential recommendation for expulsion, MSHSL violation, police contact	
Bullying, Harassment, Threats & Intimidation	1 day ISS, MSHSL violation	4 days ISS, MSHSL violation	8 days ISS, MSHSL violation
Bus Misconduct	3 days bus suspension	10 days bus suspension	Suspension from bus for the remainder of the year
Cell phone misuse	Phone turned into office, student picks up phone at end of day	Phone turned into office, parents pick up phone at end of day or have an alternative plan made with administration	Phone turned into office upon arrival at school, student picks up at end of day, for 5-10 school days
Chemical/Substance Use or possession	3 days ISS, MSHSL violation, police contact	6 days ISS, MSHSL violation, police contact	10 days ISS, MSHSL violation, police contact

Cheating/Copying, Plagiarism/Forgery	Parent/student meeting with administration, chance to redo assignment for up to 50% of credit	0 on assignment, parent/teacher meeting with administration	Failure of course
Cyberbullying	1 day ISS, MSHSL violation	4 days ISS, MSHSL violation	8 days ISS, MSHSL violation
Disorderly Conduct	1 day ISS, MSHSL violation	4 days ISS, MSHSL violation	8 days ISS, MSHSL violation
Disruptive Behavior	Administrative conference	1 hour after school detention	1 day of ISS, MSHSL violation
Dress code violation	Student and/or parent conference	1 day of ISS	Multiple days ISS or OSS
Electronic technology violation	Electronic turned into office, student picks up at end of day	Electronic turned into office, parents pick up at end of day	Electronic turned into office upon arrival at school, student picks up at end of day, for 5-10 school days
Failure to follow classroom/school rules	Administrative conference	1 hour after school detention	1 day of ISS, MSHSL violation
Hats/Hoods	Student and/or parent conference	1 day of ISS	Multiple days ISS or OSS
Disrespectful speech or language (blurting, talking during instruction)	Administrative conference	1 hour after school detention	1 day of ISS, MSHSL violation
Inappropriate display of affection	Administrative conference	1 hour after school detention	1 day of ISS
Inappropriate sexual behavior	3 days of OSS, MSHSL violation	6 days of OSS, MSHSL violation	10 days OSS, MSHSL violation, possible recommendation for expulsion
Insubordination, defiance, noncompliance	1 hour after school detention	1 day of OSS or ISS, MSHSL violation & intervention plan	Multiple days OSS or ISS, MSHSL violation
Leaving school grounds without permission	1 day ISS, MSHSL violation, police contact	4 days ISS, MSHSL violation, police contact	8 days ISS, MSHSL violation, police contact
Possession of weapons	OSS with possibility of expulsion, MSHSL violation, police contact	OSS with possibility of expulsion, MSHSL violation, police contact	OSS with possibility of expulsion, MSHSL violation, police contact
Student reported by substitute teacher	After School Detention	1 day ISS, MSHSL violation	4 days ISS, MSHSL violation
Tardies (1 st offense: 5 tardies, 2 nd offense: 10 tardies, 3 rd offense: 15 tardies)	1 after school detention	3 after school detentions	5 after school detentions
Theft (school or personal property)	3 days of OSS, restitution, MSHSL violation, possibility of police contact	6 days of OSS, restitution, MSHSL violation, possibility of police contact	10 days of OSS, restitution, MSHSL violation, possibility of police contact
Unsafe Conduct	Administrative conference	1 hour after school detention	1 day of ISS, MSHSL violation
Vandalism (Minor)	Restitution & after school detention	Restitution & 1 day ISS	Restitution & 3 days ISS

Vandalism (school or personal property)	3 days of OSS, student clean-up/ restitution, MSHSL violation, possibility of police contact	6 days of OSS, student clean-up/ restitution, MSHSL violation, possibility of police contact	10 days of OSS, student clean-up/ restitution, MSHSL violation, possibility of police contact
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BULLYING POLICY

Student’s Rights and Responsibilities

The following rights and responsibilities have been established to ensure that each student feels safe, secure and accepted regardless of race, gender, sexual orientation, appearance, age, popularity, abilities, intelligence, religion, socioeconomics and nationality.

- I have a RIGHT to learn in this school. It is my RESPONSIBILITY to work to the best of my ability and not disrupt others’ right to learn.
- I have a RIGHT to hear and be heard. It is my RESPONSIBILITY not to talk, shout or make noises when others are speaking.
- I have a RIGHT to be respected in this school. It is my RESPONSIBILITY not to hurt other people through word or action.
- I have a RIGHT to be safe in this school. It is my RESPONSIBILITY not to threaten or physically harm others.
- I have a RIGHT to privacy and to my own personal space in this school. It is my RESPONSIBILITY to respect others’ right to privacy and their own personal belongings.

** The student’s Rights & Responsibilities section has been taken from the St. Gerard School Code of Conduct from the Saskatoon School District in Saskatoon, SK. If can be found at www.scs.sk.ca/sps/st_gerard.asp.*

Minnesota Law

Students, parents, staff, administration and school board members should understand that the State of Minnesota has placed into law a number of initiatives regarding sexual, racial and religious harassment, bullying and intimidation, and violence. It is mandatory that Independent School District 299 follow these laws.

Student Behavior and Conduct

Students shall meet the expectations for student behavior and conduct while on school property, involved in school sponsored activities or in route to and from school. Therefore, Independent School District 299 has a no tolerance policy for the following actions/in the following areas:

- Sexual Harassment
- Racial Harassment
- Religious Harassment
- Disability Harassment
- Bullying/Intimidation
- Hazing

Reporting Procedures and Documentation

- Students are strongly encouraged to report any of the above behaviors immediately by notifying a staff member, going on-line to the reporting website or filling out a report form and depositing it in one of the boxes dispersed throughout the school.
- Students have the right to report improper behavior anonymously and to not be retaliated against once the report is made. Retaliation is prohibited and the consequence for a person engaging in retaliation shall be determined by the administration.
- Following a report, students should expect a prompt response from appropriate personnel. This response includes an investigation followed by disciplinary actions appropriate to the level of infraction.

** Please see Reporting Procedures under Harassment portion of this student handbook for specifics on reporting procedures and documentation.*

Mission Statement

Independent School District 299 believes that everyone should enjoy our school equally and feel safe, secure and accepted regardless of race, gender, sexual orientation, appearance, age, popularity, abilities, intelligence, religion, socioeconomics and nationality. The District recognizes violence as any word, look, sign or act that harms a person’s body, feelings, or things, or places the student in reasonable harm. Bullying is a type of violence that occurs when someone uses his or her power unfairly and repeatedly to hurt someone or their property. To make our school violence-free and safe we will:

- Pledge not to tolerate bullying
- Pledge to intervene in incidents of bullying and enforce rules against bullying
- Pledge to empower students to report bullying behavior

Levels of Bullying Behavior

Emotional

Harm to another’s body or property

Social

Harm to another’s self-worth

Physical

Harm to another’s group acceptance

Level	Verbal	Nonverbal	Verbal	Nonverbal	Verbal	Nonverbal
1	Insulting remarks Calling names Teasing	Making threatening gestures Defacing or damaging property	Gossiping Starting or spreading rumors Teasing	Giving dirty looks Insulting gestures	Taunting Expressing physical superiority	Passively not including in group Playing mean tricks
2	Insulting family Harassing with phone calls Insulting intelligence, athletic ability, etc.	Damaging property Stealing Initiating fights Scratching Tripping or causing a fall Assault	Insulting race, gender Increasing gossip or rumors Undermining relationships	Defacing schoolwork Falsifying schoolwork Defacing personal property, clothing, etc.	Threatening physical harm Blaming targeted student	Making someone look foolish Excluding from the group
3	Frightening with phone calls Challenging in public	Destroying property Setting fires Biting Physical cruelty Making repeated, violent threatening gestures Assaulting with a weapon	Threatening group exclusion	Ostracizing Destroying personal property or clothing	Making repeated and/or graphic threats Practicing extortion Making threats to secure silence	Arranging public humiliation Total group rejection or ostracizing

**This grid has been taken from the No-Bullying Program, Preventing Bullying at School, Hazeldon Information and Educational Services, Center City, MN.*

Consequences

It should be recognized that bullying, harassment and violence have become an issue in school and in the workplace. Students must learn to develop self-control and the ability to cooperate with others. Students must understand the fundamental values that are essential to the well-being of both the individual and society. Students must accept responsibility for the consequences of their actions. Failure to meet the expectations for behavior and conduct will result in the following consequences:

- Problem solving and review of school expectations by the staff member
- Implementation of a *behavior action plan*, either verbally or in writing with a “fix it” sheet” (what did I do wrong, what could I do differently, what will I do next time)
- Parental involvement with a telephone call, email or parent conference (notice will be given to the parent on the third offense or if the behavior is severe)
- Written discipline notice for severe behavior and/or following the third offense
- Temporary removal of privileges
- MLC assignment: this is placement in the Modified Learning Center for a period assigned by a staff member
- Implementation of a *behavioral contract*, which is a written agreement devised by the staff member and student
- Restitution for any lost, stolen or broken personal belongings
- Following the third offense an *individual behavior plan* will be developed that will allow for the separation of involved students
- Police involvement
- Out of school suspension
- Alternate school placement
- Expulsion

Options for Each level of Infraction

Level One	Level Two	Level Three
Problem Solving Review of School Rules Behavior Action Plan Parental Involvement Restitution	Review of Behavior Action Plan Parent Notification MLC or Detention Restitution Behavioral Contract	Review of Behavioral Contract Discipline Notice Mandatory MLC Parental Involvement Individual Behavior Plan Police Involvement Suspension Alternate School Placement Expulsion

Responsibilities of Staff

- Any staff member observing behavior will talk with that student regarding school expectations and behavior.
- If the bullying behavior continues or is severe, the staff member will write a discipline notice, recording all bullying behavior, and notify the parent(s).

**All minor and major bullying behaviors will be dealt with by staff or administration on an individual basis depending on the number or repeat occurrences and the severity of the bullying behavior.*

CHEMICAL POLICY

During the calendar year, regardless of the quantity, a student shall not use or possess a beverage containing alcohol; use or possess tobacco or use or possess chewing tobacco look-alike substances, use or possess e-cigarettes, use or possess vaping materials, or use or consume, have in possession, buy, sell, or give away any substance defined by law as a drug. Photo evidence of possession is proof of a violation for the possession rule. A student shall not buy, sell, give away, use or have in possession paraphernalia or implements used for the ingestion or assimilation of any substance defined by law as a drug. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by her/his doctor.

Any student driving a vehicle in which alcohol and/or other mood-altering chemicals or paraphernalia are found shall be considered in violation of the possession rule.

Students who are in violation of the chemical policy are encouraged to voluntarily report the violation to the Principal’s Office. Such a report will speed the formal beginning of the period ineligibility which will speed the conclusion of the process.

If a student shows evidence of alcohol usage, the principal will use “reasonable suspicion” to have the student blow air into a breath analyzer. The student will participate in the test and if a positive result occurs, then the police will be called to confirm the results and a ticket will be issued.

Mood Altering Drug & Tobacco Educational Program

Tobacco Violation

After confirmation of the first tobacco violation, a student shall receive 2 hours of classroom education and be responsible for two hours of community service time. Both of these consequences may be arranged through the Counseling Office. An alternative to these would be documentation of professional counseling/treatment.

After confirmation of the second and subsequent tobacco violation and before being re-admitted to activities following suspension for the second violation for mood altering chemicals/tobacco, the student shall do four hours of community service or have documentation of professional counseling/treatment.

Alcohol and Drug

After confirmation of the first alcohol/drug violation, the student will receive two hours of education and perform two hours of community service or show documentation of professional counseling/treatment. These consequences will be arranged through the counseling office.

After confirmation of the second alcohol/drug violation, the student will show proof of professional counseling or perform four hours of community service in addition to attending a twelve step meeting.

After confirmation of the third alcohol/drug violation, the student will show proof of professional chemical assessment and the completion of the recommended course of action.

Failure to complete the assessment and/or failure to comply with the recommendations of the assessing agency will jeopardize the student’s eligibility for graduation.

Penalties

CATEGORIES OF ACTIVITIES

CATEGORY I ACTIVITIES: Athletic competitive contest of the individual's choosing that are school sponsored activities in which the school has a schedule of MSHSL sanctioned interscholastic contests and tournaments including all athletic programs and events, cheerleading, and managers.

1st Violation - the next 2 consecutive interscholastic events or two (2) weeks, fourteen (14) calendar days, whichever is greater, in which the student is a participant.

2nd Violation - the next 6 consecutive interscholastic events or three (3) weeks, twenty-one (21) calendar days, whichever is greater, in which the student is a participant.

3rd Violation - the next 12 consecutive interscholastic events or four (4) weeks, twenty-eight (28) calendar days, whichever is greater, in which the student is a participant.

CATEGORY II ACTIVITIES: School Plays, One-Act Play, Band & Vocal Music Contests, Speech, Problem Solvers, Knowledge Bowl, FFA judging events, Jazz Band, Jazz Symposium, Robotics, Trapshooting, Fishing Club, competitions and any other activities added or deleted at the discretion of the principal.

Consequences:

(Student may practice but is not allowed to participate in performance for given days.)

1st Violation - Ineligible for 45 school days

2nd Violation - Ineligible for 90 school days and Ineligible for overnight trips for 1 calendar

3rd & Subsequent Violations - Ineligible for 1 calendar year from time of notification of school official and ineligible for overnight trips for balance of high school enrollment.

CATEGORY III ACTIVITIES: Student Council, Class Executive Council, Class Officers, Yearbook Editors, FFA officers, SADD officers, Prom Court, Prom Servers, Homecoming Court, Snow Days Court, National Honor Society, and any other leadership roles as defined by the principal.

1st and Subsequent Violations - Ineligible for 1 calendar year.

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

Penalties shall be accumulative beginning with and throughout the student's participation in school activities in grades 7-12. A student may not register for an activity solely for the purpose of satisfying a penalty period. To satisfy a period of ineligibility, a student must begin and complete the entire season.

HARASSMENT

DISABILITY - SEXUAL - RACIAL - RELIGIOUS

DISABILITY HARASSMENT

Schools have a responsibility to ensure equal educational opportunities for all students, including students with disabilities. Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (Title II) which are enforced by OCR.

Disability harassment under Section 504 and Title II is intimidation or abusive behavior toward a student based on disability that creates a hostile environment by interfering with or denying a student's participation in or receipt of benefits, services, or opportunities in the institution's program. Harassing conduct may take many forms, including verbal acts and name-calling, as well as nonverbal behavior, such as graphic and written statements, or conduct that is physically threatening, harmful, or humiliating.

Examples of harassment are:

- 1) Students remark out loud to other students during class that a student with a disability does not belong in the class.
- 2) A student repeatedly places classroom furniture or other objects in the path of classmates who use wheelchairs.
- 3) Students continually taunt or belittle a student with a disability by mocking and intimidating him/her.

I. GENERAL STATEMENT OF POLICY

It is the policy of Independent School District No. 299 to maintain a learning and working environment that is free from religious, racial, or sexual harassment and violence. The School District prohibits any form of religious, racial, or sexual harassment and violence.

It shall be a violation of this policy for any student, employee, volunteer or contracted service person of School District No. 299 to harass a student, employee, volunteer, or contracted service person through conduct or communication of a sexual nature or regarding religion and race as defined by this policy.

It shall be a violation of this policy for any student, employee, volunteer or contracted service person of School District No. 299 to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence to any student, employee, volunteer or contracted service person.

The School District shall investigate all complaints, either formal or informal, verbal or written, of religious, racial, or sexual harassment or violence and take appropriate action against any student, employee, volunteer or contracted service person who is found to have violated this policy.

II. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT, VIOLENCE AND HAZING DEFINED

- A. **Sexual Harassment: Definition.** Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or

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

Sexual harassment may include, but is not limited to:

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome sexually motivated or inappropriate patting or pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status;
6. unwelcome behavior or words directed at an individual because of gender.

- B. **Racial Harassment: Definition.** Racial harassment consists of physical or other verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

- C. **Religious Harassment: Definition.** Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

- D. **Sexual Violence: Definition.** Sexual violence is a physical act of aggression or force or threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

1. Touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or opposite sex;
2. Coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. Coercing, forcing or attempting to coerce or force sexual acts, including the touching of intimate parts or intercourse, on another.

- E. **Racial Violence: Definition.** Racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to, race.

- F. **Religious Violence: Definition.** Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.

- G. **Assault: Definition.** Assault is;

1. an act done with intent to cause fear in another of immediate bodily harm or death;
2. the intentional infliction of or an attempt to inflict bodily harm upon another, or
3. the threat to do bodily harm to another with present ability to carry out the threat.

H. Hazing Definition. Hazing means doing something or making another student do something that creates a risk of harm to a student in order for the student to be initiated into or affiliated with a student organization. Engaging in any behavior which constitutes “hazing” is a violation of this school discipline policy and may subject the student to discipline including suspension and expulsion regardless of time or place it occurs.

III. REPORTING PROCEDURES

Any person who believes he or she has been the victim of religious, racial, sexual or hazing harassment or violence by a student or an employee of the School District, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a student or employee of School District should report the alleged acts immediately to an appropriate School District official designated by this policy. The School District encourages the reporting party or complainant to use the report form available from the principal of each building or available from the School District office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a District Human Rights Officer or to the Superintendent.

A. In Each School Building. The building principal is the person responsible for receiving oral or written reports of religious, racial, sexual or hazing harassment or violence at the building level. Any adult School District personnel who received a report of religious, racial, sexual or hazing harassment or violence shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the Human Rights Officer/Superintendent immediately, without screening or investigating the report. The principal may request but may not insist upon a written complaint. A written statement of 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 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 filed directly with the Superintendent by the reporting party or complainant.

B. In the District. The School Board hereby designates the Superintendent as the District Human Rights Officer to receive reports or complaints of religious, racial, sexual or hazing harassment or violence. If the complaint involves the Superintendent, the complaint shall be filed directly with the Chairperson of the School Board. The School District shall conspicuously post the name of the Human Rights Officer, including a mailing address and telephone number.

C. Submission of a good faith complaint or report of religious, racial, sexual or hazing harassment or violence will not affect the individual's future employment, grades or work assignments.

D. Use of formal reporting forms is not mandatory.

E. 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 and the necessity to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

IV. INVESTIGATION

By authority of the School District, the Superintendent / Human Rights Officer upon receipt of a report or complaint alleging religious, racial, sexual or hazing harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by School District officials or by a third party designated by the School District. 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.

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 incidence or past and 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.

In addition, the School District may take immediate steps, at its discretion, to protect the complainant, students and employees pending completion of an investigation of alleged religious, racial, sexual or hazing harassment or violence.

The investigation will be completed as soon as practicable. The Superintendent /Human Rights Officer shall make a written report upon completion of the investigation. If the complaint involves the Superintendent, the report shall 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 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 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 student or employee who retaliates against any person who reports alleged religious, racial, sexual or hazing harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

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.

VIII. VIOLENCE OR HARASSMENT AS ABUSE

Under certain circumstances, alleged harassment or violence may also be abuse under Minn. Law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable. Nothing in this policy will prohibit the School District from taking immediate action to protect victims of alleged harassment, violence or abuse.

IX. DISSEMINATION OF POLICY AND TRAINING

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

INTERNET/ELECTRONIC ACCEPTABLE USE AND SAFETY POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

The Caledonia Area Public School District provides technology resources to its students and staff for educational, administrative, and informational purposes. The goal in providing these resources is to promote educational opportunities by facilitating resource sharing, innovation, and communication.

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

III. LIMITED EDUCATIONAL PURPOSE

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

IV. USE OF SYSTEM IS A PRIVILEGE

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

V. UNACCEPTABLE USES

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

1. Users will not use the school district system to access, review, upload, download, store, print, post, receive, transmit or distribute:

- a. pornographic, obscene or sexually explicit material or other visual depictions that are harmful to minors;
- b. obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexual explicit language;
- c. materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
- d. information or materials that could cause damage or danger of disruption to the educational process;
- e. materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.

2. Users will not use the school district system to knowingly or recklessly post, transmit or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

3. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.

4. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring or take any action to violate the school district's security system, and will not use the school district system in such a way as to disrupt the use of the system by other users.

5. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.

6. Users will not use the school district system to post private information about another person, personal contact information about themselves or other persons, or other personally identifiable information, including, but not limited to, addresses, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, labeled photographs or other information that would make the individual's identity easily traceable, and will not repost a message that was sent to the user privately without permission of the person who sent the message.

7. Users must keep all account information and passwords on file with the designated school district official. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user. Messages and records on the school district system may not be encrypted without the permission of appropriate school authorities.

8. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.

9. Users will not use the school district system for conducting business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product **advertisement**. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.

10. The school district retains the right to search school-owned computer and data for inappropriate use.

11. The school district is not responsible for end-user action

12. Only school-owned and/or school authorized hardware/software can be plugged into the network.

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

VI. FILTER

[Note: Pursuant to state law, school districts are required to restrict access to inappropriate materials on school computers with Internet access. School districts which seek either technology revenue pursuant to Minn. Stat. § 125B.25 or certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective in 2001. Those districts are required to comply with additional standards in restricting possible access to inappropriate materials. Therefore, school districts should select one of the following alternative sections depending upon whether the school district is seeking such funding and the type of funding sought.]

ALTERNATIVE NO. 3

School districts which receive certain federal funding, such as e-rate discounts, for purposes of Internet access and connection services and/or receive funds to purchase Internet accessible computers are subject to the federal Children's Internet Protection Act, effective 2001. This law requires school districts to adopt an Internet safety policy which contains the provisions set forth below. Also, the

requires such school districts to provide reasonable notice and hold at least one public hearing or meeting to address the proposed Internet safety policy prior to its implementation. School districts that do not seek such federal financial assistance need not adopt the alternative language set forth below nor meet the requirements with respect to a public meeting to review the policy. The following alternative language for school districts that seek such federal financial assistance satisfies both state and federal law requirements.

A. With respect to any of its computers with Internet access, the School District will monitor the online activities of minors and employ technology protection measures during any use of such computers by minors and adults. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

1. Obscene;
2. Child pornography; or
3. Harmful to minors.

B. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; or
2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
3. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

C. An administrator, supervisor or other person authorized by the Superintendent may disable the technology protection measure, during use by an adult, to enable access for bona fide research or other lawful purposes.

[Note: Although school districts are not required to adopt the more restrictive provisions contained in either Alternative No. 2 or No. 3 if they do not seek state or federal funding, they may choose to adopt the more restrictive provisions as a matter of school policy.]

VII. CONSISTENCY WITH OTHER SCHOOL POLICIES

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

VIII. LIMITED EXPECTATION OF PRIVACY

A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.

B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.

C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

D. Parents have the right at any time to investigate or review the contents of their child’s files and email files. Parents have the right to request the termination of their child’s individual account at any time.

E. School district employees should be aware that the school district retains the right at any time to investigate or review the contents of their files and e-mail files. In addition, school district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minn. Stat. Ch. 13 (the Minnesota Government Data Practices Act).

F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

IX. INTERNET USE AGREEMENT

A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

B. This policy requires the permission of and supervision by the school’s designated professional staff before a student may use a school account or resource to access the Internet.

X. LIMITATION ON SCHOOL DISTRICT LIABILITY

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

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

XI. USER NOTIFICATION

A. All users shall be notified of the school district policies relating to Internet use.

B. This notification shall include the following:

1. Notification that Internet use is subject to compliance with school district policies.
1. Disclaimers limiting the school district’s liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.

3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
5. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student and/or the student's parents.
6. Notification that the collection, creation, reception, maintenance and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Pupil Records.
7. Notification that, should the user violate the school district's acceptable use policy, the user's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
8. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

XII. PARENTS' RESPONSIBILITY; NOTIFICATION OF STUDENT INTERNET USE

A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.

B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:

1. A copy of the user notification form provided to the student user.
2. A description of parent/guardian responsibilities.
3. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
4. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
5. A statement that the school district's acceptable use policy is available for parental review.

XIII. IMPLEMENTATION; POLICY REVIEW

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

OBJECTION TO INTERNET USE FORM

This objection applies to the school year and must be specifically renewed at the beginning of each school year. Complete one form for each student. Please return to the school office by September 10.

STUDENT'S NAME (please print): _____

I object to _____ using the internet for the school year.
(Student's name)

PARENT/GUARDIAN SIGNATURE: _____

STUDENT'S NAME: _____

TODAY'S DATE: _____

SCHOOL BUS POLICY

SCHOOL BUS TRANSPORTATION SAFETY IS A TEAM EFFORT INVOLVING THE SCHOOL STAFF, BUS DRIVERS, STUDENTS AND PARENTS.

- 1) Students who ride the bus need to tell their bus concerns/incidents to their bus driver.
- 2) When student bus concerns/incidents are told to parents by students, parents then need to contact their child's bus driver by phone.
- 3) Bus drivers with concerns and in cases of all written bus incident reports need to call the student's parents.
- 4) School bus safety is a team effort involving the school staff, bus drivers, students and parents.

If administrative follow-up or intervention is necessary, then please contact one of the following principals.

Mr. Nathan Boler, Middle School/High School Principal
Mr. Kyle Seim, St. John's School Principal
Mrs. Susan Link, Elementary Principal
Mrs. Rebecca Stutzman, St. Mary's School Principal

I. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events.

A. Rules at the Bus Stop

1. Get to your bus stop 5 minutes before your scheduled pick up time.
2. Respect the property of others while waiting at your bus stop and keep your arms, legs and belongings to yourself.
3. Use appropriate language.
4. Stay away from the street, road or highway when waiting for the bus. Wait until the bus stops before approaching the bus.
5. After getting off the bus, move away from the bus.
6. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
7. No fighting, harassment, intimidation or horseplay.
8. No use of alcohol, tobacco or drugs.

B. Rules on the Bus

1. Follow the directions of the driver the first time given.
2. Sit in your seat facing forward. No moving from seat to seat while bus is in motion.
3. Talk quietly and use appropriate language.
4. Keep all parts of your body inside the bus.
5. Keep your arms, legs and belongings to yourself.
6. No fighting, harassment, intimidation or horseplay.
7. Do not throw any object in or from the bus.
8. No eating, drinking or use of tobacco or drugs.
9. Do not bring any weapon or dangerous objects on the school bus.
10. Do not damage the school bus.

C. Spectator Bus (Students)

1. Regular school bus rules apply.
2. The last set of lights in the back of the bus will be lit during any night travel.

D. Consequences

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

1. Students Grades K-12

1st offense -- warning by bus driver; driver may assign a seat to a student.

2nd offense -- parents are contacted by bus driver or building principal.

3rd offense -- Suspension from riding the bus for 3 days of school attendance. A meeting with parent/guardian will be scheduled.

4th offense -- Suspension from riding the bus for 5 days of school attendance. A meeting with parent/guardian will be scheduled.

Further offenses/Severe clause -- individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

NOTE: When a student goes 60 calendar days without a report, the student's consequences may start over at the first offense.

2. Rewards for Cooperation and Good Conduct

- a. Verbal positive reinforcement to students by the bus driver.

- b. The bus driver will allow the radio to be on, set at a moderate volume, for the enjoyment of all students. c. Students will be allowed to sit where they desire.
- 3. Other Discipline
Based on the severity of a student’s conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school may also result from school bus/bus stop misconduct.
- 4. Records
Records of school bus/bus stop misconduct will be forwarded to the individual building principal and will be retained in the same manner as other student discipline records. Reports of serious misconduct will be provided to the Department of Public Safety.
- 5. Vandalism/Bus Damage
Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two weeks may result in the loss of bus privileges until damages are paid.
- 6. Criminal Conduct
In cases involving criminal conduct (for example, assault, weapons, possession or vandalism), the Superintendent, local law enforcement officials and the Department of Public Safety will be informed.

II. PARENT AND GUARDIAN INVOLVEMENT

A. Parent/Guardian Responsibilities for Transportation Safety

- 1. Become familiar with District rules and policies, regulations and principles of school bus safety.
- 2. Assist students in understanding safety rules and encourage them to abide by them.
 - 3. Recognize their responsibilities for the actions of their students at bus stop and on the bus.
 - 4. Support safe riding practices and reasonable discipline efforts.
 - 5. When appropriate, assist students in safely crossing local streets before boarding and after leaving the bus.
 - 6. Support procedures for emergency evacuation, and procedures in emergencies as set up by the School District.
 - 7. Respect the rights and privileges of others.
 - 8. Communicate safety concerns to school administrators.
 - 9. Monitor bus stops, if possible.
 - 10. Support all efforts to improve school bus safety. B. Parent

and Guardian Notification

A copy of the School District school bus and bus stop rules will be provided to each family at the beginning of the school year or when a child enrolls, if this occurs during the school year. Parents and guardians are asked to review the rules with their students.

UNPAID MEAL CHARGES POLICY

I. PURPOSE

The purpose of this policy is to ensure that students receive healthy and nutritious meals through the school district’s nutrition program and that school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow students to receive the nutrition they need to stay focused during the school day and minimize identification of students with insufficient funds to pay for school meals as well as to maintain the financial integrity of the school nutrition program.

II. PAYMENT OF MEALS

- A. Students have use of a meal account. When the balance reaches zero, a student may charge no more than two meals to this account. When an account reaches this limit, a student shall not be allowed to charge further meals or a la carte items until the negative account balance is paid.
- B. If the school district receives school lunch aid under Minn. Stat. § 124D.111, it must make lunch available without charge to all participating students who qualify for free or reduced-price meals regardless of account balance.
- C. A student with an outstanding meal charge debt will be allowed to purchase a meal if the student pays for the meal when it is received.
- D. The school district may provide an alternate meal that meets federal and state requirements to a student who does not have sufficient funds in the student’s account or cannot pay cash for a meal. The school district will accommodate special dietary needs with respect to alternate meals.
- E. When a student has a negative account balance, the student will not be allowed to charge a snack item. 534-2
- F. If a parent or guardian chooses to send in one payment that is to be divided between sibling accounts, the parent or guardian must specify how the funds are to be distributed to the students’ accounts. Funds may not be transferred between sibling accounts unless written permission is received from the parent or guardian.

III. LOW OR NEGATIVE ACCOUNT BALANCES – NOTIFICATION

- A. The school district will make reasonable efforts to notify families when meal account balances are low or fall below zero.
- B. Families will be notified of an outstanding negative balance once the negative balance reaches \$10.00. Families will be notified by automated calling system, email, or letters sent home.
- C. Reminders for payment of outstanding student meal balances will not demean or stigmatize any student participating in the school lunch program.

IV. UNPAID MEAL CHARGES

- A. The school district will make reasonable efforts to communicate with families to resolve the matter of unpaid charges. Where appropriate, families may be encouraged to apply for free and reduced-price meals for their children.
- B. The school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. Unpaid meal charges are designated as delinquent debt when payment is overdue, the debt is considered collectable, and efforts are being made to collect it.

C. Negative balances of more than \$10.00 not paid prior to June 30th each school year will be turned over to the superintendent or superintendent's designee for collection. Collection options may include, but are not limited to, use of collection agencies, claims in the conciliation court, or any other legal method permitted by law.

D. The school district may not enlist the assistance of non-school district employees, such as volunteers, to engage in debt collection efforts.

V. COMMUNICATION OF POLICY

A. This policy and any pertinent supporting information shall be provided in writing (i.e., mail, email, back-to-school packet, student handbook, etc.) to:

1. all households at or before the start of each school year;
2. students and families who transfer into the school district, at the time of enrollment; and
3. all school district personnel who are responsible for enforcing this policy. 534-3

VIOLENCE PREVENTION & WEAPONS POLICY

(Refer to School Board Policy 501 & 523)

It is the policy of Independent School District No. 299 to maintain a learning and working environment that is free from threats or harmful influence of any person(s) or group(s) which exhibit and promote violence and disruptive behaviors.

The School Board is committed to promoting healthy human relationships and learning environments that are physically and psychologically safe. It further believes that students are the first priority, and that no physical or emotional harm is to come to them during school activities, on school grounds, buses or field trips.

It shall be a violation of this policy for any pupil or staff member to possess a firearm or other weapon when in the school building, on school ground, or on any school-related activity.

It shall be the policy of Independent School District No. 299 to refer to the local law enforcement agency any person who brings a firearm to school in violation of the "Gun-Free Schools Act of 1994".

Independent School District No. 299 shall take proactive measures to eliminate violence in our schools by protecting children whose health or welfare may be jeopardized through acts of violence. It will be the responsibility of each school to make schools safe by promoting safe and secure learning environments.

The School Board, school administration shall publicize and inform staff and students annually of policies and procedures related to violence prevention and weapons.

The School District shall act immediately to investigate all acts or complaints of violence, either formal or informal, and take appropriate disciplinary action against any pupil or staff member who is found to have violated this policy.

The following definitions shall be used to clarify this policy:

1. "Weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as weapons.
"Weapon" also includes any object, device or instrument having the appearance of a weapon and such objects, devices, or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. "Weapon" also includes articles designed for other purposes (i.e. belts, combs, pencils, files, scissors, etc.), and used to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
2. "School location" includes any school building or grounds, whether leased, rented, owned, or controlled by the school, locations of school activities or trips, bus stops, school vehicles, school-contracted vehicles, the area of entrance of departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
3. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

Exceptions

1. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his other possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher, or head coach or immediately notifies an administrator, teacher, or head coach of the weapon's location.
2. It shall not be a violation of this policy if a non-student falls within one of the following categories:
 - a. licensed peace officers, military personnel, or students participating in military training, who are performing official duties, or
 - b. firearm safety or marksmanship courses conducted on school property.

Instructional Equipment/Tools

The school district takes a firm “Zero Tolerance” position on the possession, use, or distribution of weapons by students, and a similar position with regard to non-students. This position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or non-students. When such equipment and tools, are properly possessed, used and stored it shall not be considered in violation of the rule against the possession, use, or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.

Consequences for Student Weapon Possession/Use/Distribution

The school district and the school take a position of “Zero Tolerance” in regard to the possession, use, or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using, or distributing weapons shall include:

- a. immediate out-of-school suspension
- b. confiscation of the weapon
- c. immediate notification of police
- d. parent or guardian notification, and
- e. recommendation to the superintendent of dismissal for a period of time, not to exceed one year.

An initial suspension from school for possession of a weapon for up to then (10) days. The building principal shall be responsible for developing a re-entry plan.

The superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Students with disabilities may be expelled for behavior unrelated to their disabilities as long as procedural safeguards required by IDEA and Section 504 are followed. For behavior related to disabilities, there must be a re-evaluation of the placement of the student by a professional familiar with the child and knowledgeable about special education. This policy **does not** relieve the district of the obligation to provide a free and appropriate public education to all students who are expelled as disciplinary action for bringing a firearm to school.

Consequences for Non-Student Weapon Possession/use/Distribution

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

Assault.

The principal or representative shall initiate the following disciplinary action against a student(s) who threatens bodily harm or death to another person(s) or who commits bodily harm to another person(s).

- a. Student(s) engaging in fighting with another person will be suspended from the classroom/school grounds and assigned in-school suspension in keeping with the school discipline plan. Fighting shall be characterized by a violent aggressive behavior by two or more individuals with intent of inflicting physical harm on one another and differentiated from “poking, pushing, shoving, or scuffling”.
- b. A student(s) threatening bodily harm or death to another person(s) without material physical contact shall be assigned either in-school or out-of-school suspension for up to ten (10) days.
- c. A student(s) who threatens bodily harm or death to another person(s) without material physical contact while in possession of a weapon shall be assigned either an out-of-school suspension for ten (10) days and/or suspension pending expulsion.
- d. Students assigned out-of-school suspension for up to ten (10) days shall require a parent/guardian conference to develop a re-entry plan and/or a referral for counseling.
- e. Law enforcement officials shall be notified and a report shall be filed with the State Department of Education if the threat was made while in possession of a weapon.
- f. A referral shall be made to an appropriate alternative placement for education disposition if the suspension or expulsion is greater than ten (10) days.

The administration or representative will develop a procedure for the referral of any person in violation of this policy to the local law enforcement agency.

The administration or representative will initiate action to implement the following prevention strategies:

- a. Provide training in recognition, prevention, and safe responses to violence, and development of a positive school climate.
- b. Coordinate a local school security review committee or task force comprised of school officials, law enforcement, parents, students and other youth service providers to advise on policy implementation.
- c. Develop a comprehensive crisis management plan at the community and inter-agency levels for unforeseen events such as: bomb threat, hostage threat, shooting, or stabbing and train all personnel in implementing this plan.
- d. In-service school personnel in aspects of reporting, visibility and supervision as deterrents to violence.
- e. Promote student safety responsibility by encouraging the reporting of suspicious individuals and unusual activities on school grounds.
- f. Establish a curriculum committee that explores ways of teaching students violence prevention strategies, law-related education and conflict resolution.

- g. Establish clear school rules that prevent and deter violence.
- h. Encourage the development of cross-cultural awareness programs.

Gang-Related Apparel

The School District, in its desire to keep students in Independent School District No. 299 free from threats or harmful influence of gangs or other violent groups, believes that apparel identified by law enforcement/national crime prevention organizations as “gang-related” can be reasonably construed as hazardous to the health and safety of the school environment.

- 1. The administration or representative shall prescribe rules consistent with law as they relate to wearing apparel.
- 2. The administration or representative will establish school rules as they pertain to the discouragement of the wearing of apparel:
 - a. That is obscene;
 - b. That is libelous or slanderous;
 - c. That is likely to disrupt the educational process or cause others to react in a violent or illegal manner; or
- 1. That is dangerous to the safety and welfare of self and others.

School Zone

For the purposes of this policy “school zone” shall mean any property owned, leased, or controlled by the school district during regular daily operations for educational services, evening and community education activities and extra- or co-curricular events.

- 1. The school zone shall extend to the area surrounding school property as described above to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property.
- 2. The school zone shall also include the area within a school bus or other vehicle when that vehicle is being used to transport one or more pre-school, elementary or secondary school students.
- 3. In accordance with M.S. 609.66, Subd. 1d. Felony; possession on school property, whoever possesses, stores, or keeps a dangerous weapon on school property is guilty of a felony and may be sentenced by proper law officials to imprisonment for not more than two
- 4. This policy may be granted an individual exception for the following instances or circumstances:
 - a. Licensed peace officers, military personnel, or students participating in military training, who are performing official duties.
 - b. Persons who carry pistols according to the terms of a permit.
 - c. Persons who keep or store in a motor vehicle pistols in accordance with sections 624.714 and 624.715 or other firearms in accordance with section 97B.045.
 - d. Firearm safety or marksmanship courses or activities conducted on school property.
 - e. Possession of dangerous weapons by a ceremonial color guard.
 - f. A gun or knife show held on school property.
 - g. __ Possession of dangerous weapons with written permission of the principal.

Media Release Policy

Caledonia Area Public Schools reserves the right to reproduce for publication: names, photographs, videos, student work and/or creations for marketing. Publication may come in the form of, but not limited to, social media, newspapers, websites, signs, brochures. If parents of a student, or student, wish to refuse publications in any form, they must complete a Media Release Refusal Form. This release policy does not apply to the school yearbook publication.

Media Opt Out Form

Sign only if you are refusing permission

Dear Parents:

There are times when the school division and/or members of the media may wish to use your child's picture or interview your child for public media coverage of school events or activities. Some examples include but may not be limited to: newspaper articles, television news, division-wide promotional materials and coverage on the school division's website.

Please indicate below if you do not want your child's photo or information used and sign this Refusal of Permission Form. Return it to your child's principal within fifteen (15) days of beginning school.

Must Be Returned If Refusing

School Year _____ To the Principal of _____ (School)

RE: _____ (Child's Name and Grade)

I do not give permission for my child's photograph or other forms of media to be used in public media coverage of school events or activities, for promotional materials, or for my child to be interviewed by the media.

(Parent/Guardian Signature)

(Date)

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

Why statewide testing?

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

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

Why does participation matter?

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

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

Academic Standards and Assessments

What are academic standards?

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

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

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

Minnesota Comprehensive Assessments (MCA) and Minnesota Test of Academic Skills (MTAS)

- Based on the Minnesota Academic Standards; given annually in grades 3–8 and high school in reading and mathematics; given annually in grades 5, 8, and high school for science.
- ☑ Majority of students take the MCA.
- ☑ MTAS is an option for students with the most significant cognitive disabilities.

ACCESS and Alternate ACCESS for English Learners

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

Why are these assessments effective?

Minnesota believes that in order to effectively measure what students are learning, testing needs to be more than answering multiple choice questions.

- To answer questions, students may need to type in answers, drag and drop images and words, or manipulate a graph or information.
- The Reading and Mathematics MCA are adaptive, which means the answers a student provides determine the next questions the student will answer.
- The Science MCA incorporates simulations, which require students to perform experiments in order to answer questions.

All of these provide students the opportunity to apply critical thinking needed for success in college and careers and show what they know and can do.

Are there limits on local testing?

As stated in Minnesota Statutes, section 120B.301, for students in grades 1–6, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 10 hours per school year. For students in grades 7–12, the cumulative total amount of time spent taking locally adopted districtwide or schoolwide assessments must not exceed 11 hours per school year. These limits do not include statewide testing.

In an effort to encourage transparency, the statute also requires a district or charter school, before the first day of each school year, to publish on its website a comprehensive calendar of standardized tests to be administered in the district or charter school during that school year. The calendar must provide the rationale for administering each assessment and indicate whether the assessment is a local option or required by state or federal law.

What if I choose not to have my student participate?

Parents/guardians have a right to not have their student participate in state-required standardized assessments. Minnesota Statutes require the department to provide information about statewide assessments to parents/guardians and include a form to complete if they refuse to have their student participate. This form follows on the next page and includes an area to note the reason for the refusal to participate. Your student's district may require additional information.

A school or district may have additional consequences beyond those mentioned in this document for a student not participating in the state-required standardized assessments. There may also be consequences for not participating in assessments selected and administered at the local level. Please contact your school for more information regarding local decisions.

When do students take the assessments?

Each school sets their testing schedule within the state testing window. Contact your student's school for information on specific testing days.

- The MCA and MTAS testing window begins in March and ends in May.
- The ACCESS and Alternate ACCESS for ELLs testing window begins at the end of January and ends in March.

When do I receive my student's results?

Each summer, individual student reports are sent to school districts and are provided to families no later than fall conferences. The reports can be used to see your child's progress and help guide future instruction.

How much time is spent on testing?

Statewide assessments are taken one time each year; the majority of students test online. On average, the amount of time spent taking statewide assessments is **less than 1 percent of instructional time** in a school year. The assessments are not timed and students can continue working as long as they need.

Why does it seem like my student is taking more tests?

The statewide required tests are limited to those outlined in this document. Many districts make local decisions to administer additional tests that the state does not require. Contact your district for more information.

Where do I get more information?

Students and families can find out more on our [Statewide Testing page](https://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).



Minnesota Statutes, section 120B.31, subdivision 4a, requires the commissioner to create and publish a form for parents and guardians to complete if they refuse to have their student participate in state-required standardized assessments. Your student's district may require additional information. School districts must post this three-page form on the district website and include it in district student handbooks.

Parent/Guardian Refusal for Student Participation in Statewide Assessments

To opt out of statewide assessments, the parent/guardian must complete this form and return it to the student's school.

*To best support school district planning, please submit this form to the student's school no later than January 15 of the academic school year. For students who enroll after a statewide testing window begins, please submit the form within two weeks of enrollment. A new refusal form is required **each year** parents/guardians wish to opt the student out of statewide assessments.*

Date _____ (This form is **only** applicable for the 20__ to 20__ school year.)

Student's Legal First Name _____ Student's Legal Middle Initial _____ Student's

Legal Last Name _____ Student's Date of Birth _____ Student's

District/School _____ Grade _____

Please initial to indicate you have received and reviewed information about statewide testing.

_____ I received information on statewide assessments and choose to opt my student out. MDE provides the *Parent/Guardian Guide and Refusal for Student Participation in Statewide Testing* on the [MDE website](http://education.mn.gov) (education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing).

Reason for refusal:

Please indicate the statewide assessment(s) you are opting the student out of this school year:

_____ MCA/MTAS Reading

_____ MCA/MTAS Science

_____ MCA/MTAS Mathematics

_____ ACCESS/Alternate ACCESS for

ELLs Contact your school or district for the form to opt out of local assessments.

I understand that by signing this form, my school and I may lose valuable information about how well my student is progressing academically. As a result, my student will not receive an individual score. Refusing to participate in statewide assessments may impact the school, district, and state's efforts to equitably distribute resources and support student learning; for the purpose of school and district accountability calculations, my student will not be considered "proficient."

If my student is in high school, I understand that by signing this form my student will not have an MCA score that could potentially save time and money by not having to take remedial, non-credit courses at a Minnesota State college or university.

Parent/Guardian Name (print) _____

Parent/Guardian Signature _____