

2023-24

**South St. Paul Secondary School
Activities Department
Student Handbook**



Brady Krueger
Activities Director /
Assistant Principal
(651) 457-9417 office

Kris Nihart
Activities Administrative
Assistant
(651) 457-9417 office
(651) 457-9455 fax

Visit us at
www.sspps.org

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Activities Department Overview

South St. Paul Public School District offers a comprehensive interscholastic activities program designed to meet the interests of the students. This program is an opportunity and a privilege afforded to students in the South St. Paul School District.

A function of the activities program is to promote lifelong personal growth and development. Student participation in activities can encourage individual development by providing opportunities for leadership, sportsmanship, fellowship, teamwork, commitment to goal achievement, character building, communication skills, and school pride.

Through their involvement in the activities program, students are expected to improve their decision making processes, develop self discipline and self esteem, respect individual differences, and provide a healthy attitude toward addressing challenges.

Opportunities for participation are offered on a seasonal basis, additional activities may become available throughout the school year. Many groups/teams are open to all students; others have try-outs or special requirements.

The activities program will provide a well rounded, professionally directed and supervised program at all levels. The program shall operate primarily for the benefit of the students who participate directly or vicariously in these activities, although the importance of public fan and spectator support is also recognized and appreciated.

Participation in activities is a privilege for those students who meet the standards of eligibility adopted by the school district, conference and state associations.

Mission Statement

The mission of the South St. Paul Activities program is to promote healthy youth development through programs that encourage participation, healthy life styles, development of positive attitudes and skills, and a sense of accomplishment. Consistent with the mission of the activities program, the Board of Education believes that co-curricular activities can be a vital educational experience and can contribute to healthy youth development.

Belief Statements

We believe that....

- Participation in school activities is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based activity programs.
- Students should have an equal opportunity to participate in all activities offered by their school.
- Ethical behavior, dignity and respect are non-negotiable.
- Student participants who choose to be chemically free need to be supported.
- Collaborative relationships with parents enhance a school's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic and fine arts activities.
- The success of the team is more important than individual honors.
- Compliance with school, community and league rules is essential for all activity participants.
- Ethical behavior, fairness, and embracing diversity best serve students and the school communities.
- Programs should develop self concept, self discipline, cooperative spirit, leadership potential, citizenship, and character of the participants.
- Programs should promote and develop the physical, mental and psychological attitudes of the participants.
- Programs should provide the students and the community with the opportunity to develop pride in themselves and their school.
- The programs should provide students with the opportunity to have fun, learn through competition, learn to respect the other participants, and abide by the codes of the activity.

Our Department's Philosophy

We will provide a diverse range of opportunities for young men and women under the competent leadership of well qualified coaches and advisors.

We wish to nurture, together with the community, our valued tradition of success by continually striving for excellence.

We shall make every attempt to give each student who desires to participate an opportunity. In certain activities, participation is limited and tryouts are held. Coaches and advisors are expected to explain their policies at the beginning of the season.

In activities that have levels of competition such as Sixth, Seventh, Eighth, Ninth, B-Squad (sophomore), Junior Varsity, and Varsity; we will follow these general guidelines:

Sixth, Seventh, and Eighth - All students showing interest are given an opportunity to try out for a team. Emphasis is placed on fundamental skill development.

Ninth, B-Squad or Junior Varsity - Participation is valued; however, development of individual participants for varsity level competition is of **equal importance**.

Varsity - Participation may be limited and is generally reserved for students in grades nine through twelve. Participation in these programs is based on the decisions of the coaching staff or advisor and are made with the competitiveness of the team in mind. On a case by case basis, students in grades seven and eight will receive consideration.

Activities Offered 2023-24

for Grades 6-12

Fall Athletics	Start Date (gr. 9-12)	Start Date (gr. 7-8)	Start Date (gr. 6)
Cross Country (boys/girls)	Monday, August 14, 2023	Monday, August 14, 2023	N/A
Football	Monday, August 14, 2023	Monday, August 28, 2023	N/A
Soccer (boys)	Monday, August 14, 2023	Tuesday, September 5, 2023	N/A
Soccer (girls)	Monday, August 14, 2023	Tuesday, September 5, 2023	N/A
Swimming & Diving (girls)	Monday, August 14, 2023	Monday, August 14, 2023	N/A
Tennis (girls)	Monday, August 14, 2023	Tuesday, September 5, 2023	Tuesday, September 5, 2023
Volleyball (girls)	Monday, August 14, 2023	Tuesday, September 5, 2023	N/A
Winter Athletics	Start Date (gr. 9-12)	Start Date (gr. 7-8)	Start Date (gr. 6)
Basketball (boys)	Monday, November 20, 2023	Wednesday, January 3, 2024	N/A
Basketball (girls)	Monday, November 13, 2023	Monday, October 23, 2023	N/A
Dance Team	Monday, October 23, 2023	Monday, October 23, 2023	N/A
Gymnastics (girls)	Monday, November 13, 2023	Monday, November 13, 2023	N/A
Hockey (boys)	Monday, November 13, 2023	N/A	N/A
Hockey (girls)	Monday, October 30, 2023	Monday, October 30, 2023	N/A
Swimming (boys)	Monday, November 27, 2023	Monday, November 27, 2023	N/A
Wrestling	Monday, November 20, 2023	Monday, October 23, 2023	Monday, October 23, 2023
Spring Athletics	Start Date (gr. 9-12)	Start Date (gr. 7-8)	Start Date (gr. 6)
Baseball (boys)	Monday, March 18, 2024	Monday, April 1, 2024	N/A
Golf (boys)	Monday, March 18, 2024	Monday, March 18, 2024	N/A
Golf (girls)	Monday, March 18, 2024	Monday, March 18, 2024	N/A
Lacrosse (boys)	Monday, April 1, 2024	N/A	N/A
Softball (girls)	Monday, March 11, 2024	Monday, March 11, 2024	N/A
Tennis (boys)	Monday, March 25, 2024	Monday, March 25, 2024	N/A
Track & Field (boys)	Monday, March 11, 2024	Monday, April 1, 2024	Monday, April 1, 2024
Track & Field (girls)	Monday, March 11, 2024	Monday, April 1, 2024	Monday, April 1, 2024

School Sponsored Activities		Clubs / Affinity Groups
<u>Instrumental Music</u> Band - Pep/Sports (7-12) Band - Jazz/Combo (7-12)	<u>Community Service</u> Key Club (9-12) Targeted Services	Students Against Destructive Decisions (SADD) 9-12 Black Pride Organization (BPO) 6-12 Comunidad de Latinos Unidos (CDLU) 6-12 Sexuality and Gender Alliance (SAGA) 6-12 Women's Society 9-12
<u>Academic Competition</u> Debate (7-12) Knowledge Bowl (6-8) Knowledge Bowl (9-12)	<u>Student Government</u> Student Council (6-8) Student Council (9-12)	
Lego League (6-8) Math Team (6-8) Math Team (9-12) Robotics (9-12) Speech (7-12)	<u>Yearbook</u> Yearbook (9-12)	
	<u>Vocal Music</u> Show Choir (8-12)	
	<u>Theatrical Arts</u> Theatre (6-12)	
		Community Sponsored Activities
		Bowling (6-12) Dance Team - Fall (6-12) Trap Team (6-12) Drumline (7-12)

Department Offerings

Instrumental Music

Band (Pep/Sports)

The Pep Band is a select group of high school band members that play at Packer athletic contests during the fall and winter seasons.

Band (Jazz Ensemble)

Jazz Ensemble is open to students in grades seven through twelve who have experience in the study of jazz and who wish to work on advanced jazz literature. Membership in this group is achieved through the audition process or director appointment. Instrumentation is limited to trumpet, saxophone, trombone, drums, piano, bass guitar, and electric guitar.

Combo Band

The Combo Band is a select group of high school band members that perform along with the Show Choir during the winter season. Styles vary from classical repertoire to jazz. Performance venues will include High School Choral Concerts, Solo and Ensemble Contest, community clubs, meetings, and festivals.

Vocal Music

Show Choir

Show Choir is an auditioned performing group for students in grades eight through twelve. Styles vary from classical repertoire to jazz. Part independence, vocal and accompaniment blending techniques, microphone use and technique, developing musicality, and advanced sight reading are all taught and emphasized during the course of the year. Performance venues will include High School Choral Concerts, Solo and Ensemble Contest, community clubs, meetings, and festivals.

Theatrical Arts

Theatre Department

The Theatre Department produces three performances each school year, and a community production in the summer. Involvement is by audition only and is primarily for students in grades six through twelve. Occasionally elementary students and members of the community at large are auditioned as the production demands.

Academic Competition

Debate

Debate is an activity for students in grades seven through twelve who wish to participate in the art of competitive reasoning. Students research subjects and compete in oral argument against six consecutive opponents to win over opinion of the audience and judges.

Knowledge Bowl (Middle School 6-8 and High School 9-12)

Knowledge Bowl, a competition for students in grades six through twelve, focuses on recall, problem solving, critical thinking and cooperation. In this series of academic contests, five member teams compete by answering questions from secondary curriculum areas. Students compete at a combined 6th, 7th, and 8th grade level, and a Varsity level.

Lego League (6th Grade)

The FIRST LEGO LEAGUE is a scaled-down robotics program designed for middle school students. Every year, a new challenge is announced that focuses on a different real-world topic related to the sciences. Each challenge within the competition then revolves around that theme. The robotics part of the competition revolves around designing and programming Lego Mindsteams robots to complete tasks. The students work out solutions to the various problems they are given and then meet for regional tournaments to share their knowledge, compare ideas, and display their robots.

Math Team – Middle School (6-8)

Middle School Math Team is for students in grades six through eight want to improve their mathematics skills and have fun. Practices start in September and the last meet is the first Saturday of February. We like to have participants practice with team members who are in the same grade level. Bring a great attitude, pencil, and a calculator if you have one. We are very flexible with practices to allow for participation in other activities.

Math Team - Senior High (9-12)

Senior High Math Team is for students in grades nine through twelve. The students compete in Math League tournaments in both individual and group events.

Robotics

Robotics is an opportunity for all South Saint Paul students in grades seven through twelve with interests in math, science, engineering, computer programming, marketing and media, to build a team and a robot to compete in the *FIRST* Robotics Competition. The mission is to inspire young people to be science and technology leaders, by engaging them in exciting hands on experiences that build science, engineering and technology skills, that inspire innovation, and that foster well-rounded life capabilities including self-confidence, communication, and leadership.

Speech

Speech is open to students in grades seven through twelve who have an interest in public speaking and wish to develop skills in writing and oral interpretation. Individuals gain poise and confidence by competing in one or more of thirteen categories including: Creative Expression, Discussion, Dramatic Duo, Extemporaneous Reading and Speaking, Great Speeches, Humorous Interpretation, Informative Speaking, Original Oratory, Serious Interpretation of Drama, Poetry, and Prose, and Story Telling.

Community Service

Key Club

The main goal of the Key Club is to encourage students in grades nine through twelve to volunteer their time to help people in need. This volunteering ranges from raising money for an organization to helping out at a soup kitchen. Our club feels that it is important that students learn the importance of helping others and helping the community in which they live.

Student Government

Student Council - Middle School (6-8)

The Middle School Student Council is combined of students in grades six through eight. The council creates activities to encourage school and community pride. This organization plans community service projects. Students are elected by and serve as representatives of the student body.

Student Council - Senior High

The Senior High Student Council creates activities to encourage school and community pride. This organization plans community service projects. Students are elected by and serve as representatives of the student body.

Yearbook

Kaposia Yearbook - Senior High

The Kaposia Yearbook is a publication for students in grades nine through twelve. Yearbook staff put together the yearbook from cover to cover. Each staffer is given a section and is responsible for finding pictures and writing the story. Staff also edit and create page layouts and graphics.

Athletics (Fall)

Cross Country (Boys & Girls)

Boys and girls in grades seven through twelve practice as one team with a shared coaching staff and compete by gender in groups according to their ability. Other than footwear, competition uniforms are supplied.

Football (Boys)

7th and 8th grade students will be divided by ability into an "A" team and a "B" team at each grade levels – 8th and 7th grade. Weight limits shall be 170 lbs. for 8th grade and 140 lbs. for 7th grade. Anyone over those weights must be an interior lineman (center, guards and tackles) and not be the intended ball carrier, including special teams. Tight ends are not considered interior linemen.

Other squads offered are Freshman, B-Squad, Junior Varsity, and Varsity, each determined by the player's ability. Equipment other than mouth guards and cleats is supplied by the school.

Soccer (Boys)

7th and 8th grade students compete in mixed squads of grades seven and eight grouped by ability. Other squads offered are Freshman, B-Squad, and Varsity, each determined by the player's ability. Equipment other than mouth guards and footwear is supplied by the school.

Soccer (Girls)

7th and 8th grade school students compete in mixed squads of grades seven and eight grouped by ability. Other squads offered are Freshman, B-Squad and Varsity, each determined by the player's ability. Equipment other than mouth guards and footwear is supplied by the school.

Swimming and Diving (Girls)

Girls in grades seven through twelve are grouped by ability and may compete at Junior Varsity or Varsity levels. Girls supply their own suit (preferably the coach approved team suit), towels, caps, and goggles. Team warm-up uniforms are supplied.

Tennis (Girls)

Girls may compete at a combined 6th through 8th grade level, Junior Varsity, or Varsity levels according to ability. Girls supply their own racquet and footwear. Team uniforms and tennis balls are supplied by the school.

Volleyball (Girls)

Girls may compete at Seventh Grade, Eighth Grade, Ninth Grade, Junior Varsity, and Varsity levels according to ability. Team uniforms other than footwear are supplied.

Athletics (Winter)

Basketball (Boys)

Boys may compete at Grade Seven, Grade Eight, Grade Nine, B-Squad, Junior Varsity and Varsity levels according to ability. Team uniforms other than footwear are supplied.

Basketball (Girls)

Girls may compete at Grade Seven, Grade Eight, Grade Nine, B-Squad, Junior Varsity and Varsity levels according to ability. Team uniforms other than footwear are supplied.

Dance Team

Girls in grades seven through twelve participate on a tryout basis. Participants choreograph and learn dance routines and formations to compete at conference meets, school invites, and section/state tournaments. Team uniforms other than footwear are supplied.

Gymnastics

Girls in grades seven through twelve participate at the Junior Varsity and Varsity level with competition position placement by ability. Team uniforms other than footwear are supplied.

Hockey (Boys)

Boys in grade nine through twelve are eligible to participate at Junior Varsity and Varsity levels on a tryout basis (seniors are not eligible to play JV). Team uniforms other than footwear are supplied.

Hockey (Girls)

Girls in grades seven through twelve are eligible to participate at Junior Varsity and Varsity levels on a tryout basis (seniors are not eligible to play JV). Team uniforms other than footwear are supplied.

Swimming and Diving (Boys)

Boys in grades seven through twelve are grouped by ability and may compete at Junior Varsity or Varsity levels. Boys supply their own suit (preferably the coach approved team suit), towels, caps, and goggles. Team warm-up uniforms are supplied.

Wrestling (Boys & Girls)

Boys compete according to weight and ability. Wrestlers may compete at the Middle School (6-8), Junior Varsity (7-12) and Varsity (7-12) levels. Team uniforms other than footwear and mouth guards are supplied.

Athletics (Spring)

Baseball (Boys)

Boys compete at Seventh Grade, Eighth Grade, Ninth Grade, B-Squad, Junior Varsity and Varsity levels according to ability. 7th and 8th grade teams are split evenly by ability. Team uniforms other than footwear and glove are provided.

Golf (Boys)

Boys in grades seven through twelve compete at the Varsity and JV levels through tryouts.

Golf (Girls)

Girls in grades seven through twelve compete at the Varsity and JV levels through tryouts.

Lacrosse (Boys)

South St. Paul co-ops with Minnehaha Academy for Boys' Lacrosse. Boys compete at a combined 9th through 12th grade Varsity/JV level according to age and ability.

Lacrosse (Girls)

South St. Paul co-ops with St. Croix Preparatory Academy for Girls' Lacrosse. Girls compete at a combined 9th through 12th grade Varsity/JV level according to age and ability.

Softball (Girls)

Girls compete at Seventh Grade, Eighth Grade, Ninth Grade, B-Squad, Junior Varsity and Varsity levels according to ability. 7th and 8th grade teams are split evenly by ability. Team uniforms other than footwear and glove are provided.

Tennis (Boys)

Boys may compete at a combined 7-12 grade (Junior Varsity or Varsity) according to ability. Boys supply their own racquet and footwear. Team uniforms and tennis balls are supplied by the school.

Track & Field (Boys)

Boys compete at a combined 6th through 8th grade level or Varsity levels according to age and ability. Team uniforms other than footwear are provided.

Track & Field (Girls)

Girls compete at a combined 6th through 8th grade level or Varsity levels according to age and ability. Team uniforms other than footwear are provided.

Participation/Eligibility Requirements

Activity Fee Information 2023-24

To provide the best possible staff, facilities and equipment while making an effort to reduce any financial impact on the classroom, a fee is charged for participation in all extracurricular activities. Payment of the fee is required before equipment can be issued and practice begins.

If a student participant is cut or dropped, or if an injury or illness prevents continuation in an activity from a high school team or group, a refund will be made up until the time of the first contest or performance of the team or group of which he or she is a member.

Any student participant quitting an extracurricular activity will not receive a refund. The Administrator in Charge of Activities will determine special eligibility for refunds.

<i>Sport/Activity</i>		<i>2023-24 Fees</i>	<i>Reduced Lunch</i>	<i>Free Lunch</i>
Band - Jazz / Combo Band (7-12)		\$130.00	\$70.00	\$40.00
Band - Pep (7-12)		\$45.00	\$35.00	\$25.00
Baseball (7-8)		\$110.00	\$60.00	\$30.00
Baseball (9-12)		\$195.00	\$105.00	\$40.00
Basketball (7-8)		\$110.00	\$60.00	\$30.00
Basketball (9-12)		\$195.00	\$105.00	\$40.00
Cross Country (7-12)		\$175.00	\$95.00	\$40.00
Dance Team - Winter (7-12)		\$175.00	\$95.00	\$40.00
Debate Team (7-12)		\$130.00	\$70.00	\$40.00
Football (7-8)		\$130.00	\$70.00	\$30.00
Football (9-12)		\$195.00	\$105.00	\$40.00
Golf (7-12)		\$175.00	\$95.00	\$40.00
Gymnastics (7-12)		\$195.00	\$105.00	\$40.00
Hockey (7-12)		\$220.00	\$110.00	\$40.00
Knowledge Bowl (6-8)		\$110.00	\$60.00	\$30.00
Knowledge Bowl (9-12)		\$130.00	\$70.00	\$40.00
Lacrosse (9-12)		\$220.00	\$110.00	\$40.00
Lego League (6-8)		\$110.00	\$60.00	\$30.00
Math Team (6-8)		\$110.00	\$60.00	\$30.00
Math Team (9-12)		\$130.00	\$70.00	\$40.00
Robotics (7-12)		\$130.00	\$70.00	\$40.00
Soccer (7-8)		\$110.00	\$60.00	\$30.00
Soccer (9-12)		\$195.00	\$105.00	\$40.00
Softball (7-8)		\$110.00	\$60.00	\$30.00
Softball (9-12)		\$195.00	\$105.00	\$40.00
Speech Team (7-12)		\$130.00	\$70.00	\$40.00
Swimming & Diving (7-12)		\$175.00	\$95.00	\$40.00
Tennis (6-8)		\$110.00	\$60.00	\$30.00
Tennis (9-12)		\$175.00	\$95.00	\$40.00
Theatre (6-12) <i>per production</i>		\$75.00	\$45.00	\$35.00
Track & Field (6-8)		\$110.00	\$60.00	\$30.00
Track & Field (9-12)		\$175.00	\$95.00	\$40.00
Vocal Music - Show Choir		\$130.00	\$70.00	\$40.00
Volleyball (7-8)		\$110.00	\$60.00	\$30.00
Volleyball (9-12)		\$195.00	\$105.00	\$40.00
Wrestling (6-8)		\$110.00	\$60.00	\$30.00
Wrestling (9-12)		\$195.00	\$105.00	\$40.00
Individual Cap		\$390.00	\$210.00	\$80.00
Family Cap		\$555.00	\$285.00	\$105.00

Forms Required for Participation

Parental Permit and MSHSL Form

These signed documents must be completed and turned in prior to participation and will be kept on file in the Activities Office.

Transportation Agreement Form

This signed document must be completed and turned in prior to participation and will be kept on file in the Activities Office.

Physical Examination (where applicable)

A physical exam is required the first year of participation and every three (3) years thereafter. The physical form must be completed by the physician and submitted to the Activities Office prior to participation. The form will be kept on file in the Activities Office.

Emergency Medical Authorization

Each participant's parents or legal guardians shall complete an emergency medical authorization card giving permission for treatment by a physician or hospital when the parents or guardians are not available. The card must be completed and turned in prior to participation and will be kept in the team medical kit for availability at all practices and contests.

Insurance Waiver

The school district **does not** carry insurance to cover student athletic and co-curricular injuries.

If a participant's parents or legal guardians feel they have adequate insurance coverage in the event of an injury, and therefore will not hold Special School District #6 liable for any costs, a waiver must be signed and returned with all other activity registration information.

As a service to the students and their families, the school district makes available a student accident insurance plan for participants in both athletic and co-curricular activities at a very nominal cost. For more information, please contact the Activities Office.

Risk of Participation

All participants and parents must realize the risk of serious injury which may result through participation in an activity. South St. Paul High School will use the following safeguards to make every effort to prevent injury:

1. Conduct parent and participant meetings prior to the start of the season to fully explain the activity policies and to advise, caution, and warn of the potential for injury.
2. Maintain a continuing education program for coaches and advisors to learn the most up-to-date techniques and skills to be taught in their activity.
3. Instruct all participants about the dangers of participation in their particular activity.
4. Encourage students to train year round to be in proper condition to avoid injury.
5. Provide and maintain safe equipment and facility conditions.

Scholastic Eligibility

In order to participate in a South St. Paul Secondary co-curricular activity, each participant must make satisfactory academic progress.

To be eligible for participation a student must meet a 1.70 GPA criterion the previous marking period. A student who has failed to meet the 1.70 GPA criterion will be placed on academic probation and will be ineligible to participate in co-curricular contests and/or performances, according to the following conditions:

- 1) The student is permitted to practice or rehearse, but may not compete or perform in a contest or performance during the period of academic probation.
- 2) The student is ineligible for whichever is greater: two consecutive interscholastic contests or two weeks (fourteen calendar days) of the new marking period.*

Following the period of ineligibility, if a review of the student's academic performance indicates that the student is performing at a satisfactory level, eligibility may be regained. If the review indicates the student is failing to meet the 1.70 GPA criterion, he or she cannot regain eligibility until the end of the grading period.

*If a student is found to be academically ineligible at the beginning of a fall season, that student will serve a two week suspension from the date of the first game of his/her team. The student's academic progress will be reviewed after two weeks of the fall marking period. If the review indicates that the student is performing at a satisfactory level, the student will regain eligibility. If the review indicates the student is failing to meet the stated criterion, he or she cannot regain eligibility until the end of the grading period.

Scholastic Eligibility Calendar for 2023-24

First Trimester Date (for winter eligibility)

- Monday, December 18, 2023

Second Trimester Date (for spring eligibility)

- Monday, March 25, 2024

Third Trimester Date (for fall eligibility)

- Monday, June 24, 2024

Standard Rules and Practices of the Activities Department

The Activities Department operates under the policies and governance of three organizations. The role of each of these organizations is articulated below:

The Board of Education – Special School District #6

The Board of Education is the governing agency for South St. Paul Public Schools. The Board of Education is responsible for the following areas: (1) interpreting the needs of the community, (2) developing policies in accordance with state statutes and mandates and in accordance with the educational needs and wishes of people of Special School District 6, (3) approving means by which professional staff may make these policies effective, (4) evaluating the activities program in terms of its value to the community.

All of the South St. Paul Public Schools policies can be found on the District's website at <http://www.sspps.org>, under the tab for "District." Students should pay particular attention to the policies in Section 500 which specifically pertains to students. Questions regarding policies can be directed to the building administrator.

The Minnesota State High School League

All schools are voluntary members of the Minnesota State High School League and compete only with member schools. As a member school district, South St. Paul agrees to abide by and enforce all rules and regulations endorsed by this League. The primary role of the state association is to maintain rules and regulations that ensure equity in competitions for the student participants and a balance with other educational programs. The association solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The state association attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner.

Metro East Conference

South St. Paul High School is a voluntary member of this conference. This conference was established for the primary purpose of promoting selected interscholastic activities among member schools and the assurance of such advantages as may be gained by a union of effort. The conference membership facilitates the arranging of schedules, equalizing competition, conducting league meets, and determining league championships. Membership implies abiding by conference schedules, rules, and regulations. Other Metro East Conference members include Hastings, Henry Sibley, Hill Murray, Mahtomedi, North St. Paul, Tartan, St. Thomas, and Simley.

Minnesota State High School League & South St. Paul Schools Policies

Minnesota State High School League rules govern all eligibility for participation and are available in the Activities Office. These rules apply to all activities for boys and girls.

These training rules and rules related to student code of conduct shall be read and explained to each group prior to or on the first day of organized practice.

A firm and fair policy of enforcement is necessary to uphold the regulations and standards of the Activities Department. The community, school administrators, and staff feel strongly that high standards of conduct, behavior and citizenship are essential in maintaining a sound program of activities. The member schools of the Minnesota State High School League believe that participation in interscholastic activities is a privilege which is accompanied by responsibility.

MSHSL Chemical Health and Code of Conduct Policies

Student Code of Responsibilities

Participation in interscholastic activities is a privilege which is accompanied by responsibility. As a student participating in League sponsored activities, I understand and accept the following responsibilities:

1. I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
2. I will be fully responsible for my own actions and the consequences of my actions.
3. I will respect the rights and property of others.
4. I will respect and obey the rules of my school and the laws of my community, state and country.
5. I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

Chemical Health

At any time during the calendar year, a student shall not, regardless of the quantity:

1. use or consume, have in possession a beverage containing alcohol;
2. use or consume, have in possession tobacco; or,
3. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
4. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals. "Tobacco products" means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.
5. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

Penalties for Category I Activities

Definition: Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities
 - 1) Debate
 - 2) Speech Activities including One Act Play - when a school schedules a season of interscholastic contests.

First Violation Penalty

The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, whichever is greater, of a season in which the student is a participant.

Second Violation Penalty

The student shall lose eligibility for the next six consecutive interscholastic contests or three weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Third or Subsequent Violation Penalty

The student shall lose eligibility for the next 12 consecutive interscholastic contests or four weeks, 28 calendar days, whichever is greater, in which the student is a participant.

A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:

- The student is assessed as chemically dependent,
- enters treatment voluntarily, and
- the director of the treatment center certifies that the student has successfully completed the treatment program.
- The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

Applying the Penalty

1) Penalties shall be progressive beginning with the student's first violation and continuing throughout the student's high school career. Penalties shall be served consecutively.

2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.

3) Counting Weeks:

- a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
- b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student's parents or guardians are notified.
- c) At the beginning of the season, practice and conditioning weeks are counted.
- d) The student must participate in and complete the entire season in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.

4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.

- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student's original period of ineligibility when the student denies violation of the rule is allowed to participate and then is subsequently found guilty of the violation.

Penalties for Category II Activities

Definition - Category II Activities: Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities

- 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament series.
- 2) Music Activities.
- 3) Visual Arts Activities.

Each member school shall develop penalties which will apply to the participants in these activities. A copy of the member school's policy shall be filed in the activities office.

Additional Consequences

Any South St Paul student who violates the policies for Chemical Health or Code of Conduct will be ineligible to earn the VFW honor Awards at the end of their senior year. A student who has a chemical violation or a student who have a Code of Conduct violation will not be eligible to serve in any leadership capacity such as captain for one full calendar year from the date of the violation.

Any student who is found to be in violation of the MSHSL by-law will lose their captaincy and will not be eligible to be a captain for one full calendar year.

Parents will be asked to sign the athletic or activities code of responsibilities form, along with the student, to indicate an understanding and willingness to abide by the rules and regulations of South St. Paul High School and the Minnesota State High School League.

All of the South St. Paul Public Schools policies can be found on the District's website at <http://www.sspps.org>, under the tab for "District Policies." Students should pay particular attention to the policies in Section 500 which specifically pertains to students. Questions regarding policies can be directed to the building administrator.

In addition to the policies and rules established by the Activities Department governing organizations, the department has established a set of standard operating policies. These rules and policies are articulated below.

MSHSL SEXUAL/RACIAL/RELIGIOUS HARASSMENT / VIOLENCE AND HAZING

A. Reference Bylaw 209.00

A student shall not engage in the sexual, racial, religious harassment, violence or hazing during the school year or any portion of an activity season that occurs prior to the start of the school year or after the close of the school year.

B. Reporting Procedures

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

C. Reprisal

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

D. Penalties for Category I Activities

1. First Violation: the student shall lose eligibility for the next two (2) consecutive interscholastic contests or two (2) weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.

Recommendations:

- a) It is recommended that the school develop a local education program through which the student would receive information about sexual, racial, religious harassment, violence or hazing.
- b) 2) It is recommended that, when appropriate, the school refer a student to a community agency or a professional individual outside the school for counseling.

2. Second Violation: the student shall lose eligibility for the next six (6) consecutive interscholastic contests or three (3) weeks, 21 calendar days, whichever is greater, in which the student is a participant.

Recommendation: It is recommended that before being re-admitted to activities following suspension for the second violation, the student shall show evidence in writing that the student has received counseling from a community agency or professional individual such as a school counselor, medical doctor, psychiatrist, or psychologist.

3. Third or Subsequent Violations: the student shall lose eligibility for the next twelve (12) consecutive interscholastic contests or four (4) weeks, 28 calendar days, whichever is greater, in which the student is a participant.

4. Penalties are progressive and consecutive.

E. Penalties for Category II Activities

Each member school shall develop penalties that it will apply to the participants in these activities. A current copy of the member school's policy shall be kept on file in the member school.

Activities Department Policies

Participation

A student may participate in more than one activity per season. Participation in more than one activity per season requires the approval of the all coaches or advisors involved.

Lettering

Special School District #6 and South Saint Paul Secondary School value student accomplishments. Students will be recognized in our community for outstanding effort, positive contributions, and exemplary achievement. Students at South Saint Paul have the opportunity to earn a varsity letter in the arts, academics, service, and athletics. Earning a letter is a significant accomplishment! South Saint Paul Secondary School reserves the right for Head Coaches and Advisors to determine specific lettering policies for their activity. Coaches and Advisors will develop and communicate baseline expectations that incorporate, but are not limited to, the following components: academics, behavior, participation, and citizenship/community service. These requirements must be given in writing to all team members and their parents and explained fully at the start of the season. Athletics, Arts, and Activities programs can award varsity letters if they are sanctioned and recognized competitions by the MSHSL, Metro East Conference, or similar governing body with regulatory, governing control over competition of individuals or teams representing South Saint Paul (i.e. MN Adapted Athletics Association, MN High School Bowling League). Any other South Saint Paul club or activity that wishes to award letters must request a review by the Activities Director two weeks prior to the start of their season.

Dropping or Transferring Activities

On occasion, a participant may find it necessary to drop an activity for good reason. In this case, the following procedure shall be followed: (1) Consult with your immediate coach or advisor, (2) Report your situation to the Activities Office, (3) Check in all equipment issued to you. If a participant wishes to change activities during a season, or after having won an award in one activity and he or she wishes to change activities, he or she shall consult with the coach or advisor concerned and the Activities Office. This procedure assures a smooth transfer which is in the best interest of the student.

Attendance

Students who miss part of the school day due to illness must be in attendance by 9:57am in order to participate in a contest or practice on that day. Students missing school for reasons other than illness must have an excused absence in order to participate. A parent or guardian signed note from home (due to illness) is not an excused absence.

Students who are in attendance at the start of the school day will not be allowed to participate in any extra-curricular activities if the student leaves school due to personal illness.

Final authority for infractions of this rule will rest with the overseeing administration. Examples of excused absences: doctor excused, family emergency, death in family, school authorized absences (i.e. field trips, college visits, etc...), religious release and family vacations.

Equipment

School equipment checked out by the student participant is his or her responsibility. He or she is expected to keep it clean and in good condition. Loss of any equipment is the participant's and/or the participant's parent or legal guardian's financial obligation.

Missing Practice

A participant should always consult his or her coach or advisor before missing a practice or contest. Missing a practice or contest without good reason will be dealt with severely. Missing practice for academic reasons is an excused absence as long as the student notifies the coach or advisor in advance. At the discretion of the coach or advisor, excused absences may affect participation if the safety of the student or other participants is compromised.

Travel

All participants must complete and sign the School District's Transportation Agreement Form prior to participation. Participants must travel to and from out-of-town contests in transportation provided by the school unless prior arrangements are made by the parents or legal guardians for exceptional situations. Participants will only be permitted to leave out-of-town contest or events with their parents or legal guardians if a signed parent or guardian note is turned in to the Activities Office by noon of the day of the event. If the event is on a Saturday, the deadline will be Friday at noon. A duplicate copy will be forwarded to the coach or advisor.

Participants will remain with their squad and under the supervision of the coach or advisor when attending away contests. Participants who do not ride on the team bus will not be allowed to participate in the contest unless there are extenuating circumstances as determined by the overseeing administration. All regular school bus rules will be followed.

Early Dismissal

In situations that require a team that needs to be excused from school, the coach or advisor will work with the school administration on setting a release time that has the least negative impact on academic class time and provides adequate warm-up preparation for competition.

Release from Class

While we do not encourage students to be excused from class for student activities, situations do arise where it is unavoidable. It is the responsibility of the participant to see their teacher the day before they miss class because of a contest. All work shall be made up at the convenience of the teacher.

Grooming and Dress Policy

A member of a team is expected to be well-groomed as established and defined by the coach or advisor of the individual activity.

Multiple Activities

An individual student who attempts to participate in several activities will undoubtedly experience a conflict of obligations. The Activities Department recognizes that each student should have the opportunity for a broad range of experiences in the area of activities, and to this end will attempt to schedule events in a manner to minimize conflicts. Students have a responsibility to do everything they can to avoid continuous conflicts. This would include being cautious about belonging to too many activities where conflicts are bound to happen. It also means notifying the coaches or advisors involved immediately when a conflict does arise.

When a conflict arises, the coaches or advisors will work out a solution so the student does not feel caught in the middle. If a solution cannot be found, the overseeing administration will make the decision based on the following: (1) the relative importance of each event, (2) the importance of each event to the student, (3) the relative contribution the student can make, (4) how long each event has been scheduled, (5) talk with parents.

Once the decision has been made and the student has followed that decision, he or she will not be penalized by any coach and/or advisor. If it becomes obvious that a student cannot fulfill the obligation of a school activity, he or she should withdraw from the activity.

Vacation Policy

Vacations by the participants during an activity season are discouraged. Parents or guardians and participants wishing to do so may wish to reassess their commitment to being a participant. In the event of an absence due to a vacation is unavoidable, a participant must: (1) be accompanied by his or her parents or guardians while on vacation, (2) contact the coach or advisor prior to the vacation, (3) be willing to assume the consequences related to their status in that activity.

Communication

Communication is an essential part of any successful co-curricular program. To facilitate quality communication, each program will host a pre-season parent meeting. During this meeting, the following information will be shared with those in attendance:

1. Introduction of staff
2. Explanation of policies and rules for the given activity, by the coach or advisor. This is done with a handout and will include the programs specific information related to lettering, attendance, etc.
3. A calendar of the upcoming season including games, practices, and special events.
4. A review of the MSHSL forms and the rules relating to the participation in the program.

The pre-season parent meeting also provides an opportunity for all participants and their parents to have any questions answered relative to the administration of a program.

Conflict Resolution

Due to the nature of the programs we facilitate through our department, there are times when conflict will take place between the individuals involved. We encourage an open line of communication between the school, students, parents, coaches, and advisors. All coaches and advisors are required to have a pre-season meeting to explain rules and policies to the participants and their parents. If questions arise, we ask that the student or parent first contact the coach or advisor.

In order to resolve expressions of difference that often occur in activities, an orderly communication procedure has been developed.

Conflicts should not be addressed during or immediately following an event. The contest site, practice site, school lobby, or locker rooms are not appropriate places to resolve conflict. Most conflicts are better resolved after an appropriate cooling down period. If you have a concern, please call or arrange for a meeting on the following work day.

The following steps will be taken in order for the conflict to be resolved:

First Action:

The student-athlete should talk directly to the coach or coaches themselves- this is a valuable part of the learning, development, and maturing process. This step may not apply in all situations depending on the nature of the conflict.

If the problem is not resolved...

Second Action

A meeting between the participant, the coach or advisor, and/or the parents should be called. This meeting can be initiated by the participant, the parents, the coach or advisor, but does not have to involve all of these parties.

Third Action:

If any party still feels that the conflict is unresolved, a meeting between the parents, the coach or advisor, and the Activities Director may be called. The participant need not be present. An individual meeting to gain the perspective of the participant may be solicited. Notes of the meeting will be kept by the Activities Director. The Activities Director will send out a list of findings and recommendations to those involved no later than one week after the meeting. A copy of all communications will be given to the High School or Middle School Principal.

Fourth Action:

The matter can be referred to the High School or Middle School Principal if a conflict still exists.

NCAA Collegiate Eligibility Standards

Many high school student athletes aspire to play sports beyond the high school level. The National Collegiate Athletic Association (NCAA) has established academic and amateur credentials for all students who want to play sports at an NCAA Division I or II institution as a freshman. YOU MUST START TO PLAN EARLY - FRESHMAN GRADES COUNT.

What are the academic initial-eligibility requirements?

The following requirements must be met in order for a student to be able to practice, play and receive a scholarship at an NCAA Division I or II college or university.

Division I:

1. Graduate from High School
2. Complete a minimum of 16 core cores
3. Present the required grade point average (GPA)
4. Present a qualifying test score on either the ACT or SAT
5. Complete an amateurism questionnaire and request final amateur certification

Core Academic Course Breakdown *(All courses must appear on the South St Paul list of Approved Core Courses)*

- 4 years of English
- 3 years of math (Algebra 1 or higher)
- 2 years of natural or physical science (including one year of lab science)
- 1 extra year of English, math, or natural or physical science
- 2 years of social science
- 4 years of extra core courses from any category above, or foreign language, non-doctrinal/comparative religion/philosophy.

Academic eligibility is determined by using a sliding scale that matches Grade Point Averages for the Core Courses with ACT or SAT scores. A student/athlete must have a minimum Grade Point Average (GPA) for the 16 courses of 2.00. With a 2.0 GPA a student then must have a minimum SAT score of 1010 or ACT score of 86. (A student with a 3.0 GPA would need test scores of 620 or 52).

More information is available in the Activities Office.

Activities/Athletics Handbook Signature Sheet 2023-24 School Year

Advisor/Coaches Name: _____ (print)

Students Name: _____ (print)

Grade: _____

Date: _____

*I have received the 2023-24 student handbook, and I understand that it is my responsibility to read it. I understand that is also my responsibility to abide by all of the District's policies, as they are presented on the District's website at www.sspps.org under the "Our District" **tab** and then click on the "School Board" link and then "District Policy" link. I must ask questions if I do not understand current policies or a portion of the handbook. I understand that I will be held accountable according to the District's policies.*

Student Signature: _____



Adopted: September 8, 1997

MSBA/MASA Model Policy 413

*Revised: 4/26/04; 8/28/06; 11/23/09; 11/25/13
11/23/15*

Orig. 1995

Rev. 2012

413 HARASSMENT AND VIOLENCE

I. PURPOSE

The purpose of this policy is to maintain learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school district to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (For purposes of this policy, school district personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. A violation of this policy for any student, teacher, administrator or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of or violence based on a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

III. DEFINITIONS

A. Assault

Assault is:

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

B. “Harassment” prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual’s or group of individuals’ race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:

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

C. “Immediately” means as soon as possible but in no event longer than 24 hours.

D. Protected Classifications; Definitions

1. “Disability” means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
 - a. has a physical, sensory, or mental impairment which materially limits one or more major life activities;
 - b. has a record of such an impairment; or
 - c. is regarded as having such an impairment.
2. “Familial status” means the condition of one or more minors being domiciled with:
 - a. their parent or parents or the minor’s legal guardian; or

- b. the designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
 3. “Marital status” means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or former spouse.
 4. “National origin” means the place of birth of an individual or of any of the individual’s lineal ancestors.
 5. “Sex” includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
 6. “Sexual orientation” means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one’s biological maleness or femaleness. “Sexual orientation” does not include a physical or sexual attachment to children by an adult.
 7. “Status with regard to public assistance” means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. “Remedial response” means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
 - a. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or

- b. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

2. Sexual harassment may include but is not limited to:

- a. unwelcome verbal harassment or abuse;
- b. unwelcome pressure for sexual activity;
- c. unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by teachers, administrators or other school district personnel to avoid physical harm to persons or property;
- d. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
- e. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or
- f. unwelcome behavior or words directed at an individual because of gender.

G. Sexual Violence; Definition

- 1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. § 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.
- 2. Sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;

- b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
- c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
- d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

H. Violence; Definition

Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of a person's race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence 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 from the school district office, but oral reports shall be considered complaints as well.
- C. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
- D. In Each School Building. The building principal, the principal's designee, or building supervisor (hereinafter the "building report taker) is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy, at the building level. Any adult school district personnel, who receive a report of harassment or violence prohibited by this policy, shall inform the building report

taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or school district's human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- E. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fails to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- F. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building report taker.
- G. In the District. The school board hereby designates the Director of Human Resources and the High School Principal for South St. Paul Public Schools as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the school district.
- B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
- C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

- D. In addition, the school district may take immediate steps, at its discretion, to protect the target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. The investigation will be completed as soon as practicable. The school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

- A. Upon completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

VII. RETALIATION OR REPRISAL

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy, who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

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

X. DISSEMINATION OF POLICY AND TRAINING

- A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- C. This policy shall appear in the student handbook.
- D. The school district will develop a method of discussing this policy with students and employees.
- E. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence,

gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. § 626.556 *et seq.* (Reporting of Maltreatment of Minors)
20 U.S.C. § 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Rehabilitation Act of 1973 § 504)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 1201 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 474 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)



Adopted: February 9, 1998

MSBA/MASA Model Policy 502

Orig. 1995

Revised: 10/25/04; 3/14/16; 5/22/17

Rev. 1999

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

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

A. Lockers and Personal Possessions Within a Locker

Pursuant to Minnesota statutes, school lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. Inspection of the interior of lockers may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practicable after the search of a student's personal possessions, the school officials must provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

B. Desks

School desks are the property of the school district. At no time does the school district relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

C. Personal Possessions and Student's Person

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness.

D. A violation of this policy occurs when students use lockers and desks for unauthorized purposes or to store contraband. A violation occurs when students carry contraband on their person or in their personal possessions.

III. DEFINITIONS

- A. “Contraband” means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and “look-alikes,” alcoholic beverages, controlled substances and “look-alikes,” overdue books and other materials belonging to the school district, and stolen property.
- B. “Personal possessions” includes but is not limited to purses, backpacks, bookbags, packages, and clothing.
- C. “Reasonable suspicion” means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official’s personal observation, a report from a student, parent or staff member, a student’s suspicious behavior, a student’s age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- D. “Reasonable scope” means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

IV. PROCEDURES

- A. School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.
- B. School officials may inspect the personal possessions of a student and/or a student’s person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student’s person will be reasonable in its scope and intrusiveness.
- C. As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.
- D. Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.
- E. A strip search is a search involving the removal of coverings or clothing from private areas. Mass strip searches, or body cavity searches, are prohibited. Strip searches will be conducted only in circumstances involving imminent danger.

- F. A school official conducting any other search may determine when it is appropriate to have a second official present as an observer.
- G. A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate. The school district shall provide a copy of this policy to a student when the student is given use of a locker.

V. DIRECTIVES AND GUIDELINES

School administration may establish reasonable directives and guidelines which address specific needs of the school district, such as use of tape in lockers, standards of cleanliness and care, posting of pin-ups and posters which may constitute sexual harassment, etc.

VI. SEIZURE OF CONTRABAND

If a search yields contraband, school officials will seize the item and, where appropriate, turn it over to legal officials for ultimate disposition.

VII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion, and the student may, when appropriate, be referred to legal officials.

Legal References: U. S. Const., amend. IV
Minn. Const., art. I, § 10
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)
Minn. Stat. § 121A.72 (School Locker Policy)
G.C. v. Owensboro Public Schools, 711 F.3d 623 (6th Circ.2013)

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



Adopted: April 26, 2004

MSBA/MASA Model Policy 514
Orig. 2014

Revised: 6/11/05; 8/14/06; 10/27/08; 11/28/11
9/9/13; 7/28/14; 8/24/15; 7/25/16; 6/26/17

514 BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited on school premises, on school district property at school- functions, or activities, or on school transportation. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyber bullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- C. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- E. False accusations or reports of bullying against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district’s policies and procedures, including the school district’s discipline policy #506. The school district may take into account the following factors:

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

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

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

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

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

III. DEFINITIONS

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

A. “Bullying” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student’s educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

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

- B. “Cyberbullying” means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
- C. “Immediately” means as soon as possible but in no event longer than 24 hours.
- D. “Intimidating, threatening, abusive, or harming conduct” means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student’s property or causes a student to be in reasonable fear of harm to person or property;
 2. Under Minnesota common law, violates a student’s reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
 3. Is directed at any student or students, including those based on a person’s actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
- E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
- F. “Prohibited conduct” means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

- G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

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

- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel, who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner, may be subject to disciplinary action.
- E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the

responsible authority, shall be responsible for keeping and regulating access to any report of bullying and the record of any resulting investigation.

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

V. SCHOOL DISTRICT ACTION

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

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. The school district shall discuss this policy with school personnel and volunteers and provide appropriate training to school district personnel regarding this policy. The school district shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minn. Stat. § 122A.60, to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying and other prohibited conduct. Such professional development includes, but is not limited to, the following:
 - 1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
 - 2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;
 - 3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. The incidence and nature of cyberbullying; and
 5. Internet safety and cyber bullying.
- C. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying and other prohibited conduct.
- D. The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.
- E. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying or other prohibited conduct, and to make effective prevention and intervention programs available to students.

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

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

1. Engage all students in creating a safe and supportive school environment;
 2. Partner with parents and other community members to develop and implement prevention and intervention programs;
 3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;
 4. Train student bystanders to intervene in and report incidents of bullying and other prohibited conduct to the schools' primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities

such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

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

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. § Ch. 124E (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:

MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)
MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 423 (Employee-Student Relationships)
MSBA/MASA Model Policy 501 (School Weapons Policy)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 507 (Corporal Punishment)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Student Sex Nondiscrimination)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 529 (Staff Notification of Violent Behavior by Students)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)



Adopted: February, 1998

MSBA/MASA Model Policy 526

Orig. 1997

Revised: 4/26/04; 9/9/13; 7/25/16; 6/26/17

Rev. 2014

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, tolerate, or are a party to prohibited acts of hazing may range from remedial responses or positive behavioral interventions up to and including suspensions and/or expulsion

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

Consequences for other individuals for engaging in prohibited acts of hazing may include, but not limited to, exclusion from school district property and events and/or termination of services and/or contracts.

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

III. DEFINITIONS

- A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. “Immediately” means as soon as possible but in no event, longer than 24 hours.
- C. “On school premises or school district property, or at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus

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

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or charter school.
- F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The school district encourages the reporting party to use the report form available from the principal or building supervisor of each building or available from the school district office, but oral reports shall be considered complaints as well.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult school district personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.

The building report taker shall ensure that this policy and procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school district employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.
- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited in this policy.
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of

applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

- E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian (s) of alleged perpetrators of hazing who have been involved in a report and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or respond to hazing committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in hazing.

VI. RETALIATION OR REPRISAL

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

VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks. The school district will develop a method for discussing this policy with students.

- Legal References:** Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the 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)
- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to Students and Staff])