



**Student & Parent  
Rights & Responsibility Handbook  
2019-2020**

**Clint Christopher**  
Superintendent

**Amy LaDue**  
Assistant Superintendent

**Tera Kaltsas**  
Principal

*Student Success Through the Arts*

11 Peavey Rd  
Chaska, Minnesota 55318

Dear Students, Parents, and Guardians,

The staff of the Integrated Arts Academy welcomes you to the 2019-2020 school year!

**The rules in the Rights & Responsibilities Handbook are designed to keep students safe and to uphold the integrity of all in our building and at all school activities. By all students following the rules in this Rights & Responsibilities Handbook we will create a welcoming learning environment for everyone. If students choose to not adhere to the school guidelines, the school may issue consequences for offenses occurring on campus or off campus and for behavior described or not described in this handbook.**

Our goal is to help all students find their passion and excel! Please contact us with any questions, comments or ideas.

Phone numbers (area code 952):

<b>Name</b>	<b>Position</b>	<b>Email</b>	<b>Phone</b>
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Amy LaDue	Assistant Superintendent	<a href="mailto:Laduea@district112.org">Laduea@district112.org</a>	556-6114
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Carol Wagener	House Secretary	<a href="mailto:wagenerc@district112.org">wagenerc@district112.org</a>	556-6200
Amy Spinello	Visual Arts Teacher	<a href="mailto:spinelloa@district112.org">spinelloa@district112.org</a>	556-6215
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Pete Rudquist	Horticulture Teacher	<a href="mailto:rudquistp@district112.org">rudquistp@district112.org</a>	556-6272
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Cindy Barfknecht	Social Worker	<a href="mailto:cbarfknecht@co.carver.mn.us">cbarfknecht@co.carver.mn.us</a>	556-6200
Colleen Crowell	Specialized Services	<a href="mailto:crowellc@district112.org">crowellc@district112.org</a>	556-6227
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Jennifer Williams	Math Teacher	<a href="mailto:williamsjen@district112.org">williamsjen@district112.org</a>	
Amber Middendorf	Technology Specialist	<a href="mailto:middendorfa@district112.org">middendorfa@district112.org</a>	556-6219

It is the policy of Independent School District #112  
not to discriminate on the basis of race,  
color, national origin, sex or physical handicap in  
its educational programs, activities or employment policies.



# 2019 - 2020 School Calendar



Aug. 20 - 22.....New Teacher Workshop  
 Aug. 26 - 29.....Workshop Week  
 Aug. 28.....IAA Open House 3 - 7  
 Sept 3.....School Opens (No Kindergarten)  
 Sept 4.....LifeTouch Pictures at IAA  
 Sept 16.....All School Field Trip to Camp Tanadoona  
 Oct. 10.....IAA Parent/Teacher Conferences 3 - 7  
 Oct 31.....IAA Last Day of First Quarter  
 Jan 14.....Presentation Nights 4 - 6  
 Jan 16.....Presentation Night 4 - 6  
 Jan 17.....Last day of Second Quarter  
 Feb 27.....IAA Parent/Teacher Conferences 3-7  
 March 20.....Last day of Third Quarter  
 April 1.....All School Field Trip to The Ordway  
 May 1.....IAA GALA 4 - 7  
 June 4.....Last Day of School  
 June 4.....IAA Graduation  
 June 5.....Chaska & Chan Graduation  
**No School - Students/Staff**  
 Sept 2.....Labor Day  
 Oct 17 - 18.....Education MN  
 Nov 27 - 28.....Thanksgiving Break  
 Dec 23 - Jan 1.....Winter Break  
 Feb 17.....President's Day  
 Mar 23 - 27.....Spring Break  
 April 10.....No School  
 May 25.....Memorial Day  
**No School - Students**  
 Nov. 1.....Professional Dev  
 Dec. 2.....Professional Dev  
 Jan. 20.....Workshop  
 Mar. 6.....Professional Dev  
 June 5.....Workshop  
**Late Start (2 hours late)**  
 Oct. 3.....Late Start  
 Dec. 12.....Late Start  
 Feb. 13.....Late Start  
 May 14.....Late Start

**Student Days/Quarters**  
 1<sup>st</sup> Quarter.....41 2<sup>nd</sup> Quarter.....43  
 3<sup>rd</sup> Quarter.....42 4<sup>th</sup> Quarter.....47  
**TESTING**  
 Sept/Oct.....Fall MAP (9)  
 November 5.....PreACT (10)  
 April.....MCA Math (11)  
 April.....MCA Reading (10)  
 April 7.....ACT (11)  
 May.....MCA Science (Bio)  
 May.....Spring MAP (9)

**KEY**  
 ■ No School - Students/Staff  
 ■ No School - Students  
 ★ Last Day of the Quarter  
 LS Late Start (2 hours late)  
 ⊕ Last Day of School  
 ⊕ Graduation  
 WNTW Workshop / New Teacher Workshop

July				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

August				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20NTW	21NT	22NTW	23
26W	27W	28W	29W	30

September				
M	T	W	Th	F
2	3⊕	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

October				
M	T	W	Th	F
	1	2	3LS	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31★	

November				
M	T	W	Th	F
				1
4	PREACT	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

December				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12LS	13
16	17	18	19	20
23	24	25	26	27
30	31			

January				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17★
20	21	22	23	24
27	28	29	30	31

February				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13LS	14
17	18	19	20	21
24	25	26	27	28

March				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20★
23	24	25	26	27
30	31			

April				
M	T	W	Th	F
		1	2	3
6	ACT	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

May				
M	T	W	Th	F
				GALA
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

June				
M	T	W	Th	F
1	2	3	4⊕⊕	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

173 Student Days; 185 Teacher Days

UPDATED 8/13/19

## **Mission Statement**

Integrated Arts Academy's mission is to prepare each learner for lifelong success through personalized, inquiry-based education combining art and core academic standards. We believe in education that is student-centered, community focused, and relevant to our world.

## **Areas of Study**

The culinary arts program will use a nationally recognized, career-building curriculum for high school students. Whether students are looking to enter the job market immediately following graduation, or planning to attend college, this program helps develop a student for success. From culinary techniques to management skills, this industry-driven curriculum provides real world experience and builds practical skills. After successful completion of this program, students will receive a recognized Certificate of Completion that will help lead to job placement. Many local high education hospitality programs accept these courses as college credit. Students not only learn from educators in the classroom, they also gain valuable hands-on experience by working with professionals in the industry.

The horticultural arts area of study will integrate landscape design, floral design, environmental education, ecology, soil science, plant culture, plant identification, landscaping, business skills, and teamwork to expand the students learning context. Partnerships have been developed with the University of Minnesota Landscape Arboretum and other local community experts to offer a curriculum that is rich in techniques and skills for successful transition to higher education or the work place. Some higher education credits will be available through this recognized curriculum.

The visual arts area of study incorporates teaching methods that combine rigorous coverage of traditional course content with active learning through the arts. Skills in oral presentation and in critical reading, thinking, and writing are important activities across the curriculum. The areas of study in visual arts may include ceramics, drawing, painting, sculpture, printmaking, design, crafts, photography, floral design, video, industrial design, graphic design, fashion design, interior design and decorative art. Many local artists will provide students the opportunity to learn from professionals across art forms.

## **Annual Notification of Rights**

1. Parent or eligible student has a right to inspect and review the student's education records and the procedure for inspecting and reviewing education records;
2. Parent or eligible student has a right to seek amendment of the student's education records to ensure that those records are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights and the procedure for requesting amendment of records;
3. Parent or eligible student has a right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that federal and state law and the regulations promulgated thereunder authorize disclosure without consent;
4. Parent or eligible student has a right to file a complaint with the U.S. Department of Education regarding an alleged failure by the school district to comply with the requirements of FERPA and the rules promulgated thereunder.

# I. ACADEMICS

## **Inquiry Based Learning**

Inquiry based learning is a process in which students propose a driving question, design their own project, conduct research regarding a topic, and create a final product in order to meet graduation standards. Students are given two studio periods a day to complete projects which contribute towards course credit. During this time students are encouraged to meet with their advisors. Advisors schedule one required meeting with students per week.

## **Project Standards and Policies**

1. Projects should have 1-3 standards.
  - A project with more than 3 standards is considered long term and is meant only for a responsible junior/senior with a proven track record of previous successful projects.
2. When group projects are appropriate they should be done by no more than 3 students. Each individual needs to provide evidence that they met each standard.
  - Group projects will not be accepted unless there is a history of student success and completion in previous projects.
3. Projects should generally last about 1-2 weeks.
4. If a project includes science standards the science teacher must be included as an advisor and approved by him/her before proceeding. He/she must also be included in the evaluation process.
5. No project proposal will be accepted without complete sentences, correct spelling, and proper grammar.
6. Once a project is complete, a result must be uploaded before it can receive credit. When a physical object is the result upload a picture of the object.

## **Grades/Assessments**

In studio courses, students will receive feedback on their projects through Project Foundry, a web based project management tool. Projects are assessed on a 1-4 scale based on quality of work pertaining to the standards a student attempts to meet.

- 4: Demonstrates in-depth understanding of academic knowledge and skills for that grade level and subject.
- 3: Demonstrates competency in the academic knowledge and skills for that grade level and subject.
- 2: Demonstrates some academic knowledge and skills for that grade level and subject.
- 1: Does not earn credit. Student will need to revise their project or attempt the standard on another project to earn credit.

Once a student has earned all standards pertaining to a course they will receive full credit for that course. Half and quarter credit is possible. Credit will continue to be cumulative as students complete standards. Final course grades are calculated as an average of completed standards. Seminar courses use a traditional A-F grading scale.

IAA uses letter grade symbols for academic achievement. Seminar and studio courses use a 4.0 grading system.

	A = 4.000	A- = 3.667
B+ = 3.333	B = 3.000	B- = 2.667
C+ = 2.333	C = 2.000	C- = 1.667
D+ = 1.333	D = 1.000	D- = 0.667
	F = 0.0	

## **Credit by Assessment**

Credit by Assessment is given to students who have previously mastered the content standards, knowledge, and skills presented in certain courses so that they may pursue a more academically appropriate option. Students must apply before the deadline and then pass an assessment for the course. For more information, see the Credit by Assessment policy on the school website under Academics > Registration info.

## **Retake Policy**

Students are able to retake a class to earn a passing grade as many times as they need without penalty.

## **District 112 Graduation Requirements**

To graduate from Integrated Arts Academy, students must successfully complete specific requirements. Students in the Class of 2012 need to earn 25.0 total credits to meet the District 112 graduation requirement. Students in the Class of 2013+ need to earn 25.5 credits to meet the District 112 graduation requirement. Students must meet required course requirements as outlined in the Registration Guide. In addition students must meet Minnesota State test requirements as follows:

## **MN State Graduation Assessments**

The state of Minnesota requires that all students who first entered eighth grade in the 2005–2006 school year or later, must meet the requirements of the Graduation-Required Assessment for Diploma (GRAD) in reading, mathematics and writing in order to receive a diploma from a Minnesota public high school.

The 2009 Education Bill changed the mathematics graduation requirements for the Class of 2011-2014. Students in the Classes of 2010-2014 are not required to obtain a passing score on the Math GRAD test. Instead, students who do not pass the GRAD Math test are eligible to receive a high school diploma if they fulfill all of the following:

1. Complete, with a passing grade, all state and local coursework and credits required for graduation by the school district
2. Participate in the assessment until they pass the GRAD Math or participate in at least two GRAD retests, whichever comes first.
3. Participate in district-prescribed academic remediation in mathematics.

## **Report Cards and Progress Reports**

Every student may monitor his/her academic progress through their portal account in Infinite Campus. Quarter progress reports will be distributed upon the completion of each quarter.

IAA uses Headrush software to track and manage student projects. Students and parents can monitor progress on Headrush as well.

# **TESTING**

## **II. STUDENT SERVICES**

### **Counseling Services**

Counseling services are designed to help the student gain self-understanding, set attainable goals and provide information in meeting those goals. Counseling may take place in one-on-one situations or in groups. Counseling services provided by all Counselors include:

- Assisting students in planning high school subjects needed to meet future career goals;
- Assisting students to achieve satisfactory academic progress;
- Providing opportunities for students to investigate various post-high school possibilities;
- Participating with families regarding personal and/or educational problems;
- Counseling students in crisis situations;
- Making referrals to outside agencies when necessary;
- Administering tests and interpreting test results;
- Attending student's initial IEP conference;

- Consulting with students regarding classroom attendance;
- Acclimating students moving into the district to the high school.

### **Principal**

The Principal's role is designed to support administrators, teachers, students, staff and the overall climate of the school. Maintaining a safe, supportive and constructive learning environment is essential for all students to reach their personal potential. If a student is unable to meet rules or expectations of the classroom and/or school she/he may be asked to visit the Principal. During this visit, the student and the Principal will discuss the inappropriate behavior, possible consequences and how to make restitution. The Principal's role is to assign appropriate, natural consequences to students who are unable to comply with the established expectations.

When a student is directed to the Principal for a conversation or consequences, parents, teachers and other staff members may be notified. When student's behavior is unlawful or unsafe toward themselves or others, suspension or other higher level consequences may be assigned, including referral to the School Resource Officer. The Principal's primary role is to maintain a safe and secure environment.

### **Social and Emotional Well Being**

The social and emotional services provided are intended to aid students who have health issues preventing their full participation in the high school program. Whether the presenting issues are chemical, mental health, or physical impairment, the student services staff attempts to help students find solutions and be ready to learn.

### **Parent Involvement**

A core belief of District 112 centers around parent involvement. We know that student achievement is increased when parents/families are involved in the educational process of their child. We encourage parents to be involved in our school. We welcome your participation in an educational partnership.

## **III. ATTENDANCE**

### **Philosophy**

IAA recognizes that daily attendance is critical to academic achievement and therefore expects every student to attend school and class on time, every day. Because students who have good attendance records are more likely to succeed and enjoy school life to a greater degree, it is extremely important for students to be in attendance each day. Therefore, the school recommends that doctor and dental appointments, family vacations, etc. be scheduled after school or on days when school is not in session. Parents/guardians who choose to have their son/daughter absent from school for an extended period of time for a family vacation should realize that their child's grades may suffer due to missing the interactions, discussions, labs, cooperative group work etc. that go on in each classroom. Some missed activities are not possible to make up.

Students with 7 full or partial days of unauthorized cumulative absences from school are in violation of state compulsory education law and are considered truant.

**18 year-old students who are independent students as defined by section 152 of the Internal Revenue Code are required to abide by IAA attendance rules and regulations.**

**Procedures for Absences**

To report an absence, a parent or guardian should call the main office at 952-556-6201 or by written message upon the student's return to school. Please call by 10:30 a.m. on the day of the absence.

Prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. Students will be expected to find out what work will be missed and to make arrangements with their teachers for making up missed assignments.

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the school, or send a note with the student, indicating the time for the student's release.

Suspensions are excused absences and students will be permitted to complete make-up work for missed classes.

**Authorized Absences**

- Illness - undocumented
- Illness in student's family
- Professional appointments that cannot be scheduled outside of the school day
- College visits/college fair
- Car trouble
- Family matters necessitating absence from school with advance notice
- Absences outside of the student's control

**Unauthorized Absences**

- Running late (to class or to school)
- Missing ride/bus
- Truancy/skipping school
- Oversleeping/sleeping in
- Senior skip day
- Unverified by parent/guardian
- Other illegitimate excuses

**School Excused Absences**

- School sponsored curriculum and co-curricular activities
- Special talent/club activities-prior approval by Counselor required
- Suspension
- Authorized appointments with school personnel
- Death in student's immediate family or of a close relative or friend
- Illness – original documentation required by medical personnel
- Illness – H1N1 and influenza-like symptoms
- Illness in student's immediate family – original documentation required from medical personnel



- Legal/court appearances – original documentation required from court system
- Religious instruction (up to 3 hours/week)
- Religious holidays
- Physical emergency conditions

### **Truancy: 7 Unauthorized Absences in Carver County**

An unauthorized absence is one in which the student is absent from class(es) without the knowledge and consent of his/her parent or guardian and/or without the approval of school officials.

Minnesota Statute (MS260.015, subdivision 19) states that a high school student who is absent from school without lawful excuse for 7 partial or full cumulative school days (nonconsecutive) is considered to be truant. It may be necessary for school authorities to file truancy with the Carver County Attorney’s Office in these cases. When a student has been absent without authorization from a class or from school the student’s Dean will meet with the student to determine why s/he was absent.

- If a student has been absent 3 or more class periods on three school days without valid excuse, a notification from the Dean will inform the parent/guardian.
- If a student has been absent 5 or more class periods on five school days without valid excuse, a notification from a Dean will inform the parent/guardian to inform them of a required meeting with the school and a county official.
- If a student has been absent 7 or more class periods on seven school days without valid excuse, truancy will be filed with Carver County Social Services.

### **Tardy to School (TTS)**

Tardy to school is defined as not being in period 1 at 8:05 – 8:15. Students who arrive after 8:15 are considered absent. Students who are tardy/absent must sign in at the front office. Administration reserves the right to suspend or revoke parking permits, assign ISS (in school suspension) and/or OSS (out of school suspension) for chronic offenders.

### **Prearranged Absences**

Prearranged absences should be communicated to the teacher for college visits, family trips, court appearances, and other absences for which the student has prior knowledge. A parent or guardian should notify the school at least three school days in advance of the scheduled absence. Students will be expected to find out what work will be missed and make arrangements with their teachers for making up missed assignments. Make-up work may not be available for students prior to their absence if their teachers have not been given at least three days’ notice through the prearranged absence form.

### **Leaving the Building During the School Day**

Students are not allowed to leave the building during the school day without parent permission or as part of an organized class activity. If students leave, they will not be allowed to return that day and parents will be notified.

### Illness

If a student should become ill during the school day, he or she must report to the nurse’s office. A parent/guardian will be contacted if a pass is issued to leave the building.

### Appointments

If a student needs to leave the building for a scheduled appointment, the parent or guardian should call the main office or send a note with the student indicating the time for the student's release.

Next, the student should sign out with the house secretary to leave the building. When a student returns to school, he/she must sign in with the house secretary.

A student leaving the building for any reason during the day without signing out is unexcused.

## **IV. CITIZENSHIP**

### **School Bus Safety Expectations and Responsibilities**

#### **A. Bus Safety & Student Conduct Expectations**

1. The bus driver is the responsible authority on the bus.
2. Students will board and leave the buses only at designated stops.
3. Students will remain at a safe distance from buses that are arriving or departing from their stops.
4. Pick-up times are established; students will be waiting 5 minutes before pick up time at designated stops.
5. Students will go directly to their seats and stay seated when the bus is moving.
6. Backpacks, musical instruments, and other large items must be handled by students so as to not come into contact with other students or obstruct the aisles.
7. For safety and cleanliness, gum, food, and drink are not allowed.
8. Only authorized students may ride the buses. Non-regular riders must secure written permission to ride a specific bus.
9. Drivers will assign seats to all elementary students and may assign seats to middle school or high school students when necessary. Students will remain seated at all times. Drivers and administrators may make specific seat assignments.
10. When crossing a road, whether boarding or leaving a bus, students will walk in front of the bus after the driver signals it is safe to cross.
11. Students will not engage in noisy or boisterous conduct that might distract the driver.
12. Students will not use profane or indecent language.

#### **B. Student Behavior Responsibilities**

1. Students will not tamper with emergency doors or safety devices.
2. Students will not throw, shoot, or spit objects out of, inside, or at the bus.
3. Students will not damage or deface the buses in any manner.
4. Students will not possess or use alcohol, tobacco, or any other type of illicit substance on the bus.
5. Students will not transport dangerous, objectionable, or offensive items on the bus.
6. Students will not fight, push, shove, or engage in any other type of physically aggressive behavior on the bus.
7. Students will not engage in noisy or boisterous conduct that may distract the driver.
8. Students will not use profane or indecent language.
9. Students will not harass others physically, racially, religiously, sexually or in any other manner.

**IAA reminds students that the school bus, or any transportation provided by the school, is an extension of school: all normal behavior expectations apply. A student who violates either the Bus Safety & Student Conduct Expectations or the**

**Student Behavior Responsibilities will be assigned appropriate consequences by the School Bus Driver and School Administrator.**

**C. Consequences for Student Misbehavior**

Consequences will be assigned to students who misbehave in order to provide an opportunity for them to learn to behave appropriately. Students are expected to learn quickly because the school bus is a safety sensitive environment where their actions can affect the safety of others. Students who repeatedly misbehave will be assigned consequences that are progressively more severe. Students will immediately be assigned the most severe consequence when their behavior is seriously harmful or destructive. The most severe consequence is the loss of the privilege to ride the bus.

Parent/Guardians are both initially and finally responsible for transporting their children to and from school unless those children demonstrate safe and responsible behavior on and around the school bus. All parent/guardians are asked to work cooperatively with school and bus company officials to ensure that their children behave safely and responsibly. Your participation and support is critical for teaching students the basic skills that will help them navigate safely in the real world.

**Discipline Policy for District 112**

District 112 is committed to maintaining a learning environment that ensures no interference with the educational process. Order and discipline are keys to the creation of such an environment. District 112 recognizes that a positive approach to discipline and that early intervention are most effective in dealing with student behavior. Parents are an important resource in this effort.

**Student Rights:**

All District 112 students have

- The right to a free and full education and the right to learn;
- The right to equal educational opportunity and freedom from discrimination;
- The right to freedom of inquiry and expression within the parameters of responsibilities listed below;
- The right to privacy, in accordance with data privacy laws;
- The earned right to participate in student activities;
- The right to be informed of school rules.

**Student Responsibilities:**

All District 112 students have the responsibility to:

- Attend school daily except when excused and to be on time to class;
- Take and complete courses of study required by the state and District 112;
- Make up work when absent from school;
- Be aware of and follow school rules.
- Assume that until a rule is waived, altered or repealed, it is in effect;
- Be aware of and comply with state, federal and local laws;
- Willingly volunteer information in disciplinary cases and cooperate with the school staff should students have important knowledge relating to these cases;
- Respect school property and the property of others;
- Dress and groom to meet fair standards of safety and health and to avoid disrupting the educational process;
- Express ideas in ways that will not offend or slander others;
- Be aware of and comply with rules and regulations of the Minnesota State High School League and District 112 policies when participating in co-curricular activities.

## Disciplinary Action

The school may take disciplinary action in addressing:

- Truancy (absence unapproved by school);
- A pattern of tardiness to school or class;
- Property violations such as unauthorized use of school property, damage or destruction of school property, theft, vandalism, arson, etc.; Assault, fighting, harassment, etc.;
- Assault, fighting, horseplay, roughhousing, harassment, etc;
- Abusive, threatening, profane or obscene language; racial, ethnic, religious or sexual slurs, degrading remarks, spoken or written;
- Defiance, cheating, bomb threats, disobedience and disrespectful behavior, gang activity or affiliation;
- Violation of District 112 transportation rules, parking lot/school traffic rules;
- Slander or libel;
- Attire or grooming which creates danger to health or safety or disrupts the educational process;
- Sexual, racial or religious harassment or violence;
- Use, consumption, possession or selling dangerous or nuisance substances on school property, at school-sponsored activities or away from school that lead to dangerous or harmful activities on school grounds. Examples of such substances or articles include but are not limited to alcohol, drugs, inhalants, tobacco;
- Possession of a firearm or weapons on school grounds or at school activities. Examples of weapons on school grounds or at school activities: shooters, stink bombs, smoke bombs, knives of any size, clubs, metal knuckles, throwing stars, rockets, stun-guns, mace, pellet guns, etc. Examples of firearms include but are not limited to guns (loaded or unloaded; functional or non-functional), explosives, rockets, bomb, grenade, etc.
- Activities inappropriate in a school setting (e.g. hazing, gambling);
- Violation of any school rules, policies, procedures;
- Violation of any federal, state, or local law.

Action schools may take following these violations may include, but are not limited to:

- student conference
- parent contact
- parent conference
- family group conference
- personal and/or financial restitution toward victims
- suspension from extra-curricular activities
- detention
- schedule adjustments
- removal from class
- suspension from school (in-school or out-of-school)
- referral to community services or outside agencies
- assignment to alternative education program
- transfer to another school building
- expulsion/exclusion from school for a period of up to one year
- referral to police or other law enforcement agencies
- community service
- assignments designed to increase awareness and sensitivity

**A school employee, school bus driver, or other agent of District 112 may use reasonable force in exercising their authority when it is necessary under the circumstances to correct or restrain a student or to prevent bodily harm or death to another.**

## **Student Removal from Class or Dismissal from School**

Conduct considered grounds for a student's dismissal or removal from class includes, but is not limited to:

- Significantly disrupting the rights of others to an education; disrupting the ability of school personnel to perform their duties; disrupting school sponsored co-curricular activities; engaging in conduct that endangers other pupils or surrounding persons (including school district employees or property of the school).
- Significantly interfering with a teacher's ability to teach or communicate effectively with students in a class or interfering with other students' ability to learn.
- Willful violation of any rule of conduct specified in the discipline policy adopted by the District 112 School Board.

If a student has been removed from class more than ten times in one school year, the student's dean will contact the parents to arrange a meeting to discuss resolving the problem.

When the student's total days of removal from school exceeds ten cumulative days in a school year, the school district will make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian prior to removing the pupil from school. The purpose of the meeting will be to determine the pupil's need for assessment or other services. Each school building may have additional specific discipline policy adaptations in effect as well.

### **Prohibited Behavior: Additional Examples**

In addition to the rights, responsibilities, and consequences as outlined in the District 112 Discipline Summary, as well as other District policies enumerated in this handbook, the following acts are additional examples of prohibited behavior. All students must abide by the rules in this Rights & Responsibilities Handbook. Also, the school may issue consequences for offenses not described in this handbook.

The school may take disciplinary action resulting from:

- Violation of any school rules, policies, procedures on and off school property
- Violation of any federal, state, or local law on and off school property
- Other

Schools are authorized to discipline students for off-campus behavior. The general requirement is there must be some connection between the behavior and the school.

Students may receive disciplinary action from participating in card playing, disrespectful language, departing another student, disorderly conduct, disruptive behavior, distribution or possession of pornography, exposing the body inappropriately, false fire alarms/tampering with fire safety, gambling, igniting stink bombs, insubordination, littering, not picking up trash on/under/around lunch table or sitting area, obscene gestures, possessing or operating laser lights, playing hacky sack inside the building, public displays of affection, self-inflicted injury, twirling crystal sticks or any sticks inside the building, record/identification falsification, robbery/extortion, slander/libel, telling a lie, theft, possessing stolen property, trespassing, unauthorized distribution of literature, unauthorized use of electronic devices, unauthorized use of school property, vandalism, and violations of student dress code.

### **Adult Authority**

Each person, regardless of position or role at IAA, has the right to be treated with respect. The deliberate refusal to obey the reasonable request or directive of a school staff member or employee will be considered insubordination. (Ex.: Any student who refuses to give

his/her proper name or present his/her student ID card to a district employee or go to the office when directed to do so will be considered insubordinate.)

## **Bullying Prohibition Policy**

### **I. Purpose**

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

### **II. General Statement of Policy**

A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property, at school functions or activities, or on school transportation. This policy applies to students who directly engage in an act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying.

B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.

C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying may be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy. The school district may take into account the following factors:

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation. Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.

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

### III. Definitions

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
  2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "Cyberbullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network, internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
  2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or

3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- D. "On school premises, on school district property, at school functions or activities, or on school transportation" means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
  - E. "Prohibited conduct" means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
  - F. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
  - G. "Student" means a student enrolled in the school district.

#### IV. Reporting Procedures

- A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
  - B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
  - C. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to the Director of Administrative Services (school district human rights officer).
- If the complaint involves the building report taker, the complaint shall be made or filed directly with the Director of Administrative Services (school district human rights officer) by



the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other affected individuals as appropriate.

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

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

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

## V. School District Action

A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.

B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.

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

D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy and other applicable school district policies; and applicable regulations.

E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged

perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident.

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

## VI. Retaliation or Reprisal

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

## VII. Training and Education

A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;
4. The incidence and nature of cyberbullying; and
5. Internet safety and cyberbullying.

C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.

D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize

the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce discrimination and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;
2. Partner with parents and other community members to develop and implement prevention and intervention programs;
3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
5. Teach students to advocate for themselves and others;
6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

## VIII. Notice

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

B. This policy or a summary thereof must be conspicuously posted in the administrative offices of the school district and the office of each school.

C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.

D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.

E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school district's or a school's website.

F. The school district shall provide an electronic copy of its most recently amended policy to the Commissioner of Education.

## IX. Policy Review

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

*Legal References:* Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)

Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)

Minn. Stat. § 120B.232 (Character Development Education)

Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)

Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and

Parents under the Safe and Supportive Minnesota Schools Act) Minn. Stat. §§

121A.40-121A.56 (Pupil Fair Dismissal Act)

Minn. Stat. § 121A.69 (Hazing Policy)

Minn. Stat. § 124D.10 (Charter School)

Minn. Stat. Ch. 363A (Minnesota Human Rights Act)

20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)

34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

*Cross References:* District 112 Policy #413 (Harassment and Violence Prohibition)

District 112 Policy #415 (Reporting Maltreatment of Minors)

District 112 Policy #432 (Acceptable Use of Technology)

District 112 Policy #501 (Firearms and Weapons Prohibition)

District 112 Policy #506 (Student Discipline)

District 112 Policy #515 (Protection and Privacy of Pupil Records)

District 112 Policy #522 (Student Sex Nondiscrimination)

District 112 Policy #526 (Hazing Prohibition)

District 112 Policy #529 (Staff Notification of Violent Behavior by Students) District 112 Policy #77 (Transportation)

## USE OF PERSONAL MOBILE DEVICES

### A. Provisions

1. Students may have an electronic device in their possession during school hours as long as its use is done in a manner that avoids distraction or interference with other students or staff.
2. Personal devices may be used at the discretion of a classroom teacher or facilitator for a specific instructional purpose.
3. Building administrators have the right to prohibit all students from using any or all mobile electronic devices during the school day or at school activities.

### B. Enforcement

1. If any of the above provisions are violated, the appropriate district staff will administer sanctions consistent with the nature of the violation, including temporary confiscation of the device. Consequences may be enforced for violations of other district policies (e.g. bullying, weapons, harassment, discipline, etc.).
2. Use of personal electronic devices on Eastern Carver County Schools property is governed by all applicable district technology guidelines and local, state, and federal laws. District personnel will investigate any reasonable report of a

- violation of these regulations, including distribution of offensive or illegal material, accessing or distributing obscene material, sending threatening messages, or any other violation of our policies or applicable legal statutes.
3. As part of any investigation into inappropriate use of personal electronic devices, Eastern Carver County staff may ask to examine the device in question. Any information found on the device, or the refusal to fully comply with this request, may be considered in the evaluation of any action to be taken.

**First Offense:** The device will be confiscated and may be picked up at the dean's office by the student at the end of that school day. The parent/guardian will be notified of the incident.

**Second Offense:** The device will be confiscated and may be picked up at the dean's office only by the student's parent/guardian at the end of that school day.

**Third Offense:** The device will be confiscated and may be picked up at the school office only by the student's parent/guardian at the end of a period of 10 days from the date of the offense on which the confiscation occurred.

In addition to the above sanctions, school consequences may also be imposed on the student in some cases.

***In cases where an administrator has reasonable suspicion that a device was being used for inappropriate purposes, the school district reserves the right to search the contents of the device for evidence of such use.***

***The removal of, or any attempt to remove, a memory chip or battery from the cell phone/ electronic device in the process of the device being confiscated is prohibited and may serve as grounds for separate disciplinary action.***

### **Dress Code**

The appearance of a student is primarily the responsibility of the individual and the parent. District 112 students are expected to maintain an appearance that is not distracting to teachers or other students, disrespectful to others, or disruptive to the educational process. In addition, student attire must comply with standards of health and safety. (Ex.: State law requires that shoes must be worn in public buildings.)

Symbols, emblems, badges, signs, words, objects or pictures on clothing, jewelry or personal items that represent gangs, tobacco, drugs, alcohol, or discriminatory references to sex, race, or religion, or that are lewd, vulgar, or obscene, are not permitted. (See District 112 policies on Sexual, Racial and Religious Harassment and Violence.) It is not the intention of this dress code to interfere with a student's right to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages usually are acceptable as long as they are not lewd, vulgar, obscene, defamatory, or profane; do not advocate violence or harassment of others, and do not promote products or activities that are illegal for use by minors.

Examples of prohibited attire include, but are not limited to, the following:

- Bandanas of any color (Exception: School-sanctioned dress-up days);
- Chains extending beyond belt-loop closest to pocket;
- Clothing or hairstyles depicting gang symbols, look-alike gang symbols or gang hand gestures, including do/doo rags or look-alike do/doo rags (i.e. large scarves tied about the head.);
- Tattoos depicting gang symbols or gang messages;
- Confederate flags, swastikas, Nazi symbols, or portions thereof;

- Clothing showing belly buttons, bare midriffs, cleavage, or underwear;
- Skirts/shorts/skorts above fingertip length;
- Clothing using language that is vulgar, sexually suggestive, or demeaning of others;
- Items referring to or suggestive of alcohol, drugs, gangs, tobacco, sex, and references to male/female body parts;
- Halter tops, strapless tops, one-strap tops, bustiers;
- Jeans with rips or openings between waist and lower thigh;
- Outer-wear jackets;
- Roller blades, shoes with roller blades (Heely's) or skate boards;
- Spikes or cleats;
- Sunglasses (exception: outdoors).

When a student's appearance interferes with the learning environment or is offensive to others the student will be required to change his/her attire and additional consequences may be imposed, at the discretion of school officials, including sending the student home to change clothes. In exercising discretion to discipline and/or impose other consequences on students violating this dress code, school officials shall take into account the age of the student, District 112's student discipline policy, and whether the violation occurred during the instructional day while school was in session or in connection with a school-related activity.

## **Drugs & Alcohol**

### Student Drug & Alcohol Policy

District 112 will not tolerate the consumption, use, misuse, distribution, or possession of illicit drugs, drug paraphernalia or alcohol in school, on school property/school buses, or during any District 112 school-related activity anywhere, or consumed away from school with the student returning to school.

Alcohol is defined as any intoxicating liquor including but not limited to any alcoholic beverage, malt beverage, fortified wine, or other liquor. Drugs are defined as controlled substances including but not limited to narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids, and inhalants.

To re-enter school following a violation of this policy the student must meet with the District 112 Chemical Health specialist or an independent expert for an assessment of chemical use. After this evaluation, the parent/guardian will be contacted to discuss the assessment and recommendations for student support.

Students involved in distribution or sale of alcohol or an illegal or controlled substance in school, on school property/school buses, during any District 112 school-related activity anywhere, or who are involved in the sale of these substances away from school grounds that lead to dangerous or harmful activities on school grounds, are subject to consequences up to and including expulsion. After meeting with the student, the school will contact the student's parent/guardian, the police liaison officer, and the chemical health specialist. The District's policy and consequences of violating the policy will be reviewed with the student and parents/guardians. Referral will be made to the Sheriff's department.

Consequences for violating this policy may include but are not limited to:

- student/parent conferences
- suspension from co-curricular activities
- referral to community services or outside agency assignment to an alternative educational program
- suspension or expulsion from school

- completion of an appropriate rehabilitation program transfer to another school building or school program
- referral to appropriate law enforcement agency for criminal action
- referral to juvenile authorities schedule adjustments
- mandated attendance at student support group meetings

#### Prescription & Over-the-Counter Drugs

Prescription drugs or over-the-counter mood-altering products are not to be given or sold to a person other than the person for whom the drugs are prescribed. All prescription drugs must be brought to the school nurse. The sale and/or unauthorized distribution of prescription drugs will be treated in the same manner as any other illegal substance.

Consequences for violating this policy may include but are not limited to:

- student/parent conferences;
- suspension from co-curricular activities;
- referral to community services or outside agency;
- assignment to an alternative educational program;
- suspension or expulsion from school;
- completion of an appropriate rehabilitation program;
- transfer to another school building or school program;
- referral to appropriate law enforcement agency for criminal action;
- referral to juvenile authorities;
- schedule adjustments;
- mandated attendance at student support group meetings.

#### Synthetic or Look-Alike Substances

The possession, use, distribution, delivery, transfer, sale or purchase benign substances, synthetic, or look-alike substances being represented or used by students as an illicit substance is strictly prohibited and subject to consequences of the Drugs and Alcohol policy.

#### **Expulsion/Exclusion**

The board of education is the only authority that may exclude or expel a pupil.

#### **Firearms and Weapons Prohibition Policy**

It is the policy of District 112 to maintain a positive, safe learning and working environment. Thus, the District maintains no tolerance for firearms or weapons in the possession of students on school grounds.

All weapons or instruments which have the appearance of a weapon are prohibited within all school environments and school zones, except for educational purposes as authorized in advance by the building principal or designee. This prohibition applies to all buildings and grounds (leased or owned), all school vehicles (leased or owned), and at other buildings or premises where District 112 students are present in connection with a school activity. This prohibition specifically applies to school-sponsored activities such as field trips or co-curricular activities, wherever they occur. Weapons are defined as any device or instrument designed as a weapon, or through its use capable of producing bodily harm or death, or any device or instrument that is used to threaten bodily harm. Some examples of weapons are: pellet guns, look-alike guns, knives of any size, clubs, metal knuckles, numchucks, throwing stars, splat guns, stun-guns, rockets, ammunition, fireworks and mace.

Firearms are defined as any gun (loaded or unloaded, workable or not), explosives, rockets, bomb, grenades, as defined by Section 921 of U.S. code.

Consequences for violation of this policy may include a suspension or an expulsion for a period of up to one calendar year. In addition, violations of this policy will be reported to the appropriate law enforcement agency and any weapon will be confiscated.

A student who finds a weapon or firearm on the way to school, in the school building, or realizes she/he is in possession of a weapon or firearm and takes the weapon/firearm immediately to the principal's office or reports the location of the weapon/firearm to the principal, shall not be considered in possession of a weapon.

District 112 learners with and without disabilities are subject to the consequences of this policy. The District will adhere to all applicable statutes and rules relating to students with disabilities in the enforcement of this policy.

A complete copy of the Firearms and Weapons Prohibition Policy is available in all school offices.

### **Food and Drink**

Food and beverage are to be consumed in the cafeteria, not in the halls. Students are not to purchase food or drink outside of their assigned lunch period. Food trays should remain in the lunchroom. At a teacher's discretion, food and beverage may be consumed in a classroom. Students in the lunchroom are responsible for leaving the tables and floor around and under that table clean, even if they were not eating or drinking while they were at that table. In like manner students in the halls are responsible for leaving the area clean. Pop is to be capped in the hall.

**Students are to stay on campus for lunch.** District 112 provides, through Food Services, a school lunch program. One check per family may be sent to District 112 Food Service, 11 Peavey Rd., Chaska, MN 55318. Free and reduced lunch programs are available to those who qualify. Applications are available in the main office. Please feel free to call the Food Service Office at 556-6150 with any questions or concerns you may have about the Food Service Program.

### **Gangs**

Any gang activity, show of colors, hand signs, writing, and verbal or non-verbal representation of gang affiliation is prohibited at IAA.

- Students may not draw or write gang-related words, pictures, or symbols at school, at school events, or bring them onto school property.
- Students may not have visible gang-related tattoos. Any such tattoos must be covered at all times while on school property or during high school events.
- Students may not wear gang-affiliated clothing, accessories, or gang colors on high school property or during school events.

"Gang" as defined in this policy means any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts, which has an identifiable name or identifying sign or symbol, and whose members individually or collectively engage in or whose members engaged in a pattern of criminal gang activity. "Pattern of gang activity" means the commission, attempt to commit, conspiring to commit, or solicitation of two or more criminal acts, provided the criminal acts were committed on separate dates or by two or more persons who are members of or belong to the same criminal street gang.

### **Harassment**

IAA prohibits any type of harassment at school events or non-school events, on school property or off school property.

### **Sexual, Racial, Religious Harassment/Violence Prohibition**

District 112 will not tolerate any act or form of sexual, racial, religious harassment or violence. District 112 will provide students and employees with an environment for learning



and working that is free from sexual, racial, religious harassment or violence, and prohibits any form of sexual, racial, religious harassment or sexual, racial, religious violence.

Violations of the sexual, racial, and religious harassment or violence policy may include, but are not limited to:

- unwelcome verbal harassment or abuse, including teasing, joking, or making derogatory or
- dehumanizing remarks about a person's sex, race, or religion;
- subtle pressure for sexual activity;
- physical violence or abuse including leering, inappropriate patting or pinching, other forms of unwelcome touching, attempted rape, and rape;
- intentional brushing against a student's or an employee's body;
- displaying of offensive pictures, posters, T-shirts, or other graphics;
- demanding sexual favors accompanied by implied or overt threats concerning an individual's educational or employment status;
- demanding sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's educational or employment status;
- threats or actions related to an individual's race, religion, or ethnic heritage.

### Responsibilities

Students and employees of District 112 are responsible for conducting themselves in a manner consistent with the spirit and intent of the Sexual, Racial, Religious Harassment and Violence Policy. Officials of District 112 will investigate all complaints, either formal or informal, verbal or written, of violations of this policy. Appropriate disciplinary action will be taken with any student or employee who is found to have violated this policy.

Any student or employee who believes he/she has been a victim of sexual, racial, religious harassment or sexual, racial, religious violence by another student or employee should report the incident so action can be taken. Complaints will be kept as confidential as possible. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure, or to file a report of a policy violation, or to receive/review of the policy, contact your building principal or a District 112 Human Rights Officer.

Consequences of a violation of this policy may result in any or all of the following:

- assignments designed to increase awareness and sensitivity to the issues of sexual, racial, religious harassment;
- administrative conference with student or parent and student;
- detention;
- referral to outside agency;
- assignment to an alternative educational program;
- \$25.00 donation to the Carver County Sexual Violence Center;
- suspension, in or out of school;
- exclusion/expulsion;
- referral to police or other law enforcement agencies for criminal action;
- disciplinary actions consistent with Minnesota Statutes and collective bargaining agreements.

If you believe your child has experienced sexual, racial, religious harassment during the school day or while participating in District 112 activities or programs, you may contact the building principal or District Human Rights Officers: Dr. Jim O'Connell (556-6251) or Superintendent Clint Christopher (556-6114); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.

State law gives you the right to file a charge of discrimination with the Minnesota Department of Human Rights, Sibley Street and Mears Park, 190 East 5th Street, Suite 700,

St. Paul, Minnesota, 55101, telephone: 651-296-5663. Both the School District's policy and state law prohibit reprisals or retaliation against you for reporting sexual, racial, or religious harassment.

### **Hazing Prohibition Policy**

Hazing activities of any kind are inconsistent with the educational goals of District 112 and are prohibited at all times. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a risk of harm to a person, in order for the student to be initiated or affiliated with a student organization or for any other purpose. The term hazing includes, but is not limited to:

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

School principals are the persons responsible for receiving reports at the building level. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated school policy or law. This policy applies to behaviors that occur on or off school property and before, during, and after school hours.

### **Immunization Requirements**

#### **PURPOSE**

The purpose of this policy is to require that all students receive the proper immunizations as mandated by law to ensure the health and safety of all students.

#### **GENERAL STATEMENT OF POLICY**

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment. No student may be enrolled or remain enrolled, on a full-time, part-time, or shared-time basis, in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted to the designated school district administrator the required proof of immunization. Prior to the student's first date of attendance, the student or the student's parent or guardian shall provide to the designated school district administrator one of the following statements:

1. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the immunizations required by law, consistent with medically acceptable standards; or
2. a statement, from a physician or a public clinic which provides immunizations, stating that the student received the primary schedule of immunizations required by law and has

commenced a schedule of the remaining required immunizations, indicating the month and year each immunization was administered, consistent with medically acceptable standards. The statement of a parent or guardian of a student or an emancipated student may be substituted for the statement of a physician or public clinic which administers immunizations. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the Supervisor of Health Services, or designated school health services personnel, will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

The parent or guardian of persons receiving instruction in a home school shall submit one of the statements set forth in Section III.A. or III.B., above, or statement of immunization set forth in Section IV., below, to the superintendent of the school district by October 1 of each school year.

When there is evidence of the presence of a communicable disease, or when required by any state or federal agency and/or state or federal law, students and/or their parents or guardians may be required to submit such other health care data as is necessary to ensure that the student has received any necessary immunizations and/or is free of any communicable diseases. No student may be enrolled or remain enrolled in any elementary or secondary school within the school district until the student or the student's parent or guardian has submitted the required data.

The school district may allow a student transferring into a school a maximum of 30 days to submit a statement specified in Section III.A. or III.B., above, or Section IV., below. Students who do not provide the appropriate proof of immunization or the required documentation related to an applicable exemption of the student from the required immunization within the specified time frames shall be excluded from school until such time as the appropriate proof of immunizations or exemption documentation has been provided.

### **EXEMPTIONS FROM IMMUNIZATION REQUIREMENTS**

Students will be exempt from the foregoing immunization requirements under the following circumstances:

- A. The parent or guardian of a minor student or an emancipated student submits a physician's signed statement stating that the immunization of the student is contraindicated for medical reasons or that laboratory confirmation of the presence of adequate immunity exists; or
- B. The parent or guardian of a minor student or an emancipated student submits his or her notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

### **NOTICE OF IMMUNIZATION REQUIREMENTS**

The school district will develop and implement a procedure to:

1. notify parents and students of the immunization requirements and the consequences for failure to provide the required documentation;
2. review student health records to determine whether the required information has been provided; and
3. make reasonable arrangements to send a student home when the immunization requirements have not been met and advise the student and/or the student's parent or guardian of the conditions for re-enrollment.

The notice provided shall contain written information describing the exemptions from immunization as permitted by law. The notice shall be in a font size at least equal to the

font size and style as the immunization requirements and on the same page as the immunization requirements.

### **IMMUNIZATION RECORDS**

A student's immunization history will be documented on a Department of Health official record form or other similar form approved by the Department of Health.

The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student attains the age of majority.

Upon request, the school district may exchange immunization data with persons or agencies providing services on behalf of the student. Immunization data is private student data and disclosure of such data shall be governed by Policy 406/515 Data Privacy Policy.

A. The designated school district administrator will assist a student and/or the student's parent or guardian in the transfer of the student's immunization file to the student's new school within 30 days of the student's transfer.

B. Upon request of a public or private post-secondary educational institution, the designated school district administrator will assist in the transfer of the student's immunization file to the post-secondary educational institution.

### **Laser Lights**

The possession and/or use of laser lights is prohibited.

## **Parking and Driving**

### Parking Expectations

- Motor vehicles driven on school grounds must conform to the regulations of the State of Minnesota, City of Chaska and School District 112.
- Students are to park only in their assigned lot, using only one parking spot. A vehicle may be immobilized or towed if it is parked in a location other than a student space.
- Parking is prohibited in the visitor parking areas at all times.
- Students are not to transport other students to or from campus during the school day.
- The school district may use canine units in the parking lot as a means to deter the use and possession of illegal/dangerous substances. Parking on school property gives the right for a student vehicle to be searched or impounded if deemed suspicious by school officials.

### Violations

### Minimum Consequences

1. Parking outside painted lines
2. Loitering/littering in parking lot
3. Parking outside of designated student area
4. Inaccurate family vehicle registration
5. Visible tobacco products; smoking

**Violations 1-5 have progressive consequences:**

- 1<sup>st</sup> violation: Written warning to student  
 2<sup>nd</sup> violation: Five school days parking suspension  
 3<sup>rd</sup> violation: Revocation of parking privilege

6. Reckless driving/reckless behavior
7. Transporting self or other student to/from campus during the day (including to/from Co-op unless at end of day)
8. Insubordination to staff, failure to stop for staff
9. Allowing another student to drive your vehicle

**Violations 6-9 have progressive consequences:**

- 1<sup>st</sup> violation: Five school days' parking suspension  
 2<sup>nd</sup> violation: Ten school days' parking suspension  
 3<sup>rd</sup> violation: Revocation of parking privilege

10. Refusal to allow vehicle search
11. Possession/use of a weapon, controlled substance, paraphernalia, alcohol, fireworks, or contraband
12. Vandalism

**Violations 10-12:**

- 1<sup>st</sup> violation: Revocation of parking privilege  
 Also possible tow/police report

## II. DRIVING & PARKING

### Accidents:

Students drive and park on campus at their own risk. Any accident that occurs should be reported to the main office and to the Carver County Sheriff's Office.

### Driving Another Student's Vehicle:

THIS IS NOT ALLOWED. (See violation #11)

### Driving to and from Campus

Students may not travel during the school day, or transport other students without permission. Students must enter and leave their parking lots via the student entrance. Students are not to drive into or park in the bus loop.

### Field Trips:

Students are not allowed to drive to field trips. (Ex.: Students may not drive to the College Fair.) Students driving to field trips without authorization will be considered leaving campus unexcused and transporting other students off campus without permission with regard to parking rules. Should this privilege be abused, the opportunity for all students to drive to these events will be revoked.

### No Parking/No Driving Zones:

Students are not to park in staff, visitor, lined, handicapped spaces, or crosswalks. A vehicle parked in a handicapped, visitor or crosswalk space may be towed by the school. The owner of a vehicle parked in a handicapped space or crosswalk may be cited and fined by the Carver County Sheriff's Office.

### CO-OP/CHS:

Students are not to drive to or from the Co-Op except the first and last period of the day. (Exception: A student in Co-Op Auto may obtain a one-day pass from the instructor to work on his/her vehicle. That student must also present written parental and administrator permission to the house secretary to receive a pass to drive to Co-Op Auto that day. Students may not transport students to or from the Co-op or CHS.

### Reckless Driving:

Minnesota Motor Vehicle Code 169:13 Subdivision 1. Reckless Driving: "Any person who drives any vehicle in such a manner as to indicate either a willful or wanton disregard for the safety of a person or property is guilty of reckless driving..." (Ex.: speeding, exhibition driving, driving on the grass, pulling in front of other drivers, not yielding to a pedestrian, revving an engine, screeching tires, sliding on the ice , whipping doughnuts, etc.

### Search of a Vehicle

Any vehicle on campus is subject to search by a school administrator. In instances where the school official determines there is reasonable suspicion that a school regulation, a city law, or a state law has been violated she/he may be assisted by a law enforcement officer. Anything in a student's vehicle is presumed to belong to that student. All contraband (including, but not limited to weapons, look-alike weapons, paint ball and pellet guns, ammunition, alcohol, controlled substances, drug paraphernalia, fireworks, cigarettes, lighters, toilet paper rolls, eggs, paint, animals (dead or alive)) will be confiscated. Students with inappropriate items in their vehicles may be subject to additional school consequences.

### Theft/Vandalism

District 112 is not responsible for vandalism, injury, theft (including stolen parking permits), or damage to vehicles or items therein in the school parking lot. Vehicles should be locked and valuables should not be brought to school.

### Towing

IAA reserves the right to call a service to tow vehicles from school parking lots if found to be in violation of school parking policy. A surcharge may be assessed by the towing company for disrespectful behavior to the towing company staff. We will attempt to tow the vehicle to the location closest to the student's home.

### **Search and Seizure**

If school officials have reason to believe that an illegal act or violation of school rules has been committed or is about to be committed, they are authorized to reasonably search the student, the student's property (i.e., backpacks, vehicle), or any school district property used by the student (i.e., locker). Items believed to be stolen, injurious, or detrimental to the safety and welfare of the students may be seized by school officials.

### **Suspension**

Minnesota Statutes 127.27, subd. 10. "Suspension" means an action taken by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than 15 school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension.

In the event of a suspension, written notice will be personally served upon the student at or before the time of suspension when reasonable possible. A copy of the notice will be sent to the parent/guardian by mail within 48 hours of the conference for suspensions of two or more days. In the event that a suspension is over five (5) days the student shall receive an appropriate alternative program during the term of suspension.

A student who has been suspended may not participate in or attend any school activities or functions on the day/s of suspension or on non-school days, such as weekends, during the suspension. If the student is suspended one day only, make-up work, including tests, is due the following day. Students suspended more than one day will receive an equal number of

days to make up missed work. It is the student's responsibility to contact the teacher and request the make-up work.

### **Tennessee Warning**

A Tennessee Warning may be used when the school is investigating a potential violation of school policy. The information will be used to determine if a violation occurred and if discipline is warranted. A student may refuse to answer questions about the matter, but the school will make its decision without the student's input. Information provided will only be shared with district employees, board members, and possibly law enforcement with a need to know.

### **Theft/Property Damage**

On occasion, property belonging to students, staff, visitors, or District 112 buildings is stolen or damaged. Any individual implicated in a theft or destruction of property is subject to questioning by school officials. Anyone found to be involved in a theft, in possession of stolen property, or involved in property damage is subject to school consequences and referral to the Chaska Police Department.

### **Tobacco Policy**

District 112 is proud to encourage and support a tobacco-free environment.

Smoking, chewing, possessing, or using tobacco in any form in school, on a school bus, on school property, or at a school sponsored activity is prohibited. Students in violation of the tobacco policy will be encouraged to see the school nurse to seek assistance to quit smoking and/or using tobacco products.

Any student using or possessing tobacco in violation of this policy will be subject to the following action:

**First Violation:** The student will be assigned an in-school suspension during which the student will complete an educational program on the hazards of using tobacco. A parent/guardian contact will be made. A referral to the police liaison officer is also made.

**Second Violation:** The student will be suspended from classes for one day and will not be reinstated to classes until there is a conference at school involving the student.

**Third Violation:** The student will be suspended from classes for three days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. A third violation results in a referral to the police liaison officer for a citation and a court referral.

**Fourth Violation and Subsequent Violations:** The student will be suspended from classes for up to five days and will not be reinstated to classes until there is a conference at school involving the student, parent/guardian, and school official. Fourth and subsequent violations result in a referral to the police liaison officer for a citation and a court referral.

### **Plagiarism and Cheating**

Academic honesty on the part of all students is basic to the individual growth and development realized through IAA coursework. When cheating or plagiarism occurs, the teaching/learning process and school climate are seriously undermined and student growth and development is compromised. Cheating and/or plagiarism also prevent the teacher from truly evaluating the student's level of mastery. Consequences for cheating and plagiarism are subject to individual teacher policies and school discipline.

### Definitions

Cheating occurs when you present as your own the work of another. Some examples of cheating include, but are not limited to:

- altering teacher records;
- copying and/or providing for another an examination, assignment or other work to be graded;
- using of unauthorized "cheating sheets";
- buying/selling examinations;
- having another student take an exam, write a paper or assignment;
- using a cell phone to give or receive questions or answers;
- receiving and/or providing test questions/answers prior to taking an examination.

Plagiarism is a form of cheating and is the taking of another's word, thoughts or ideas and representing them as their own. Some examples of plagiarism include, but are not limited to:

- using all or part of another's speech, paper or ideas as your own;
- using a direct quote without citing the source;
- copying a passage word for word and not using quotation marks;
- substituting words or rearranging the phrasing of a passage without indicating that changes have been made;
- rearranging the order of sentences or ideas from the original passage and presenting is  
as your own;
- not acknowledging or documenting sources;
- using translations, including online translation sources and native/advanced speakers in second language composition.

### **Responsibilities**

Students have the responsibility: to not participate, either directly or indirectly, in cheating or plagiarism; to actively discourage cheating or plagiarism by others; and to report any known incidents of plagiarism or cheating.

Teachers have the responsibility: to inform students of the IAA cheating/plagiarism policy and of any specific interpretation of the policy unique to a given course; to actively discourage cheating and plagiarism by students; to contact parents/guardians of a student involved in cheating and/or plagiarism.

### **Consequences**

Consequences for violating this policy may include, but are not limited to:

- Students may receive a "no credit" (0) on the test/paper/assignment in question.
- Students may receive a "no credit" (0) and be required to retake the test and/or resubmit the paper or assignment to be eligible to successfully pass the course.
- Students involved may be required to submit additional assignments to be eligible to meet District 112 graduation requirements.
- Students may be subject to school consequences as outlined in the Discipline Policy.

## **V. SCHOOL LIFE**

### **Building Upkeep/Halls**

Students are expected to accept their responsibility for maintaining the building and keeping it clean.

Also, occasions will occur when students will be expected to cooperate by picking up litter in the cafeteria or other parts of the building even though they may not have been the ones



directly responsible for the litter or mess. We are fortunate to have a beautiful facility in which to work and learn; therefore, everyone needs to work together to keep the IAA beautiful.

### **Care of School Equipment and Materials**

Each student has the right to use school equipment and materials in an appropriate manner. All students have the responsibility to take care of the equipment and materials they are using, and to follow the proper procedures for checking out materials. Students will have to reimburse the school district for any lost or damaged equipment or materials.

### **Closing of School**

When school is closed or delayed due to inclement weather, an announcement will be made at approximately 5:30 a.m. on Channels 4, 5, 9, 11, and over WCCO radio (830 AM). School closings are also available on the District 112 website [www.district112.org](http://www.district112.org).

### **Health Services**

#### Illness

Students becoming ill during the school day should report to the nurse and sign in on the nurse's sign-in sheet. If it becomes necessary to go home, the nurse will inform the parent, and the pupil will be released from school. If this procedure is not followed and the pupil leaves without properly checking out, the student will be considered truant from school, the parents will be contacted, and consequences will be assigned.

#### Student Medication Policy

Independent School District 112 acknowledges that some students may require prescribed medication during the school day. The following provisions are necessary to provide for the safe, proper, and timely administration of non-emergency prescription medication to students in the schools.

#### Types of Medication Administered

Independent School District 112 will dispense only FDA approved medications as prescribed by a licensed medication prescriber. Licensed medication prescribers are:

- Physicians
- Advanced Practice RN with prescriptive authority
- Physician assistant who has direction from a physician or written protocol
- Dentist
- Podiatrist
- Osteopath
- Psychiatrist

#### Who will Administer Medication

Medications will be dispensed by the Registered Nurse. The RN may delegate this medical function to the Health Associate, paraprofessional/unlicensed assistive personnel.

#### Delegation of Medical Administration

Delegation is "the transferring to a competent individual the authority to perform a selected nursing task in a selected situation. The nurse retains accountability for the delegation." (National Council of State Boards of Nursing)

#### Secure Handling, Storage, and Disposal

All medications will be stored in a locked drawer/cabinet which is used exclusively for medications. All medications should be stored in the original pharmacy, or manufactured labeled container with the student's name on it.

Medications are to be kept no longer than the medication expiration date or the end of the school year. All unused, discontinued, or outdated medications shall be returned to the parent/legal guardian. If the parent/legal guardian does not pick up medication at the end of the year, it will be disposed of at school.

### **Lockers**

Lockers are available in the cafeteria. If students choose to use a locker, the school will provide a lock for them. The lock is to be returned at the end of the school year or the student will pay a \$5 fee. The IAA is not responsible for items lost or stolen.

### **The State-Mandated Locker Policy**

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. 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 practical 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.

**Students should not keep money or valuables in lockers.**

### **Lost or Damaged School Materials**

The school will charge an appropriate replacement fee for tablets, library books, etc., that are lost, damaged, or destroyed by students.

### **Lost and Found**

Articles found in and around the school should be turned into the main office where the owners may claim his/her property by identifying it.

### **Nutrition Services**

#### MEAL PRICES

Breakfast	\$1.70
High School Lunch	\$2.95
Milk	\$0.50
A la Carte Items	Prices Vary

All students have a Nutrition Services account. A personal check or cash can also be sent to school and given to the front office or a Nutrition Services staff for payment to the account. Please make sure your child's full name is on the envelope. To add money to the account online go through [www.mypaymentsplus.com](http://www.mypaymentsplus.com), (a 2.98% convenience service fee is charged

by MyPaymentPlus for each transaction). Negative balances are not allowed and the student's Nutrition Services account number is confidential not to be used by another student.

### **Acceptable Use of Technology Policy**

District 112 realizes the importance of teachers, students and parents engaging, collaborating, learning, and sharing in digital environments as a part of 21st century learning. To this aim, District 112 has developed guidelines to provide direction for instructional employees, students and the school district community in the acceptable use of technology. Individual expression and exploration, while an essential element of our global community, must be balanced with the need to provide a successful, safe, and secure learning environment. Ongoing education of our students, staff, and community is essential for the responsible and appropriate use of technology. Policies and procedures for the acceptable use of technology enable us to work toward this goal.

Students in School District 112 utilize technology to search for information or create products to meet their educational needs and to communicate with other individuals in the pursuit of learning. Community members in School District 112 may also be granted access needed to support the mission of District 112 Public Schools.

The use of District 112 technology is in support of learning and consistent with the educational objectives of School District 112. Any use of technology that adversely affects learning, teaching, or the operation of the District is prohibited and will be dealt with in accordance with applicable laws, or employee or student policies. Any use that jeopardizes district resources is also prohibited.

The Internet is a fluid environment where content is continually changing, and where the authenticity and validity of information at times can be questionable. Some material on the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive. The district will monitor the on-line activities of users and operate technology protection measures (e.g., filtering/blocking device) on all computers with Internet access, as required by law.

### **Privileges**

1. **Privacy.** There is no expectation of privacy for personal files on the district system. An individual search will be conducted if there is reasonable suspicion that students have violated technology use guidelines, District policies, or the law.
2. **Access.** Technology is used for the purposes of District 112 instruction and operations. All staff and students of School District 112 will be granted access to technology services accordingly. An adult will monitor student use of technology.
3. **Safety.** To the greatest extent possible, users of the School District 112 technology community will be protected from harassment or unwanted or unsolicited contact. Any student who receives threatening or unwelcome communications should bring them to the attention of their instructor or an administrator.
4. **Intellectual Freedom.** Digital content created by District 112 staff and students must reflect high ethical standards. The district understands that some content also may include statements of personal views or beliefs of the author. Any statement of personal views or beliefs is implicitly understood to be that of the author, not School District 112. Personal views in the form of attacks, threats, or inappropriate language within electronic communications are not acceptable use of district technology. The author will be held responsible and will face appropriate consequences.

### **User Responsibilities**

It is the user's responsibility to adhere to the standards set by the school district. Specifically:

Use appropriate language.

1. Adhere to the rules of copyright in the development and posting of materials using district resources.
2. Protect their privacy and respect the privacy of other users. Students must not reveal personal information (address, phone number, etc.) to unknown users. Under no circumstances should students give their passwords to other students.
3. Respect the hardware and equipment.
4. Use of technology for any illegal activities is prohibited.
5. Users have full responsibility for the use of their account: All violations of this policy that can be traced to an individual account name will be treated as the responsibility of the account user.
6. Be aware that e-mail and files are not guaranteed to be private.
7. Students may not download or install software on our computers or networks without the permission of a technology staff member.
8. Students may be granted access to approved online electronic communication, publishing, and collaborative tools. Use of these resources shall be for academic purposes, and shall be governed by all appropriate District 112 policies and procedures.
9. Liability for Loss/Damage: In the event that district equipment should be damaged or lost, the technology department shall make a reasonable effort to determine the circumstances involved and the monetary value of the loss. The decision to charge the individual for the value of damaged or lost district equipment shall be made by the appropriate administrator or supervisor.
10. A fee may be charged to your account for printing or copying.

### **Technology Products**

Materials produced with the technology of School District 112 are subject to the following policies and guidelines:

1. They may only be displayed on district technology or web sites with the permission of an authorized staff member.
2. School District 112 publications (including, but not limited to, web pages, video recordings, audio recordings, brochures, newsletters, or other print and digital media) may contain student information in compliance with the District 112 Data Privacy Policy. Student work may be published through district media when such publication is part of the curriculum for a class.
3. As intellectual property owners, students may choose to retain course artifacts (digital or physical products); as such, they are responsible for this property. Each student assumes responsibility for ensuring that his/her work conforms to pertinent laws and district policies concerning content, copyright, harassment, bullying, and defamation.
4. If a student chooses to publish all or a portion of their product in any forum (public, private, electronic, or otherwise) outside of the district, the student then assumes all liability and responsibility for his/her actions, including any consequences of the release of his/her product. School District 112 encourages students to exercise reasonable judgment in publishing their work, as reflected in the district's Acceptable Use of Technology Policy and Student Handbook.
5. Any production must adhere to all legal requirements. Inclusion of copyrighted material including video, audio, transcripts, or web sites shall not be permitted without the appropriate Fair Use guidelines being met or releases being obtained. A sample Request for Permission to Copy Form is included in the Copyright Policy.

Student violations of the District Acceptable Use Policy will be handled in accordance with appropriate student discipline policies.

**Photo ID**

All students must have a photo taken as students must carry their photo IDs and present them upon request. Lost ID's will be replaced only once in the Media Center. Further replacements will cost \$5.00 each.

**Pledge of Allegiance Policy**

Per Minnesota law, students in District 112 shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation can take place either in individual classrooms or as an entire building over the intercom system. Any student or teacher may decline to participate and that decision will be respected.

**School Day and Early Dismissal**

State Law (EDU 44) requires that the minimum length of the school day for each secondary pupil will be six hours, exclusive of the noon intermission.

**Student Surveys, Physical Exams, and Marketing Policy**

District 112 affords parents certain rights regarding student surveys, certain physical exams, and collection and use of information for marketing purposes. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

Political affiliations or beliefs of the student or student's parent:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of:

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law;  
and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use of:

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

### **Visitors**

Visitors to the school will be required to sign in upon entering the building.

To uphold the rights of all students to a safe, orderly, and uninterrupted education, students may not bring visitors to school; however, in special circumstances the student's dean may grant permission, provided that a parent has made the request. The student must then obtain written permission from his/her dean and teachers at least one day in advance of the planned visitation. However, no visitors will be permitted during the first or last week of the semester.

### **Wellness Policy**

The Wellness Policy is a guide to ensure students are able to form healthy, life-long nutritional and physical habits. Students will be provided appropriate education in each of these areas, as well as healthy food choices and opportunities to participate in physical activities. Nutritional value and portion size guidelines have been established for food items that are made available to students. School staff, parents, and parent organizations are encouraged to make healthy choices when providing food for classroom incentives, snacks, celebrations, and fundraisers.

## **VI. DISTRICT 112 POLICIES**

### **Communicable Disease Policy**

District 112 has the obligation to provide a healthy environment while protecting the educational rights of all students. The District also has an obligation to require that all students attend school regularly to ensure continuity of the educational process. Procedures for inclusion or exclusion from school and/or school-related activities of students with communicable diseases will consider the educational and health implications for the students and others with whom they come in contact. To that end, District 112 has adopted the most current guidelines established by the Minnesota Department of Health and with which the Minnesota Department of Education concurs.

District 112 recognizes that employees with communicable diseases may wish to continue working. As long as a physician's statement indicates that an employee's condition is not a threat to themselves or others, an employee will not be denied continued employment solely because of his or her medical condition.

### **Data Privacy Policy**

District 112 complies with federal and state laws governing the release of student record information. These laws require the District to release "directory information." Directory information includes the student's name, student's date of birth, gender, dates enrolled in District 112 schools, grade level, school, special honors and achievement, participation in officially recognized activities and sports, height and weight for members of athletic teams, and photos or videotapes of a student engaged in academic, non-academic, or co-curricular activities. Directory information does not include individual grades, testing results, race, religion, or other personal facts.

Should parents choose to classify their child's directory information as private, their child's directory information (as listed above) will be excluded from official school publications and electronic media including but not limited to the yearbook, the student newspaper, graduation programs, honor roll or other recognition lists, sports programs, and drama playbills.

By law, directory information must be made available to organizations or individuals who request it. PTO fund raisers, scouts, booster clubs, photographers, drivers' training schools, and senior class party organizers are examples of groups who may request student directory data. Student mailing addresses are not included in the student directory data provided to these organizations and individuals.

Parents and students of legal age may request that directory information be classified as private and therefore withheld from publications without written consent. Requests to exclude students from directory information should be made in writing to the school principal. "Request to Exclude Student Directory Information" forms are available from each school office. The exclusion will be in effect for the current school year only. A new Request to Exclude Student Directory Information must be completed for each subsequent school year.

### **Current student privacy practices become federal law under PPRA**

District 112 and parents share a commitment to protecting student privacy. A new federal act called the Protection of Pupil Rights Amendment (PPRA) puts into law many practices already in place in District 112 and adds others. Specifically, PPRA gives parents or students age 18 or older the right to:

- Give consent before students are asked for personal information on federally-funded surveys distributed through school
- Opt students out of surveys that ask for personal information if the surveys are not funded federally. Parents may request to inspect the surveys before students take them.
- Opt students out of medical examinations or screenings that don't meet federal criteria.
- Inspect curriculum materials.
- Deny use of personal student information for marketing, sales or other distribution.

### **Education records protected by FERPA**

The Family Educational Rights and Privacy Act (FERPA) gives parents and students over age 18 new rights in regard to student records. Under FERPA you have the right to:

- Inspect and review student records. We will make the records available within 45 days of receiving your request. Please put your request in writing to the school principal and identify the records you want to review. We'll invite you to school to inspect the records together.
- Request an amendment of the student educational records. If you think something is inaccurate or misleading, you should submit your request for change in writing to the principal. Schools have the right to refuse the request, but must offer the opportunity for a hearing if requested. The request for a hearing must be in writing.
- Consent to the disclosure of personally identifiable student information. FERPA does allow school officials with legitimate educational interests to look at the student information. "School officials" include employees of the school district such as teachers, administrators or someone working under their direction, a school board member, or a contracted employee such as an attorney. (A complete list of school officials identified by law is available in the school office.) The information must be necessary to fulfill the school official's professional responsibility.

These laws (PPRA and FERPA) go into effect in January 2004. If you have questions about either new federal law, please contact your principal. If you believe your rights have been violated, you may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Ave. SW

## **District Nondiscrimination Policies**

### **Disability Nondiscrimination**

It is the policy of School District 112 to protect students with disabilities from discrimination and to identify and evaluate learners who, within the definition of Section 504 of the Rehabilitation Act of 1973, need accommodations, special services, or programs in order that such learners may receive the required free, appropriate public education.

Section 504 in the Rehabilitation Act of 1973 prohibits discrimination against persons with a disability in any program that receives federal financial assistance. The Act defines a person with a disability as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities, including learning; or
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

Learners may be protected from disability discrimination and be eligible for services under the provisions of Section 504 even though they do not require individualized education program services pursuant to the Individuals with Disabilities Education Act.

### **SECTION 504 COMPLIANCE**

Principals and designated Section 504 building contacts are responsible for assistance and support in compliance activities. Questions, comments, or concerns regarding disability discrimination issues should be directed to the person responsible for assuring that the District, its programs, and facilities comply with Section 504:

Laura Pingry-Kile, Director of Specialized Education Services  
11 Peavey Road  
Chaska, MN 55318  
Telephone: (952) 556-6100

A pamphlet entitled Section 504 Guidelines is available in the school office or by telephone request.

### **Equal Educational Opportunity**

District 112 is committed to providing equal educational opportunities for all students regardless of sex, race, color, creed, religion, and national origin, status with regard to public assistance, disability, age, sex, marital status, parental status, or sexual orientation. The district also makes reasonable accommodations for disabled students. Equal opportunities apply to all areas of the educational program, including academics and activities.

Any time students believe there has been a violation of this policy they should speak to a teacher or to the principal. The principal will follow up. If the policy has been violated, a report is sent to one of the District's Human Rights Officers, Cathy Gallagher or Dr. Jim O'Connell. Parents are involved as appropriate as the principal follows up. All students involved in a complaint may have a parent or other trusted adult with them in meetings. For information about the complaint procedure or to review/receive a copy of this policy, contact your building principal or a District 112 Human Rights Officer.

If you believe your child has been denied equal opportunity for one of the reasons listed above, you may contact the building principal or the District Human Rights Officers: Clint Christopher (556-6114) or Dr. Jim O'Connell (556-6251); District Education Center, 11 Peavey Road, Chaska, Minnesota 55318.



### **Student Sex Nondiscrimination Policy**

All students are provided equal educational opportunities, and sexual discrimination is prohibited at all times. Sexual discrimination is the exclusion from participation in, denying the benefits of, or otherwise discrimination from any educational program or activity, based on sex.

It is the responsibility of every school district employee to comply with this policy. The school district will act to investigate all complaints of unlawful sexual discrimination toward a student and will take appropriate action.

The school district will also take appropriate action against any pupil, teacher, administrator, or other school personnel who retaliate against any person who reports the sexual discrimination, testifies, assists, or participates in an investigation or hearing related to such unlawful discrimination.

The Assistant Superintendent and the Director of Administrative Services, as the school district human rights officers, are designated to receive reports, complaints, or grievances. Contact information for these officers is posted on the web site.

### **Integrated Pest Management Information**

District 112 currently has in place an Integrated Pest Management Program for control of insects and other pests inside school buildings. The District also uses a similar strategy in controlling weeds on its grounds and athletic fields. The goal of both programs is to provide proper pest control and at the same time minimize the amount of pesticide or herbicide used inside and around buildings. At no time are any pesticides or herbicides used or applied when children are present in the building.

Legislation enacted in 2000 requires that by September 15th of each year, all schools must notify parents that an estimated schedule of applications of pesticides and/or herbicides is available for review or copying at each school office. Parents may also request to be notified prior to any unscheduled applications of these materials. Concerned parents should contact the school office after September 15th to request the noted information.

### **Reporting of Maltreatment of Minors Policy**

School district personnel who know or have reason to believe a child is being physically or sexually abused or neglected by a caretaker are required by state law to report it to the local child protection agency or law enforcement agency. Mandatory reporting procedures must be followed for suspected abuse or neglect that has occurred within the last three years.

### **School Responsibility and Authority**

All employees and students of IAA have the responsibility to enforce school regulations. The principals, counselors, deans, teachers, secretaries, nurses, librarians, custodians, cooks, bus drivers, student supervisors, parking lot security officers, paraprofessionals, and fellow students have the right and responsibility to correct those who violate school rules.

### **Waste Reduction, Reuse, Recycling Policy**

District 112, its citizens, children, and youth share a responsibility as stewards of the planet upon which we live. The district and its staff are in a unique position to provide leadership and to influence values and behavior. As an educational institution, we must make a continuous and deliberate effort to instill, in current and future citizens, the importance of protecting and maintaining the environment. Toward fulfillment of this responsibility, District 112 will act locally to both model and teach the attitudes and behaviors of a conserving society. Through wise use of natural resources and the environment, all people can contribute something to others. Modeling to students, their parents, and the larger

community is a powerful role. As an organization, District 112 will model stewardship of the environment by instituting practices maintaining and continuously improving systems designed to:

- Educate staff members regarding their environmental leadership role within the community.
- Train staff members to implement conserving practices within their district responsibility.
- Educate students on environmental issues and responsibilities.
- Reduce use of consumable materials by all staff members and students.
- Emphasize reuse of consumable materials.
- Recycle all materials for which there is a viable outlet.
- Purchase products made from recycled materials whenever cost effective.

The powerful example of modeling will be reinforced and expanded through conscious teaching of environmental values. Self-worth and self-esteem are raised when individuals are guided and encouraged to make informed and caring choices that will benefit others. Leadership in teaching will be shared by all District 112 staff members who have daily opportunities to influence young people: secretaries, administrators, cooks, and custodians as well as teachers. District 112 is unwavering in its commitment to prepare children and youth for the world they will inherit. This is a commitment we share in partnership with parents and our district communities. In District 112, education regarding environmentally responsible choices is an essential element of learning for all ages. Daily actions to protect our environment must be the responsibility of each and every member of the District 112 community.