

# Maple River School



2024-2025  
Student Handbook

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## 2HR Late Start

### Schedule

#### CLASS SCHEDULE

1 <sup>st</sup> period	8:05 – 9:05
2 <sup>nd</sup> period	9:10 – 10:10
3 <sup>rd</sup> period	10:15 – 11:15
4 <sup>th</sup> period (grades 9-12)	11:20 – 12:20
LUNCH (grades 9-12)	12:20 – 12:50
LUNCH (grades 6-8)	11:15 – 11:45
4 <sup>th</sup> period (grades 6-8)	11:50 – 12:50
5 <sup>th</sup> period	12:55 – 1:55
6 <sup>th</sup> period	2:00 – 3:00

#### Trimester Schedule for 2024-2025

Trimester 1: August 26, 2024 – November 26, 2024

Trimester 2: December 3, 2024 – March 6, 2025

Trimester 3: March 11, 2025 – May 29, 2025

#### Staff Development and Snow Days

1 <sup>st</sup> period	10:05 – 10:45
2 <sup>nd</sup> period	10:50 – 11:30
3 <sup>rd</sup> period	11:35 – 12:15
4 <sup>th</sup> period (grades 9-12)	12:20 – 1:00
LUNCH (grades 9-12)	1:00 – 1:30
LUNCH (grades 6-8)	12:15 – 12:45
4 <sup>th</sup> period (grades 6-8)	12:50 – 1:30
5 <sup>th</sup> period	1:35 – 2:15
6 <sup>th</sup> period	2:20 – 3:00

#### Scheduled Late Start Dates

Monday, September 23 / Monday, November 18

Monday, February 24 / Monday, March 17

Monday, April 28

### 3 Hour Early Out Schedule

*Scheduled 3 hour out on May 23 and May 29*

1st period	8:05 – 8:35
2 <sup>nd</sup> period	8:40 – 9:10
3 <sup>rd</sup> period	9:15 – 9:45
4 <sup>th</sup> period	9:50 – 10:20
5 <sup>th</sup> period	10:25 – 10:55
6 <sup>th</sup> period (grades 9-12)	11:00 – 11:30
LUNCH (grades 6-8)	10:55 – 11:25
LUNCH (grades 9-12)	11:30 – 12:00
6 <sup>th</sup> period (grades 6-8)	11:30 – 12:00

## MAPLE RIVER SCHOOL BOARD MEMBERS

Joe Sohre, Chairman of the Board  
Karson Duncanson  
Jeff Kunkel  
Noah Germo

Tyler Hunstad  
Dan Sohre  
Andrea Sonnek

The Maple River School District does not discriminate on the basis of race, color, national origin, sex, disability or age in programs and activities and provides equal access to the Boy Scouts and other designated youth groups

## HIGH SCHOOL STUDENT COUNCIL MEMBERS 2024-2025

Seniors	Juniors	Sophomores	Freshman
Gavin Halvorson	MaKynna Ertman	Claire Caven	Katelyn Davis
Olivia Anderson	Owen Barr	Brielle Brown	Sophia Stencil
Maia Garbes	Lucas Proehl	Vayda Halvorson	Colby Buckholtz
Kelsey Jaeger	Lydia Buckholtz	Nora Caven	Liam Caven

## MAPLE RIVER SCHOOLS' PHONE NUMBERS

Mapleton - District Office/Elementary Office	524-3918
FAX	524-4882
Mapleton – Secondary Office	524-3918
FAX	524-4882

## ACADEMICS

### B. Graduation Requirements

The following state and school (district) requirements must be met for graduation:

#### District

To graduate from Maple River High School a student must complete a minimum number of credits for graduation. Those requirements are: 24.5 credits for the class of 2025, 2026, 2027 and 2028. No credit will be given for a class unless it is completed. Credit requirements are listed below.

#### Requirements for Class of 2025, 2026, 2027, 2028

##### LANGUAGE ARTS - 4 Credits

1 credit (3 trimesters) English 9  
1 credit (3 trimesters) English 10  
1 credit (3 trimesters) English 11  
1 credit (3 trimesters) English 12

##### OR

1 credit (3 trimesters) College English 11  
1 credit (2 trimesters) College Writing 12

##### SOCIAL STUDIES – 4.5 Credits

1 credit (3 trimesters) American History (Grade 9)  
1 credit (3 trimesters) Human Geography (Grade 10)  
.5 credit (1 trimester) Intro to Economics (Grade 11)  
1 credit (3 trimesters) World History (Grade 11 or 12)  
1 credit (3 trimesters) U.S Government ( Grade 12)

##### MATHMATICS – 3 Credits

1 credit (3 trimesters) Nonlinear Algebra 1  
1 credit (3 trimesters) Geometry or Honors Geometry  
1 credit (3 trimesters) Algebra II or Honors Algebra II  
\*1 credit (3 trimesters) \*College Pre-Calculus OR Statistics  
(only required if taken Honors Algebra in Grade 8)

##### SCIENCE – 3 Credits

1 credit (3 trimesters) Science 9

1 credit (3 trimesters) Chemistry (Grade 10)  
1 credit (3 trimesters) Biology (Grade 11)

**LIFE FITNESS/HEALTH – 1.5 Credits**

1 credit (2 trimesters) PE9/Health 9  
.5 credit (1 trimester) Life Fitness or Recreational Activities  
or Weight Training

**ARTS (Visual, Music, or Media Arts) – 1 Credit**

1 credit (2 trimesters) Band/Choir or Art Course

**BUSINESS – 1.0 Credit**

.5 credit (1 trimester) Personal Finance (Grade 12)  
.5 credit (1 trimester) Person Finance (Grade 12)

**ELECTIVES – 6.5 Credits**

**Program of Study Guideline**

This proposed course of study is merely a guideline to assist you in planning your own program. There will be variations for each student due to circumstances such as course availability. Individual career pathways will also influence how courses are selected and sequenced.

**Grade 9 – Class of 2028**

English 9 - 1 credit (3 trimesters in length)  
Science 9 - 1 credit (3 trimesters in length)  
Nonlinear Algebra or Honors Geometry - 1 credit (3 trimesters in length)  
American History - 1 credit (3 trimesters in length)  
Life Fitness 9/Health - 1 credit (2 trimesters in length)  
Fine Arts Elective – 1 credit (anytime 9-12) (2 trimesters in length)  
Electives – 2.5 credits (5 trimesters in length)

**Grade 10 – Class of 2027**

English 10 – 1 credit (3 trimesters in length)  
Chemistry 10 – 1 credit (3 trimesters in length)  
Geometry or Honors Algebra II -1 credit (3 trimesters in length)  
Human Geography – 1 credit (2 trimesters in length)  
Life Fitness, Rec Activities or Weight Training gr. 11-12 – .5 credit (1 trimester in length)  
Electives – 3 credits (6 trimesters in length)

**Grade 11 – Class of 2026**

English 11 or College English 11 – 1 credit (3 trimesters in length)  
Biology – 1 credit (3 trimesters in length)  
Algebra II or College Pre-Calculus – 1 credit (3 trimesters)  
World History (or grade 12) – 1 credit (3 trimesters in length)  
Intro to Economics - .5 credit (1 trimester in length)  
Electives – 2.5 credits (5 or 8 trimesters)

**Grade 12 – Class of 2025**

English 12 - 1 credit (1 trimester in length)  
**Or** College Writing -1 credit (2 trimesters in length)  
U.S. Government - 1 credit (2 trimesters in length)  
World History (if not taken in grade 11) – 1 credit (3 trimesters in length).  
Personal Finance - .5 Credit (1 trimester in length)  
Electives – 5 credits (10-13 trimesters in length)

**Vocational Opportunities**

Maple River offers a variety of vocational opportunities through the Agriculture Science, Ag Technology and Business Education Departments. This notice is to inform students, parents, employees and the general public that these opportunities are offered regardless of race, color, national origin, sex or disability. Admission in the specific courses is determined by grade level, and in some cases, completion of prerequisite courses. The following individuals will coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972.

Dan Anderson, Superintendent  
Title IX Coordinator  
Maple River School District  
PO Box 515  
Mapleton, MN 56065  
(507) 524-3918 ext. 4223  
danderson@isd2135.org

Amy Anderson, Social Worker  
Section 504 Coordinator  
Maple River School District  
PO Box 515  
Mapleton, MN 56065  
(507) 524-3918 ext. 4280  
aanderson@isd2135.org

Ted Simon, Principal  
Alternate Title IX & 504 Coordinator  
Maple River School District  
PO Box 515  
Mapleton, MN 56065  
(507) 524-3918 ext. 4232  
tsimon@isd2135.org

**Minnesota Graduation REQUIREMENTS (MDE Website):**

<http://education.state.mn.us/MDE/Schsup/TestAdmin/MNTests/index.html>

Testing is used in schools to measure student achievement. State tests are given to students in a district once a year, based on their grade level and subject area. Classroom tests are given by individual teachers on a more regular basis and may include quizzes, mid-terms, chapter tests and final exams, among others. Both types of tests give educators an idea of how well their students are learning the concepts presented to them in the classroom.

**Class Rank**

Class rank is calculated at the end of each trimester for all grades 9-12. All letter grades (A, B, C, D & F) are used in figuring the class rank and have equal weight in the calculation. Cumulative Class rank is used to determine graduation honors as well as a contributing factor in admissions to some post high school institutions. It is also used for various scholarship applications. Students taking less than one half of the general education requirements for graduation will not be factored in the class rank. Each person's class rank is determined by ranking grade point averages in the class from the highest to the lowest. Grade point averages are calculated on a 4-point scale with all classes that meet every day having equal weight. Courses meeting every other day will earn credit on a prorated basis. The cumulative GPA is calculated on those trimester grades for which the student has received a letter grade (A, B, C, D & F). It is the cumulative GPA that determines the class rank at the end of each trimester.

### Honor Roll

The honor roll is based on the trimester grade point average. In order for a student to be on the B honor roll, that student's grades must average at least a B (3.0); to be on the B+ honor roll, grades must average at least a B+ (3.33). To be on the A honor roll, a student's grades must average at least an A- (3.67). Grades from all letter bearing classes (A, B, C, D & F) have equal weight in computing the honor roll.

### Honor Students

Those students who maintain a B (3.0) average for all four years of high school will be designated as honor students and will be recognized at graduation with a silver cord. Those students who maintain an A- (3.67) or better average for four years will be designated high honor students and will be recognized with a gold cord to be worn over their graduation robes.

### Incompletes

In rare occasions, the principal may grant an extension for an incomplete.

### Marking and Grading

Report cards are issued during the week following the end of each trimester. The five letter system A, B, C, D, F with plus and minus signs is used. To compute non weighted grades, an A = 4.0, A- = 3.67, B+ = 3.33, B = 3.0, B- = 2.67, C+ = 2.33, C = 2.0, C- = 1.67, D+ = 1.33, D = 1.0, D- = .67, F = 0. Written notices will be sent to parents at mid-term for those students who are not working up to capacity or not passing. \*\*For grading purposes, elementary students grades K-2 are given E, S and N.

### Withdrawal from Classes

Adding or withdrawing a class must be done within the first five instructional days from the start of the trimester. After the first five instructional days permission may be given by the principal to withdraw, change, or substitute another class if the student's situation would require a change. A "W" for withdraw or "F" for fail would be noted on the student's transcript. In the case of a yearlong class, only students who are failing the first trimester of the course will be eligible to withdraw from the second and third trimester. Withdrawing from a class must have final approval by the principal. Once withdrawing from a high school level yearlong course, the student would receive an "F" for the first trimester and a "W" for withdraw on his/her transcript for the second and third trimester.

### Classes out of Regular Graduation Sequence

Students will be scheduled per Maple River's graduation requirements. Any student wanting to enroll in classes that are out of the normal graduation sequence must have approval by the principal.

## **ATTENDANCE (Policy 503)**

\*link for a complete list of policies <http://isd2135.k12.mn.us/Page/30>

It is the philosophy of Maple River Secondary School that attending school each and every day is important; we strongly believe that something happens in every class every day and that when you miss class, your education suffers. Students learn every day from their teachers, their fellow classmates and from the planned interaction that takes place each day in the classroom. You are expected to be in school attending classes every day unless you are ill, there is an emergency in your family, or unless there is some other sound and valid reason for not being in school. Under Section 504, Students with Disabilities Act, students will not be discriminated against or treated unfairly in regards of attendance at Maple River Secondary School.

As a student you should remember that you write your record once, and once written, that record cannot be changed. An excellent record--the best you can do--in grades, cooperation, citizenship, and character should be your goal. In order to get the very most out of your school years, it is essential that you have the VERY BEST ATTENDANCE RECORD POSSIBLE. Attendance is sometimes considered the most important qualification for employment. Look upon coming to school as going to work. The fewer days you work, the less money you can earn; the fewer days you attend school, the less you will learn. Also, it is much easier to be in school than to do make-up work.

### A. Overview of Attendance Regulations and Procedures

The school has established reasonable rules on attendance to be followed equally by all students to assure that students do receive adequate education as mandated by Minnesota State Statute. Absences from school may be of three types: 1) Excused, 2) Unexcused and 3) Tardy. A student receives an EXCUSED ABSENCE when both the school and the parent accept the reason for the absence. A student receives an UNEXCUSED ABSENCE when either the school or the parents DO NOT approve of the reason for the student's absence. A student who receives an UNEXCUSED ABSENCE may be required to make up the time that has been missed. There may also be a loss of credit for skipping. A tardy can be for acceptable or unacceptable reasons.

In the case a student is unable to attend school parents/guardians must call the school indicating the reason that their student will not be attending classes for the day.

The rule for make-up work is two days for each day absent unless special arrangements have been made with the teacher.

## B. Excused Absence

There are times when it is necessary for students to be absent from school for various reasons; however, students and parents should make every effort to use non-school time for dentist and doctor appointments as well as for other personal matters. Seniors should make every attempt to have senior pictures taken during non-school hours. Students who know in advance that they will be absent must secure a make-up slip in advance upon written request from home stating the reason for the absence. Communication from home should include the following: 1) name of the student, 2) date(s) of absence, 3) specific reason for the absence, 4) current date.

Please note that students who submit falsified information regarding absences will be subject to suspension. The administration can disallow an excused absence if irregularities are evident. Excused absences may be: 1) student illness, 2) death in the family, 3) absences that are of an emergency nature, 4) absences with prior approval of the administration.

## C. Unexcused Absences

If a student is absent without the permission of parent, guardian, or the administration, or if a student is absent from a class for an inexcusable reason, this absence is considered an unexcused absence. Examples of some absences that are considered unexcused: oversleeping, beauty/barber appts. shopping, family trips without prior approval, or any other duty/errand which can be done outside of the normal school day. The consequences for an unexcused absence will be a zero (no credit) on any assignment missed during the unexcused absence.

Students who have 2 periods of unexcused absences will be considered habitually unexcused. These students will be subject to additional school consequences such as detention or any discipline action options listed on page 11 of this handbook.

When rules are not followed, excusable reasons may become unexcused reasons. For example, an illness excused, to remain valid, must confine the student to his/her home or hospital during school hours, as well as evening hours. This means that if a student is to receive an excused absence, a student must remain away from his/her job and social functions if he/she missed classes on that day. After reporting to school, students will remain until the end of the school day unless properly excused earlier. Parents will be notified by phone and/or in writing for all unexcused or questionable absences. If you have any questions about excused or unexcused absences, CHECK WITH THE PRINCIPAL BEFORE BEING ABSENT.

## D. Tardiness

When students are not in class and in their seats on time, they are considered tardy unexcused. Tardiness is not a habit that students want to develop. Each student will be allowed two unexcused tardies per trimester, but on the third and each consecutive tardy, students will be assigned a lunch detention intervention. If a student is tardy to the first period of the day, he/she must have their planner signed in the principal's office. Excessive tardiness will result in additional interventions including but not limited to detention or in-school suspension. The teacher will handle and document tardiness in their specific classes and will refer chronic cases to the office for disciplinary action.

## E. Excessive Absences

Any student absent excused or unexcused, from a class for 7 (seven) times or more (except for official school field trips or other school sponsored activities) during a trimester may not receive credit for that class for that trimester. This policy in no way should be interpreted to mean that 6 absences are permitted. Each absence will be evaluated and ruled excused or unexcused by the principal. Parents or guardians will be issued a warning notification when the student is nearing the number of permitted absences. Absences beyond 7 will require doctors notes to be submitted. If attendance problems persist, students may be referred for truancy/educational neglect to their county of residence at the discretion of the principal.

The purpose of this attendance policy is to encourage students to attend classes. It must be recognized that much of the educational value of classes is derived from class participation.

## **CODE of STUDENT CONDUCT Policy 506**

\*link for a complete list of policies <http://isd2135.k12.mn.us/Page/30>

A. The following are examples of unacceptable behavior subject to non exclusionary disciplinary interventions and or further action by the school district. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds and school property, school-sponsored activities or trips, 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 premises or events, and all school-related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission of operations of the school district or the safety or welfare of the student, other students or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of school property or the property of others, failure to compensate for damage of destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism.
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing (see Hazing policy, page 29);
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violent opposition to authority;



7. Using, possessing, distributing tobacco or tobacco paraphernalia;
8. Using, possessing, distributing or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician;
10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Using, possessing or distributing weapons, or look-alike weapons or other dangerous objects
12. Violation of the school district Weapons Policy (see page 33);
13. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
14. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function by explosion;
15. Possession, use or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
16. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school
17. Violation of any local, state or federal law as appropriate;
18. Acts disruptive of the educational process including, but not limited to disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats. Videotaping, recording and or the distribution of recorded materials through text messaging, email or related social media.
19. Possession of nuisance devices or objects that cause distractions including, but not limited to pagers, radios, cell phones, smart watches;
20. Violation of school bus or transportation rules or the school bus safety policy; (see appendix II)
21. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property;
22. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
23. Possession or distribution of slanderous, libelous or pornographic materials;
24. Student attire or personal grooming which creates a danger to health and safety or creates a disruption to The educational process, including:
  - clothing that bears a message promoting products or activities that are illegal for use by minors such as alcohol, tobacco, illegal drugs or drug paraphernalia,
  - clothing that contains sexually explicit, lewd, vulgar, obscene, discriminatory, demeaning or inflammatory messages;
  - clothing such as but not limited to "short shorts", sleeveless cut t-shirts exposing armpits or excessive skin, strapless tops or dresses, spaghetti strap tops, pants or shorts that expose undergarments, excessive skin, midriiffs, or have excessive or inappropriate holes or tears, and other clothing that is distracting to the learning environment;
  - clothing or jewelry containing objectionable emblems, badges, symbols, signs, words, objects or pictures communicating a message that is racist, sexist or otherwise derogatory to a protected minority group, evidences gang membership or affiliation or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals;
  - any apparel or footwear that would damage school property such as chains attached to clothing, rollers attached to footwear;
  - hats and sunglasses (please remove when entering the building)
25. Criminal activity;
26. Falsification of any records, documents, notes or signatures;
27. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
28. Scholastic dishonesty that includes, but is not limited to, cheating on a school assignment, plagiarism or collusion. Plagiarism is defined as the treatment of another's work as one's own. This includes, but is not limited to: copying and pasting directly from the Internet or other sources either entire works or pieces from them without proper documentation including quotation marks, parenthetical citations, and documentation; using recorded music without permission for more than ten seconds of a multimedia presentation; or downloading or copying software or artwork either directly into a paper or multimedia

presentation or to a disk for later use or installation into a computer without express permission from the artist or publisher. A scholastic integrity committee will hear and review severe cases of suspected plagiarism.

\*\* Consequences for plagiarism: a grade of 0 or no credit will be earned for any assignment, project, or graduation standard package plagiarized either in part or in its entirety. Additional consequences may result at the discretion of a teacher or other school official.

29. Impertinent or disrespectful language toward teachers or other school district personnel.
30. Sexual and/or racial abuse and/or harassment (see Prohibiting Harassment pg. 27)
31. Actions, including fighting or any other assault type behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
32. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
33. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
34. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
35. Physical or verbal threats, including, but not limited to, the staging or reporting or dangerous or hazardous situations that do not exist;
36. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
37. Violation of school rules, regulations, policies or procedures;
38. Other acts, as determined by the school district, which are disruptive of the educational process or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

## **DISCIPLINARY ACTION OPTIONS**

It is the general policy of the school district to utilize progressive non exclusionary disciplinary interventions to the extent reasonable and appropriate based upon the specific facts and circumstances of student conduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district. At a minimum, violation of school district rules, regulations, policies or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor or other school district personnel, and verbal warning
- B. Parent contact;
- C. Parent conference;
- D. Removal from class;
- E. In-School suspension;
- F. Suspension from extracurricular activities;
- G. Detention or restriction of privileges;
- H. Loss of school privileges;
- I. Lunch Detention
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. Petition County Court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Expulsion under the Pupil Fair Dismissal Act;
- S. Exclusion under the Pupil Fair Dismissal Act;
- T. Other disciplinary action as deemed appropriate by the school district.

\*\* Fair Pupil Dismissal Act - refer to Appendix I

## **REMOVAL OF STUDENTS FROM CLASS**

- A. Teachers have the responsibility of attempting to modify disruptive student behavior by such non exclusionary disciplinary means as conferring with the student, using positive reinforcement, assigning detention or other interventional consequences, or contacting the

student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy and MN Statute. "Removal from class" and "removal" mean any actions taken by a teacher, principal or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

Grounds for removal from class shall include any of the following:

1. Willful conduct that disrupts the rights of others to an education, including conduct that interferes with a teacher's ability to teach or communicate effectively with students in a class or with the ability of other students to learn;
2. Willful conduct that endangers surrounding persons, including school district employees, the student or other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or
4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one (1) activity period or class period of instruction for a given course of study and shall not exceed five (5) such periods.

- B. Any student removed from class must report directly to the Principal's office, unless directed to do otherwise by teacher.

## **STUDENT RIGHTS**

All students have the right to an education and the right to learn.

### **NON-DISCRIMINATION STATEMENT**

The Maple River School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding the non-discrimination policies:

Dan Anderson, Superintendent  
Title IX Coordinator  
Maple River School District  
PO Box 515  
Mapleton, MN 56065  
(507) 524-3918 ext. 4223  
danderson@isd2135.org

Amy Anderson, Social Worker  
Section 504 Coordinator  
Maple River School District  
PO Box 515  
Mapleton, MN 56065  
(507) 524-3918 ext. 4280  
aanderson@isd2135.org

Ted Simon, Principal  
Alternate Title IX & 504 Coordinator  
Maple River School District  
PO Box 515  
Mapleton, MN 56065  
(507) 524-3918 ext. 4232  
tsimon@isd2135.org

## **STUDENT RESPONSIBILITIES**

All Students have the responsibility:

- A. for their behavior and for knowing and obeying all school rules, regulations, policies and procedures;
- B. to attend school daily, except when excused, and to be on time to all classes and other school functions;
- C. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- D. to make necessary arrangements for making up work when absent from school;
- E. to assist the school staff in maintaining a safe school for all students.
- F. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- G. to assume that until a rule or policy is waived, altered or repealed; it is in full force and effect;
- H. to be aware of and comply with federal, state and local laws;
- I. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- J. to respect and maintain the school's property and the property of others;
- K. to dress and groom in a manner that meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
- L. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;

- M. to conduct themselves in an appropriate physical or verbal manner; and
- N. to recognize and respect the rights of others.

## **EXTRA-CURRICULAR PARTICIPATION**

Under Section 504, The Students with Disabilities Act, students with disabilities will have an equal opportunity to participate in non-academic and extra-curricular services and activities at Maple River.

### A. Participation Defined

In order to be considered a participant in an extra-curricular activity, a student must participate in practices to the coach's satisfaction, participate in at least one event, and complete the season.

### B. Academic Eligibility

At the beginning of the school year or at the beginning of a sport season, students who are out for extra-curricular activities must attend a session where the Minnesota State High School League rules are read to them. Students may not participate until this requirement has been met.

### C. Scholastic Eligibility Policy

1. In order to be scholastically eligible to participate in extra-curricular/co-curricular activities, a student must have passing grades in all classes.
2. Students who receive failures for the trimester will not be eligible to participate in a set number of contests or events (see chart A). The ineligibility will begin the Monday after the release of grades. Students ineligible for academic failures will be allowed to practice. Before a student may return to competition all teachers of that student must verify that the student is now passing. The student is then placed on Academic Probation for the remaining time frame of the trimester. In each remaining two (2) week periods of the trimester a student on academic probation will be required to have passing clearance from all current teachers. (see chart B) If a student is not given academic clearance, then the student becomes ineligible for the next two week period. Students who are failing at midterm will be placed on academic probation and follow academic probation guidelines for the remainder of the trimester. Students with a failing midterm who are not passing at subsequent grade checks will become academically ineligible. Students with failures in the 3<sup>rd</sup> trimester will be ineligible in the fall of next school year.
3. Students who receive an incomplete will remain ineligible for competition/contests until the incomplete becomes a grade.
4. Principal will have the authority to review incompletes and rule on eligibility.

#### Chart A – Number of events/contests

Cross Country, Football, Football Cheerleader – 1  
 Volleyball, Tennis – 2  
 Basketball, Basketball Cheerleader, Wrestling – 2  
 Softball, Baseball, Golf, Track – 2

Plays, One Act, Speech - 1  
 Music (not required for class) - 1  
 Knowledge Bowl, Mock Trial - 1  
 Clay Target - 1

#### Chart B – Approximate dates the grades will be checked

School begins – August 26, 2024

Grades will be checked approximately every two weeks throughout the school year as student activities are occurring

### D. Process of Academic Reinstatement

1. The High School/Middle School Office will inform the staff of students that are academically ineligible (fail list)
2. The Activities Office will inform any coach director/advisor that is not part of the school staff.
3. On Monday of each grade check week listed above, students will be given an academic clearance sheet from the Activities Office. The student must have all current teachers sign the academic clearance sheet and return the signed clearance sheet to the Activities Office by the end of the school day on Wednesday of the dates listed above. If the student is passing all their classes at the grade check, they become eligible until the next scheduled grade check. If the student is not passing all their classes at the grade check, they are ineligible until the next scheduled grade check. Students will remain on academic probation for the entire trimester and must complete each grade check during that grading period if involved in an activity.
4. The student becomes eligible for the next activity. However, the student will remain on academic probation for the rest of the trimester
5. Coaches/Advisors/Directors must check with the Activities Office to verify eligibility of students in their program.
6. A student will remain ineligible if this process is not completed.

### E. Daily Eligibility

Students must be in school by 11:00 am to be eligible to participate in an extra/co-curricular activity on that day. However, in case of emergency, a special exception can be made. If a student wants an exception, the student must secure the principal's permission prior to the absence. It is the student's responsibility to obtain the principal's permission prior to participating.

#### F. School Day

The following definition was adopted by the Board of Education and will be used to determine eligibility for all activities sponsored by the Minnesota State High School League and our school after a violation has occurred: A school week is a week in which we have more school days than vacation days; for example, during MEA week we have school on Monday, Tuesday and Wednesday and vacation on Thursday and Friday. This would count as a week of school. A school day is a day in which first period convenes. For example, if school were to be closed because of inclement weather any time after the first period has started; this would count as a day towards a week of school. Remember, the above rule applies only for eligibility in participation for all activities outside of the classroom.

#### G. Policy on Chemical Dependency

We recognize that Maple River Secondary School shares the community responsibility for minimizing drug and alcohol abuse; therefore, it is the policy of the Maple River School District to work toward the minimization of chemical dependency problems among students and to place in the learning process learning activities necessary to understand chemical abuse and its consequences. In addition, prompt and responsive action is necessary to assist students and staff who wish to prevent or eliminate personal chemical use problems.

#### H. The Student Assistance Policy for Alcohol and Other Mood-Altering Drugs

Maple River Secondary School recognizes that the use of alcohol and other mood-altering drugs by some students is a serious problem that may be and sometimes is an impediment to the entire educational process within the district. Though the primary responsibility for dealing with chemical use is with the student and his/her parents or guardians, the district recognizes its responsibility to inform all students and their parents/guardians of the emotional, physical, economic and social problems which are related to the use of alcohol and other mood-altering drugs, and to provide assistance in securing medical attention, counseling, or other services to those in need.

#### J. Crisis Intervention

Students who are in violation of Minnesota State High School League drug/chemical use rules and/or Maple River Secondary School rules shall be required to meet with the school's Chemical Dependency Specialist or an equivalent as chosen by the parents. The latter shall be at the parent's expense. That meeting and evaluation must be completed before the student again becomes eligible to participate. The chemical dependency specialist shall complete an evaluation and make a recommendation to the school principal and parents based on the findings of the evaluation.

#### K. Mood-Altering Chemicals

##### 1. Philosophy and Purpose

The Minnesota State High School League recognizes the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extracurricular participation and development of related skills. Others are affected by the misuse and abuse of family, team members, or other significant persons in their lives.

##### 2. Rule A. Presence in Restricted Establishments

Students, including adult students, who participate in activities sponsored by Minnesota State High School League, may not go into establishments where alcohol is sold or into bottle clubs if these establishments by state law have a restriction on age, unless their parents or guardians accompany them.

#### PENALTIES

Those violating this rule will be suspended from participation in drama, music and speech activities for three (3) school weeks for the first violation and nine (9) school weeks for the second violation; for sports activities, the students shall lose eligibility for the next two (2) consecutive interscholastic events or two (2) weeks of a season in which the student is a participant, whichever is greater, for the first violation; and six (6) consecutive interscholastic events in which the student is a participant for second violations. In case of a third violation for all school activities, the student must appear in front of the Faculty Activities Committee. This committee will determine the penalty for the third violation.

##### 3. Rule B

Regardless of the quantity, a student shall not use or consume, have in possession, buy, sell, or give away any controlled substance. This includes alcohol and tobacco. Possession shall be defined as legal possession, in hand or on the person of the student.

This rule applies to the entire twelve-month year. It is not a violation for a student to be in possession of a controlled substance specifically prescribed for the student's own use by her/his doctor.

#### PENALTIES

##### 1. Penalties for the Athletic Activities and Fine Arts Category 1

Athletics	Speech	One Act Play	Music
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###### a. FIRST VIOLATION:

After confirmation of the first violation, the student shall lose eligibility for 25% of the scheduled contests in their activity. No

exception is permitted for a student who becomes a participant in a treatment program.

b. SECOND VIOLATION:

After confirmation of the second violation, the student shall lose eligibility for 50% of the scheduled contests in their activity. No exception is permitted for a student who becomes a participant in a treatment program.

c. THIRD AND SUBSEQUENT VIOLATIONS:

After confirmation of the third or subsequent violations, the student shall lose eligibility for the full season of the scheduled contest in their activity. No exception is permitted for a student who becomes a participant in a treatment program.

d. CARRY OVER

If there are not enough contests in the current activity that a student is participating, the percentage of contests left to serve will be carried over into the next activity that the student participates in.

e. Students who are in violation of Minnesota State High School League chemical/drug rules and/or Maple Secondary School rules shall be required to meet with the School's Chemical Dependency Specialist or an equivalent as chosen by parents. The later shall be at the Parent's expense. That meeting and evaluation must be completed before the student again becomes eligible to participate. The chemical dependency specialist shall complete an evaluation and make a recommendation to the school principal and parents based on the findings of the evaluation.

Minnesota State High School League  
Maple River Secondary School  
Infractions Ineligibility Schedule

<u>Percentage of season contest Ineligibility</u>	<u>Number of contests</u>	<u>One-fourth</u>	<u>One-half</u>	<u>Full</u>
		<u>Contest 1<sup>st</sup> violation</u>	<u>Contest 2<sup>nd</sup> violation</u>	<u>Contest 3<sup>rd</sup> violation</u>
Football	8	2	6*	8+
Cross Country	10	3	5*	10+
Volleyball	17	5	9	17+
Tennis	16	4	8	16+
Boy's & Girl's Basketball	26	7	14	26+
Skiing	16	4	8	16+
Wrestling	16	4	8	16+
Softball	20	5	10	20+
Baseball	20	5	10	20+
Golf	16	4	8	16+
Track & Field	14	3	7	14+
Cheerleading – FB	8	2	6*	8+
Cheerleading – BB	26	7	14	26+
Cheerleading – WR	16	4	8	16+
Speech	8	2	4	8+
One Act Play	1	1	1	1+
MSHSL Music	TBD			

- + includes all play-off contests
- Volleyball Tournament = 1
- Wrestling Tournament = 1, Tri-2, quad-3
- Softball/Baseball games each count 1
- Tennis Tournament = 1

2. Consequences for other Extra Curricular Activities

- |                                   |                             |
|-----------------------------------|-----------------------------|
| Drama Club Plays                  | Music Groups, non-classroom |
| Knowledge Bowl                    | FFA Competitions            |
| Homecoming Royalty                | Clay Target League          |
| Other School Sponsored Activities |                             |

a. FIRST VIOLATION

After confirmation of the first violation, the student shall lose the right to participate for three weeks of the activity in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

b. SECOND VIOLATION

After confirmation of the second violation, the student shall lose the right to participate for six weeks of the activity in which the student is a participant. No exception is permitted for a student who becomes a participant in a treatment program.

c. THIRD AND SUBSEQUENT VIOLATIONS

The student must appear in front of the Chemical Assessment team. This committee will determine the penalty for the violation. No exception is permitted for a student who becomes a participant in a treatment program.

- 3. Penalties shall be accumulative beginning with and throughout the student's participation in interscholastic activities.
- 4. A student shall be disqualified from all interscholastic athletics for nine (9) 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.

L. Sexual/Racial/Religious Harassment/Violence and Hazing in MSHSL sponsored Athletic & Fine Arts Activities

- 1. During the school year, a student shall not engage in the sexual, racial, or religious harassment or sexual, racial, religious violence or hazing.  
Interpretation: The bylaw applies to the entire school year and any portion of an activity season, which occurs prior to the start of the school year or after the close of the school year.

2. Sexual, Racial, Religious Harassment and /or Hazing Violations

A. Penalty for Category I Activities:

- 1) First Violation  
The student shall lose eligibility for the next two consecutive interscholastic contests or two weeks, 14 calendar days, of a season in which the student is a participant, whichever is greater.
- 2) Second Violation  
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.
- 3) Third or Subsequent Violations  
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.
- 4) Accumulative Policies  
Penalties for sexual harassment violations shall be accumulative beginning with and continuing throughout the student's participation on a varsity, junior varsity, B-squad or sophomore team or activity.

3. Sexual, Racial, Religious Violence and/or Hazing Violations

A. Penalty for Category I and II Activities:

- 1) The student shall lose eligibility for the next 12 calendar months.

**MISCELLANEOUS**

THINGS EVERY STUDENT SHOULD KNOW:

School Name:	Maple River School District
School District Number:	#2135
School Emblem:	Eagles
School Colors:	Blue/Green/Silver/White
Athletic Conference:	South Central Conference
Athletic Region:	Region 2A

Information is available to help students keep informed or on the Maple River Website at [www.isd2135.k12.mn.us](http://www.isd2135.k12.mn.us), select Activity Schedule located on the right side of page.

- A. Admission Fees: Athletic Events or Class Plays: Adults - \$7.00 for each event  
Senior Citizens - \$5.00 for each event  
Students - \$5.00 for each event

B. Back packs: No bags of any kind will be carried during the school day. They are to be stored in the student's locker.

C. Bus Transportation

Rules for Co-Curricular Bus Activities: the school will arrange Transportation for all school activities. All students riding the bus to out of town activities must return on the bus. A student will be allowed to ride with parents/guardians if the student brings a note from his/her parents and presents that note to the coach or supervisor. Students must ride the bus to which they are assigned. There will be no exchanging buses. Students are not allowed to be in the buses during games and must remain at the activity.

D. Cafeteria

Food served or brought from home must be eaten in the cafeteria during noon lunch period. **DO NOT** take any food, including apples, desserts, sandwiches, etc., out of the lunchroom.

Each student has been given a student ID card with their meal account number on it. Students must bring their student ID card with them to meals to be scanned or pull up their bar code in their cell phone from Infinite Campus for the bar code to be scanned. The meal will be posted to their account. Lunch for grades K-12 is Free.. The second lunch Entree is \$1.75. Payments to your account should be made online at [www.isd2135.k12.mn.us](http://www.isd2135.k12.mn.us) or by check in the district or MS/HS office. Parents may check balances online through the parent portal. **YOU ARE NOT ALLOWED TO CHARGE ALA CARTE ITEMS.** You must have your student ID card. A student's lunch number will remain the same from year to year. If you are paying for more than one child, please designate the amount deposited in each child's account. Parents may pay into the account as much as they want, but we have set a **\$10.00** minimum amount to keep paperwork to a minimum.

The school can implement appropriate disciplinary policies for unaccepted student behavior that involves meal pins numbers and cards, including but not limited to counterfeiting, sharing, borrowing, or stealing the pin number or card. Disciplinary measures can be taken at any time in which it is deemed appropriate.

#### E. Cell Phones – Student Use of Telephones

Cell Phones, ipods, personal devices (ie...Apple Watches,) are not allowed for students in grades 6, 7, 8, 9, 10. If a student chooses to bring a cell phone or device to school, the phone/device will be stored in a secure cell phone locker. Students will have access to the cell phone locker before school and after school only.

- Failure to comply with the school cell phone procedure will result in the phone being secured in the Principal's office until a parent comes to pick it up.

Students in grades 11-12 may possess and use cell phones, pagers, beepers, etc. before school, during passing time, between classes, during their designated lunch periods, and after school. They are to be **turned off** and **out of sight** (pocket, purse, backpack) at all other times during the school day. Students should not use phones in the bathroom, hallway or locker room during scheduled class times. Any student not giving up their phone to staff when in violation may be subject to non exclusionary disciplinary interventions, or suspended from school for insubordination.

The list of consequences for violating this policy is as follows:

- First violation: 1 day confiscation
- Second violation: 3 day confiscation and parent notification.
- Third violation: 5 day confiscation, parent notification.
- Four or more violations: 5 day confiscation and parent notification

Cell phones are strictly forbidden to be used or displayed in Maple River restrooms or locker rooms at any time, including before school, during class, during lunch period, and after school.

All Students, including elementary, may use the telephone in the school office and are able to use their personal phones in the school office.

#### F. Commencement

Students choosing to participate in the graduation exercises sponsored by the school district must attend the commencement practice and wear district-approved attire for the commencement exercise.

#### G. Community Night

Wednesday is considered to be church and family night. No school activities will be scheduled on Wednesday nights except for a football game on the Wednesday preceding MEA, a Band Concert, and Triple A Banquet in May and tournament events set up by the High School League or Section 2A. Any other event to be scheduled on Wednesday night must have School Board approval.

All practices will conclude by 6:00 pm on Wednesday. "B" (10th grade) and "C" (9th grade) team members will be released from practice in time to ride the activity shuttle buses. There will be no Middle School practices or events after the end of the school day on Wednesday. A Middle School student who participates at the varsity level (such as in wrestling) will be permitted to practice on Wednesdays only if the parent/guardian signs an approval waiver.

MSHSL and Maple River policies prohibit any athletic events or practices on Sundays. Any other events, practices or field trips that take place on Sunday must have Board approval.

#### H. Concession Machines

Vending machines are located in various areas of the building. Students must respect school property and dispose of all trash from the vending machines in an appropriate manner. Students may not take pop or milk into other parts of the building. All beverages must be consumed in the commons area or outside. If there is a problem with the use or misuse of the vending machines, they will be shut off. If the need to shut them off continues, they will be removed. Students are not to be asking the secretaries for change for the machines. Bring the change that you will need!

#### I. Conferences

TEACHER-STUDENT: Students who are failing should be notified in sufficient time in order that individual conferences may be held with the pupils. Notification can be accomplished through the posting of printouts from your computer grade book program. Many times, failures can be avoided this way. It is compulsory that written notices (warning slips) are sent to parents at mid-term relative to those students who are failing or working below their ability. Please make copies of your incomplete, unsatisfactory and fail notices for your records.



PARENT-TEACHER-STUDENT: Parent-Teacher-Student conferences are encouraged any time that either a parent requests one or a teacher deems one necessary. Conferences for the 1<sup>st</sup> trimester midterm are October 24th and October 29th.. The 2<sup>nd</sup> trimester midterm conference is January 27th and the 3<sup>rd</sup> midterm conference is April 7th. Conference times are from 3:30 – 7:30. \*\*Elementary parent-teacher conferences will be held at the beginning of the school year and at the end of the 1<sup>st</sup> and 2<sup>nd</sup> Trimesters.

#### J. Daily Bulletin

A daily/weekly bulletin with announcements that are important to students and teachers will be posted or shared with students on the google drive. Students have the responsibility to read it themselves and keep informed of what is happening in their school. All announcements should be submitted from teachers or the advisors of an organization to office staff each day by 9:45 AM.

#### K. Detention

Regular detention sessions will be scheduled 1 or 2 days a week (days TBD) from 3:15 – 5:00. A student may be placed on detention for truancy, classroom misbehavior, driving during lunch, or other rule violations. Students must not miss detention to attend games, performances, or practices for sports, drama, music, etc. Detention must be served during the next scheduled detention session. Students who cannot attend a scheduled detention session **must** make arrangements beforehand with the principal. Students serving detention can ride the late activity bus or need to arrange for their own transportation.

#### DETENTION RULES:

- Students must bring schoolwork to detention. No sleeping or daydreaming.
- Detention supervisor has the option of denying credit for time served if students are not on task.
- Students must be on time (3:15). Failure to be punctual will mean additional detentions
- If a student skips detention to attend a game or practice, the student will become ineligible for the next event
- Parents/guardians may be called to verify excused detentions.
- After the fifth assigned detention, parents/guardians, student and principal will meet to work on a behavior modification plan.

#### L. Editorial Review Board

An editorial review board will be established for Maple River High School, with respect to all school sponsored student publications. The board would have review authority over any dispute brought to it by students or staff members. The purpose of the review board is to ensure that no single person will have the opportunity to restrict or to abuse the rights and privileges of the press as it operates in Maple River. Student publications covered under this provision would not activate the editorial review board except in cases where disagreements arise with respect to the suitability or appropriateness of a given journalistic endeavor.

The review board would provide for a fair hearing of the article under dispute and would give reasons for its decision. When relevant, the review board may seek legal opinions from the Minnesota Student Press Association and from the Minnesota Association of Secondary School Principals.

The review board would meet only when needed and would review only articles in question. The membership of the board will include two students from the journalism class, the instructor of that class, the president of the student council, the principal, and a parent of a student from MRHS. Under no circumstances shall it be the responsibility of the board to review all work submitted for publication.

#### M. Entrance and Use of Building

Students are not to be loitering in the hallways before 7:50 in the morning. High school students that arrive early must stay in the commons until 7:50. Middle school students are to be in the supervised area (either outside or MS Gym). Students are not to be in the school building after 3:10 p.m. unless they are under the direct supervision of a teacher or an adult group leader

#### N. Fire Drills

The fire drill warning consists of a combination of buzzers, whistles and an automated message. The fire indicators will begin to flash and the hall doors will automatically close. Students will be given detailed instructions in the fall.

#### O. Gum-Candy-Beverages

It is permissible to chew gum in class only with the teacher's permission. Candy may be eaten ONLY during the noon hour. However, these privileges will be discontinued if candy and gum wrappers are not placed in wastebaskets.

The decision to have food/water in the classroom will be decided by the individual teacher. If trash from these products become a problem in the school, in lockers, or on school grounds, the principal may revoke this rule at any time and make food/beverages off limits during the school day except during lunch.

#### P. Home Athletic Events

Students who attend home athletic events are encouraged to remain until the end. Students will not be readmitted unless they receive permission from the head supervisor on duty before they leave.

#### Q. Homecoming

Each fall, the Maple River Student Council will sponsor a variety of homecoming activities whose purpose is to promote school and community spirit. The Student Council, as the elected representatives of the student body, will be the guiding body behind all school-sponsored homecoming activities and will decide on the nature of each activity, under the guidelines of its Constitution.

#### R. Lockdown Drills

If there is a safety or security issue or any medical or student privacy issue, you will be alerted of a “**LOCKDOWN MODE**”. All students should remain in the classroom or go to the closest available classroom. Students should stay in that room and remain calm until you are evacuated or cleared to leave the room by a school or law enforcement official.

#### S. Lockers

Students are to use only the lockers to which they have been assigned. If you do not like the locker to which you have been assigned, speak to the principal to get a different one. Do not change lockers between students. Often information is relayed to students by a note placed on their locker. If you have traded lockers, you may miss information specifically meant for you. Pin-ups or decals are not to be placed on the outside of locker doors. Pin-ups on the inside should NOT include nude bodies and messages that advertise or encourage controlled substances. (This includes alcohol and tobacco, etc....) Locker clean ups are held periodically. Locker doors must be closed and latched. **Lockers are school property, made available for student use, and are subject to inspection by school officials at any time.** Students may put a padlock on their locker; a duplicate key or the combination should be submitted to the principal. **VALUABLES ARE NOT TO BE KEPT IN LOCKERS!**

#### T. Lockers, Desk, Personal Possessions and Student's Person Search

1. Lockers and Personal Possessions Within a Locker. 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. The school for any reason may conduct inspection of the interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as possible 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.
2. 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. School officials for any reason may conduct inspection of the interior of desks at any time, without notice, without student consent, and without a search warrant.
3. 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.
4. Contraband It shall be a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband. It shall be a violation for students to carry contraband on their person or in their personal possessions.
5. Seizure of Contraband If a search yields contraband, school officials will seize the item(s) and, where appropriate, turn it over to legal officials for ultimate disposition.
6. 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.

#### U. Lunch Periods

Students do not have free access to the building during lunch period (including student lockers). It is a closed lunch. Students may be in the lunchroom, gym or outside based on availability and supervision. Students may NOT leave school grounds for lunch. All other areas of the building are off limits.

#### V. Media Center – High School

In order to keep the Media Center accessible to everyone, with materials in good condition available to all, and a quiet, productive atmosphere in which to work, the following rules are necessary. Please help us to make the Media Center a pleasant place to be by following them.

**Computer and chromebook Usage Rules:** Chromebooks and computers are to be utilized for **Class Work ONLY**. This means **no games and no surfing**. Students violating this will be restricted for one week unless directly supervised by a teacher. Repeat infractions will result in longer restrictions. Students visiting inappropriate sites at any time will be immediately restricted from the MC and the Computer Lab for the remainder of the school year unless directly supervised by a teacher. This includes after school use also. There will be **no downloading or use of software not owned by the district**.

**Food:** NO food or drink of any kind is allowed in the Media Center. You will be asked to leave and restricted for one week for anything brought in. \*\*OSHA rules require that only pre-packaged commercially prepared food be served to students in school. This means no treats from home, even on your child's birthday or for classroom parties. OSHA rule does not apply to your child's own lunch or snack brought from home.

#### **Google Docs Policy:**

- As per the district acceptable computer use, NO games or other software unlicensed by the school may be used on school computers.

- Students will be held responsible for any repair required for the computers following their use, including replacement of parts and time for the technician to complete the repair. This includes removal of viruses, worms, etc.
- Students should use google docs for all schoolwork. This will eliminate the use of thumb drives.

**Library Material Checkout:** Library materials may be checked out for a one-month period, except videos, which are a one-week checkout. These materials may be renewed for an additional month, or week. Overdue library materials will result in a restriction from the MC unless accompanied by a teacher until the material is returned or paid for. No additional items (including computers) may be checked out. Lost materials will result in a fee equal to the cost of replacing the item, including the cover, barcodes, and processing time. Please do not check out materials for others. You are responsible for anything checked out to you, regardless of who else you let use it. Materials not returned or paid for by the end of the school year will result in a restriction at the beginning of the following year.

**Security System:** Any materials leaving the MC without being checked out will trip the security system. Any student tripping the alarm more than once will immediately be restricted to not entering the MC unless accompanied by a teacher. Please do not trip the alarm deliberately. This will result in an immediate restriction and repeat violations will result in detentions or other consequences.

**Sign In:** All students must sign in individually at the counter. Students may not sign each other in or out. Failure to sign in with a correct time, or full name, in his or her own handwriting, and with a pass will result in a one-week restriction from the MC, except when accompanied by a teacher. Repeat infractions will result in longer restrictions. This enables us to know who is and was in the MC at any given time.

#### W. Passes & Sign outs

No student should ever be in halls other than passing time without a planner pass. After a warning, the student may expect disciplinary action if he/she persists in wandering the halls.

Students may sign out for up to 5 minutes to the bathroom or a time established by the classroom teacher. Only one person may be signed out at a time. Sign outs for a drink or to a locker should be limited. Forgetting paper, pencils and books are not acceptable reasons to sign out of a class or study hall.

Signing out or receiving a pass to make a phone call is not permitted during a regularly scheduled class or study hall.

Passes in the form of planners may be granted to students wishing to see a specific teacher or to the office. Every entry must be filled out as to destination, time and signed by both teachers.

A student may sign out to his/her locker only during the first 5 minutes of a class or study hall.

#### X. Passing Time Between Classes

You have a five-minute passing time between classes. This time should be used only to get to your next class on time. It does not allow time for extended locker clean-up or lengthy searches for assignments. Five minutes is enough time to get from class to class if time is used wisely.

#### Y. Permit to Leave the Building

If for some reason a student needs to leave the school grounds during school hours, excluding lunch period, he/she should bring a written excuse from parents and then get permission to leave the building from the principal's office. This makeup slip or planner entry must be shown to the class or study hall teacher who is responsible for the student that period and it must be signed by that teacher.

**BEFORE LEAVING THE BUILDING A STUDENT MUST TALK TO AN OFFICE PERSON or PRINCIPAL BEFORE SIGNING OUT ON THE SHEET PROVIDED FOR THAT PURPOSE. STUDENTS ARE REMINDED TO SIGN THEIR FIRST AND LAST NAME LEGIBLY WHEN SIGNING OUT. STUDENTS MAY NOT SIGN THEMSELVES OUT WITHOUT PERMISSION.**

#### Z. Pictures

Individual photos of all students in grades 6-12 will be taken. Parents are under no obligation to buy the photos; the photos are taken to be used for school records and the school yearbook. Seniors usually have their graduation photos taken by an outside source, but they may have the option of using the school picture as their graduation photo.

#### AA. Posters and Notices

If students desire to post any banners, signs or notices around the halls of Maple River Secondary School, they must first obtain the permission of the principal. After permission is received, material must be posted only on glass, steel, or wood surfaces. No posters are to be placed on plastered surfaces. The person or group that puts banners, signs, or notices up is responsible for taking them down in a timely fashion. \*\*Parents/Students are not to hand out party invitations at school. This helps prevent hurt feelings among the students who may not receive an invitation.

#### BB. Post Secondary Enrollment Options (PSEO)

This program allows high school juniors and seniors to take courses, full or part-time at a post-secondary institution for high school credit. The tuition, fees and required textbooks are at no cost to the students. Eligibility is open to any public, non-public, home schooled or American Indian controlled tribal contract or grant student classified as an 11<sup>th</sup> or 12<sup>th</sup> grader and accepted by a post-secondary institution. Students may enroll either full or part-time in nonsectarian courses or programs at the post-secondary institution. Students participating in cultural exchange programs are not eligible. The School Counselor should be contacted at least one semester before enrollment should a student be interested in this program. Students who are accepted into the PSEO program are responsible for making sure all graduation requirements at Maple River are met. It is the responsibility of the student to be aware of all Maple River requirements and deadlines regarding special activities, class activities and honor roll postings.

Students that are enrolled at a Post-Secondary institution with a semester grading period must have the grades mailed to the high

school within a week of the end of the high school's semester grading period in order to be considered in the honor roll posting. Students at other institutions with quarter or trimester grading periods should submit grades as soon as possible, which will be considered in the closest following honor roll.

#### CC. Rings (Class Rings)

Maple River High School does not sell class rings nor does it encourage or discourage students to buy a class ring. We do provide an opportunity for 10<sup>th</sup> grade students to talk to a representative about class rings. The decision to buy or not to buy is the student's choice.

#### DD. Senior Class Trip

It will be the responsibility of the senior class to write up a proposal for the senior class trip and submit that initial proposal to the administration prior to January 2, 2025. That proposal will have a greater chance of being accepted by the administration and forwarded to the school board if it states very clearly the details of the trip such as the cost (in detail to show travel, food, fees, and other expenses), the itinerary, chaperone arrangements and arrangements for payment of the trip. The money to cover the cost of the trip must be in the senior class account by March 1, 2025. The rules for student behavior and consequences for misbehavior will be set by the board.

#### EE. Social Events

All special events must be passed through the Student Council. High School dances are for grades 9-12 only. Evening social events should be over and lights out in the building by 10:00 p.m. on school nights. For high school students dances and parties are closed to outsiders unless arrangements are made ahead of time. Each student is limited to one outside guest. Guests must be at least high school age (15) or in the 9th grade. Middle School dances are for grade 6-8 only. Middle School dances are closed to outsiders. All social events must be under faculty supervision. Students will not be re-admitted after they leave. The school dress policy is in effect for all social events. Also, you must be in school five or more periods during that day to be eligible to attend a social event that evening.

#### FF. Storms

When severe weather conditions exist, parents will be notified through the Infinite Campus Notification (if they are signed up). You may also tune into the following media stations for school closings: KLJY(104.5 FM), KYSM (103.5 FM), WCCO (830 AM), KTOE (1420 AM), KEEZ (99 FM), and KBEW-Blue Earth (1560 AM & 98.1 FM) for school closings. Parents are expected to use their judgment in sending students to school on stormy days.

#### GG. Student Council

The Student Council is an organization through which students may express their opinions. The Student Council tries to promote leadership, initiative, and self-control among its members. Each spring a president is elected to carry on the work the following year. It is the duty of the representatives to bring to the Student Council's attention the complaints and suggestions from their classmates and to take to the students the actions of the Student Council.

#### HH. Student Directory

There are many occasions when Maple River High School is asked for information about students. Many times the information is not educational data but rather of a "directory" nature. Educational data (attendance records, grades, teacher notes, cumulative files and counseling records) of course is private. Directory data is information such as name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, and degrees and awards received. Directory information as listed above will be available to the public under MN Statute 13.32.5. Students and their parents have the right to refuse to permit the designation of any or all of the categories of personally identifiable information with respect to that student as directory information. **If it is the wish of a student or a parent that such information not be included in the student directory, that student or parent must notify Maple River High School in writing by September 14, 2024.**

#### II. Student Medication

A Student who needs to take medication during the school day are required to do the following:

- 1) Bring the medication to the nurse's office in original unopened container labeled with your name.
- 2) Fill out a prescription or non-prescription medication form and have parent/guardian sign it. Prescription medication forms have to have doctor's signature.
- 3) Come to nurse's office to take the medication.

The school does not have Tylenol or aspirin to give to students. The school is not allowed to administer any medication without a parent/guardian signed medication form. **Do not keep any type of medication in your locker or on your person.**

#### JJ. Study Hall Rules – High School

1. A student maybe allowed to sign out of a study hall at the discretion of the study hall teacher
2. No sleeping in study halls
3. A student must obtain permission from his/her study hall teacher to speak during a study hall.
4. Any student who leaves a study hall must return to that study hall five minutes before that study hall is over.
5. Students are not to sit and do nothing. They are to bring material to read and study.
6. When students return to study hall, they are to write in the time of their return not just scratch out their name.
7. In order to leave the study hall a planner pass must be signed by the teacher.

Students who cannot follow these rules may expect disciplinary action.

#### KK. Tornado Drills

The tornado signal is a series of continuous short beeps along with an automated message. Check directions in each room at the start of the school year as to where to go. Students sit in a squat position using their hands and arms to protect their head and face.

#### LL. Vehicles

1. Student Cars, Motorcycles and Snowmobiles: Students are not permitted to drive cars, motorcycles or snowmobiles or to be in vehicles during the noon hour unless permission is granted from home and approved by the principal. Student cars are to be parked appropriately and legally in the school parking lots. Students are not to be in, nor loiter on or about their vehicles during the school day. Students who violate this policy will be restricted to the commons during the lunch period
2. Bicycles/Skateboards: Students are not permitted to ride bicycles during the noon hour unless permission is granted from home and approved by the principal. Students are not permitted to use skateboards during the school day.

#### MM. Student Use and Parking of Motor Vehicles: Patrols, Inspection and Searches

1. It is the policy of this school district to allow the limited use and parking of motor vehicles by students in school district locations. It is the position of the school district that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.
2. Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus during the school day only if there is an emergency and permission has been granted to the student by the Principal or his/her designee to use a motor vehicle. Students need to park in such a manner that will not hinder vehicles from leaving the parking lot. If it is necessary to interrupt the school day to get a student who has parked inappropriately in the parking lot, that student will be assigned one period of detention.
3. School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.
4. It shall be a violation of this policy for students to store or carry contraband in motor vehicles in a school district location or to interfere with patrols, inspections, searches and /or seizures.
5. If a search yields contraband, school officials will seize the item(s) and may turn it over to legal officials for ultimate disposition when appropriate.

#### NN. Violations

The conduct of all students attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the local school board of education. SCHOOL RULES APPLY TO ALL STUDENTS, MARRIED OR SINGLE, REGARDLESS OF AGE.

It is not possible to cover all violations or list penalties for all violations. However, the most common violations will result in detention or suspension. Students who become chronic offenders may become "day students". A day student is one who is not allowed to attend or participate in any school activity outside of the school day.

#### OO. Visiting Students

From time to time, students from other schools or friends of Maple River students have asked if they could spend the day visiting Maple River Secondary School and attending classes. All students who wish to bring a visitor from another school must have prior approval (at least 24 hours) from the principal and must have approval from all teachers whose classes they will be visiting. A visiting student will be expected to abide by all the school and classroom rules or will be asked to leave. This will be granted only if the student is interested in permanently attending Maple River.

### **EXTRA-CURRICULAR ACTIVITIES FOR STUDENTS AT MAPLE RIVER SECONDARY SCHOOL**

You are encouraged to belong to some school organization. There are athletic teams, band, choir, Mock Trial, Knowledge Bowl, student council, cheerleading, FFA, drama, and musical ensemble groups. You will find that by belonging to one or more of these groups or teams you will have fun and make many friends.

As a member of a class you will be taking part in class projects such as homecoming, prom, and dances. Because of these projects, your class may vote dues to be paid by all members. The dues are usually not substantial.

An advisor or advisors will be appointed for each high school class or organization. Permission for a meeting of the class or organization must be secured from the advisor or principal. No meeting will be recognized as official unless an advisor attends it.

All organizations must keep a minute book and, if funds are handled, a treasurer's book. These books must be deposited in the principal's office at the close of the school year.

All funds handled by the organization must be deposited with the school bookkeeper. All bills must be paid by check, which will be issued by the school bookkeeper upon receipt of an order for payment attached to the bills and signed by an officer and an advisor of the organization. The principal through the class advisor must approve all fundraising projects.

#### SPORTSMANSHIP RESOLUTION:

The Maple River School District recognizes the participation in, and attendance at, interscholastic activities is a privilege. All participants and spectators, both student and adult, will be required to exhibit and to protect that privilege by displaying proper conduct at all times. For the student participants, this will mean both while in school and out of school.

The Sportsmanship Committee with input from coaches, parents, teachers, and students shall develop rules and/or conduct codes for all participants and spectators consistent with this policy and the rules adopted by the Minnesota State High School League. Failure to comply with these rules and codes could result in the loss of this privilege and removal from the activity or the event at the discretion of the coach, activity director, adult supervisor, or the Sportsmanship Committee.

#### SPECTATORS CODE OF CONDUCT:

As a spectator of Maple River Schools events you will conduct yourself in the following manner;

- support and cheer on our athletes in a positive and respectful manner, without booing or the use of foul language;
- respect the officials and accept their decision;
- respect the coaches and the decisions made by them;
- refrain from throwing any items onto the playing area or at each other in the stands
- remain seated as much as possible to minimize distractions to the players and disruptions for the audience;
- stay to support our team to the end of play;
- offer encouragement and support, win or lose;
- respect public property at our own school as well as the public property of all other schools.

#### EXTRA-CURRICULAR ACTIVITY FEE STRUCTURE:

In order to defray the expense of the Maple River extra-curricular program, the school board instituted the following fee structure:

- \$150 for athletics grades 9-12 (per sport)
- \$100 for athletics grades 6-8 (per sport)
- \$80 for fine art grades 6-12 (per activity)
- \$550 family maximum (grades 6-12)

#### ALPINE SKIING:

Maple River sponsors alpine skiing for both boys and girls in grades 7-12 to participant in the Crystal Valley Area Ski team. This cooperative is Blue Earth Area School, Waseca, Maple River, and Lake Crystal-Wellcome Memorial. Participants will have the opportunity to participate on the JV or Varsity teams in competitive downhill skiing. Participants will practice at Mount Kato and partake in many different ski races around the state culminating with sections and state tournaments for individuals and team. Participants will have to provide their own ski equipment and transportation to and from events.

#### BASEBALL:

All boys in grades 7-12 are invited to participate in baseball. There will be separate schedules for all levels. There may be Saturday tournaments and Varsity will compete in the MSHSL tournament.

#### BASKETBALL (BOYS):

Boys basketball is open to boys in grades 7-12. There will be separate schedules for all levels. There may be Saturday tournaments and Varsity will compete in the MSHSL tournament. In addition, there will be a holiday tournament for the varsity and JV teams.

#### BASKETBALL (GIRLS):

Girls basketball is open to girls in grades 7-12. There will be separate schedules for all levels. There may be Saturday tournaments and Varsity will compete in the MSHSL tournament. In addition, there will be a holiday tournament for the varsity and JV teams.

#### CLAY TARGET LEAGUE:

If you like hunting, outdoors and shooting sports you should consider clay target league. Clay Target is a MSHL sport and students 6-12 can participate. In the spring students shoot clay targets on Sundays. There is a team competition, state invite, state tournament, awards just like other sports. It is offered through community education so the participation fee is different, and information will be published in January. See Mr. Drager if you are interested.

#### CROSS COUNTRY (BOYS AND GIRLS):

Maple River sponsors cross-country for both boys and girls. All participants in grades 7-12 practice together in Mapleton, but squads are divided by sex and ability for meets. Generally, there is one major meet each week culminating with the Sub-Section, Section and State competition in October.

#### DRAMA:

Each year the drama department presents two full-length plays. Although the objective is to present the best play possible, another equally important objective is to involve as many students as possible in the cast and/or crew. All students who are interested in drama are encouraged to try out and share their talents.

#### FFA:

The FFA is an organization for students who are interested in one of the areas of agriculture. Agriculture is more than farming and we encourage students who are planning a career in farming or agribusiness to be a member of FFA. Some of the areas that are included in agriculture are: Ag Mechanics, Ag Production, Ag Sales and Service, Horticulture, Natural Resources and Ag Processing. The FFA is a part of the vocational agriculture program and to be a member a student must be enrolled in a vo-ag class.

The main goal of the FFA is to develop leadership skills. The members also have a chance to compete in contests, travel, earn money and awards, and gain practical experience in their chosen area of agriculture. If you are interested in being a part of America's largest industry, Agriculture, FFA is the place to start.

#### FOOTBALL:

Football practice starts in August with 3 weeks of practice before the first game. The regular season is 8 games long. All practices and games are held in Mapleton.

Grades 9-12 are divided into two teams to ensure greater participation and greater safety. The junior varsity team consists of freshmen and sophomores only and plays a schedule of at least 5 games.

Middle school will also have two teams.

#### INSTRUMENTAL MUSIC:

The band program is open to any instrumental player in grades 6-12. The band takes an active part in supplying pep music for athletic events throughout the year, usually about 25-30 performances. Players are admitted free to those events for which they perform and receive free admission and transportation to tournament events as well.

The band marches and performs a half-time show for the homecoming football game in the fall. The band also performs for two concerts and one large group contest each year. Members are eligible for and encouraged to take part in solo and/or ensemble competition as well.

A jazz ensemble is selected from the membership and rehearses and performs for both concerts and contest events throughout the year.

#### KNOWLEDGE BOWL:

Knowledge Bowls are interdisciplinary academic contests. The contests are designed for secondary high school students and are fashioned after the college bowl show. During the contest, teams of students compete on the basis of their ability to recall information relating to practically any and all areas of learning typical of secondary educational programs.

Any student in grades 10-12 is eligible to participate on a team. Teams consist of four members and one alternate and our school sponsors two teams. The process of trying to qualify for the two teams starts with a sign-up sheet. A written exam will then be given to determine which individuals make the starting lineup of the two teams.

#### MOCK TRIAL:

Mock Trial is a program for students interested in learning and participation in the law process with the assistance from local lawyers. The team prepares the defense and prosecution of a civil or criminal case. The members will compete in at least two meets. Lawyers and witness members are needed. Any student in grades 7-12 are welcome to participate.

#### ONE-ACT PLAY:

The One-Act Play is a form of drama, which is done in competition under MSHSL rules. These rules limit the length of the play and the number of participants. The emphasis is placed on developing the characters, analyzing the script, and learning movement. The usual procedure is to cast the play in mid-December and rehearse until the end of January, when Maple River competes in the MSHSL competitions.

#### PROM (JUNIOR CLASS):

During their junior year the students now take up the challenge passed to them by the senior class to produce a bigger and better prom. This activity provides the class the opportunity to work together. The success of their endeavor, in part, hinges on their ability to raise money through the annual magazine drive held each fall.

#### SOFTBALL (GIRLS):

Grades 7-12 are invited to participate in softball. There will be separate schedules for all levels. There may be Saturday tournaments and Varsity will compete in the MSHSL tournament.

#### SPEECH:

This activity will be beneficial to the student who wants to develop or improve his/her rhetorical and intellectual skills. The emphasis put on particular skills will vary somewhat depending on which of the eleven events the participant chooses. The two general areas are speaking and interpretation. The usual formal practice time with a coach is approximately 45 minutes a week. Again, depending on the event, students begin working the first part of January and continue through the Sub-Section, Section and MSHSL State competition in April. The first organizational meeting will be in December in an attempt to help students begin researching, reading, and selecting the literature for his/her use. We will again plan to participate in invitational tournaments.

#### STUDENT COUNCIL:

The Student Council is a vital part of our school. Improving the quality of our school's environment is of the utmost importance. Student Council plans homecoming activities and special functions throughout the year. Each class can have four representatives on the Student Council.

#### TENNIS:

All girls are invited to try out for the team. Besides a regular season of about 10 matches the team will participate in individual and team district competition.

#### TRACK AND FIELD (BOYS AND GIRLS):

All practices for grades 7-12 are held at Mapleton. Participants practice together but are divided by age and skill level for meets. In addition to several major invitational meets, the team takes part in the Gopher Conference Meet, True Team Competition and individual MSHSL competition.

#### VOCAL MUSIC:

Students who are members of the senior high choir are eligible for a number of extra-curricular singing opportunities. At the beginning of each school year, auditions are held for senior high choir students who are interested in singing in a small ensemble situation. These small groups, which rehearse before school in the morning, include Girl's Triple Trio, Boy's Quartet, Girl's Quartet, Girl's Ensemble, and

Swing Choir. Each group performs not only for all concerts and contests during the year, but also for various community functions. Students are limited to membership in a maximum of three groups.

Choir members are also encouraged to take part in the music contests held each spring at Mankato State University. Students may prepare solos, duets, or be a part of a special ensemble formed specifically for participation at the contests. Singers who do especially well at the contest, receive awards and are given the opportunity to perform at the spring concert.

#### VOLLEYBALL:

Grades 7-12 are invited to participate in volleyball. There will be separate schedules all levels. There may be Saturday tournaments and Varsity will compete in the MSHSL tournament. When tournament playoffs begin the varsity may only consist of 12 players.

#### WRESTLING:

Wrestling is a team sport, which has the opportunity for individual recognition. Wrestling begins in mid-November and concludes with the State Tournament around March 1st. Practices for grades 7-12 are held in Mapleton.

It is important but not necessary to start wrestling as young as possible. The purpose of the elementary program is to give the student the opportunity to try different activities so he can make a decision as to what activity to pursue by the time he reaches junior high school.

#### YEARBOOK:

All students in grades 9-12 are eligible to join yearbook. Yearbook is an organization that produces the annual yearbook. Students will learn to do layout design, copy techniques, sales, basic production and photography. This is done through Journalism class with additional time obligations.

## **MAPLE RIVER SECONDARY SCHOOL COUNSELING and SOCIAL WORK DEPARTMENT**

The Maple River School Counseling Department encourages students to participate in programs that enhance their personal well-being as well as their academic and career choices. Please see the School Counselor with regard to the activities scheduled throughout this year.

### A. Personal Social Counseling

Students and/or families may meet with the school counselor or social worker in their office to discuss any personal or family issues. The school social worker is also available for home visits. If a student requires referral to any specialized services, either the school social worker or school counselor will assist with those needs.

#### Chemical Health Assessment

Students and families may meet with the social worker to evaluate a student's level of involvement with alcohol and other mood-altering substances. The school social worker will rate one's level of use and provide recommendations following this assessment. There are no charges or fees for this service, and all information is kept confidential.

#### Life Groups

LIFE Groups are an opportunity for students to meet on a regular basis in groups of 4-8 students. There are a wide variety of topics and activities for participants, ranging from experiential learning to life skills.

### B. Academic Counseling

The school counselor will assist in the academic planning of students through both class room presentations and personalized counseling sessions.

### C. Career Education

Career education is offered in classroom units during grades 9-12. Students have the opportunity to take interest and personality inventories, values surveys and perform career research. In the school counseling office, students may meet with the School Counselor, and work on various aspects of career education including job shadows, career exploration, job seeking skills and post-secondary planning.

## **MAPLE RIVER SCHOOL BOARD POLICY**

\*link for a complete list of policies      <http://isd2135.k12.mn.us/Page/30>

### **BULLYING PROHIBITION POLICY (Policy 514)**

#### I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with a student's ability to learn and/or a teacher's ability to educate students in a safe environment. The school district cannot monitor the activities 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

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. 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.

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.

### **PROHIBITING HARASSMENT AND VIOLENCE (Policy 413)**

#### I. GENERAL STATEMENT

It is the policy of independent School District No. 2135 the Maple River School District to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The School District prohibits any form of religious, racial or sexual harassment and violence.

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the District)

It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the School District to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.

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

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

- 1) submission to that conduct or communication is made a term of condition, either explicitly or implicitly, or obtaining or retaining employment, or of obtaining an education; or
- 2) 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
- 3) that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

Sexual harassment may include, but is not limited to:

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

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

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

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

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

D. Sexual Violence: Definition 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 Minnesota Statutes Section 609.341, include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

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

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

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

G. Assault: Definition Assault is:

- 1) an act done with intent to cause fear in another of immediate bodily harm or death;
- 2) the intentional infliction of or 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.

### III. REPORTING PROCEDURES

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

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

Upon receipt of a report, the principal must notify the School District Human Rights Officer immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the Human Rights Officer. If the report was given verbally, the principal shall personally reduce it to written form with 24 hours and forward it to the Human Rights Officer. Failure to forward any harassment or violence report of complaint involves the building principal; the complaint shall be made or filed directly with the Superintendent or the School District Human Rights Officer by the reporting party or complaint.

B. In the District The School Board hereby designate **the superintendent** as the School District Human Rights Officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a Human Rights Officer, the complaint shall be filed directly with the Superintendent. (In some School Districts the Superintendent may be the Human Rights Officer. If so, the alternative individual should be designated by the School Board). The School District shall conspicuously post the name of the Human Rights Officer(s), including mailing address and telephone numbers.

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

D. Use of formal reporting forms is not mandatory.

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

### IV. INVESTIGATION

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

The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident (s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

In determining whether alleged conduct constitutes a violation of this policy, the School District should consider the surrounding circumstances, the nature of the behavior, past 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.

In addition, the School District may take immediate steps, at its' discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.

The investigation will be completed as soon as practicable. The School District Human Rights Officer shall make a written report to the Superintendent upon completion of the investigation. If the complaint involves the Superintendent, the report may be filed directly with the School Board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

#### V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a report, the School District will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law and School District policies.
- B. The result of the School District's investigation of each complaint filed under these procedures will be reported in writing to the complainant by the School District in accordance with state and federal law regarding data or records privacy.

#### VI. REPRISAL

The School District will discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged religious, racial or sexual harassment or violence or any person who testifies, assists or participates in an investigation, or who testifies, assists or participates in a proceeding or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

#### VII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

#### VIII. HARASSMENT OR VIOLENCE AS ABUSE

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.

Nothing in this policy will prohibit the School district from taking immediate action to protect victims of alleged harassment, violence or abuse.

### **PROHIBITING HAZING (Policy 526)**

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. This policy applies to behavior that occurs on or off school property and during and after school hours.
- E. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- F. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

#### III. DEFINITIONS

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

#### V. SCHOOL DISTRICT ACTION

- A. Upon 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 school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken 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, school district policies and regulations.

#### VI. REPRISAL

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

#### VII. DISSEMINATION OF POLICY

This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.

#### **INTERNET and E-MAIL POLICY (Policy 524 and 524A)**

We are pleased to offer students of the Maple River Schools access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission and must sign and return the Internet and Electronic Mail Permission Form to the LIBRARY MEDIA SPECIALIST.

**As per federal government mandates**, all staff and students will be required to log on to a CIPA (Child Information Protection Act) compliant Internet filtering system. This system will block inappropriate web sites and materials (as mandated by CIPA) on said sites. **All district personnel (staff and students) will be responsible for maintaining their username and password account. If for any reason students or staff feels their account has been compromised, it will be their responsibility to contact the District Technology Coordinator and the appropriate building Principal as soon as possible.** Training on the use of this new filtering system will be provided throughout the district. If you have further questions, contact your District Technology Coordinator.

Access to e-mail and the Internet will enable students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Maple River Public Schools support and respect each family's right to decide whether or not to apply for access.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a considerate and responsible manner. Parent permission is required. Access is a privilege-not a right. Access entails responsibility.

Individual users of the district computer networks are responsible for their behavior and communications over those networks. It is presumed that users will comply with district standards and will honor the agreements they have signed. To be able to monitor student access, students may only use district assigned e-mail accounts. This means that anonymous accounts such as Hot Mail and Yahoo mail, for example, may not be used on district networks.

Network storage areas will be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on district servers would be private.

In accordance with Board Policy, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance as they exercise with information sources such as television, telephones, movies, radio and other potentially offensive media.

Students may not be able to use the Internet without the presence of a certified staff person.

As outlined in board policy and procedures on student rights and responsibilities, the following will not be permitted:

Sending or displaying offensive messages or pictures	Using obscene language
Not obeying rules established by the computer lab supervisor	Violating copyright laws
Damaging computer, computer systems or computer networks	Using another's password
Trespassing in another's folders, work or files	Attempting to break the security system
Intentionally wasting limited resources (example paper)	Accessing pornographic materials
Employing the network for commercial purposes	Uploading of computer viruses
Any use of the network infringing on the rights of others	Illegally copying software
Attempting to harm or destroy data/files of another user	Harassing, insulting or attacking others

Using e-mail accounts other than that which is issued by the school, such as Hot Mail or any other type of unmonitored anonymous e-mail service.

Violations will result in a loss of access as well as other disciplinary or legal action.

## **PEST CONTROL NOTIFICATION**

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

## **TOBACCO-FREE ENVIRONMENT**

### **I. PURPOSE**

The purpose of this policy is to maintain a learning and working environment that is tobacco-free.

### **II. GENERAL STATEMENT OF POLICY**

- A. It shall be a violation of this policy for any student, teacher, administrator, and other school personnel of the school district or person to use tobacco or tobacco-related devices in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
- B. It shall be a violation of this policy for any elementary school, middle school, or secondary school student to possess any type of tobacco or tobacco-related device in a public school. This prohibition extends to all facilities, whether owned, rented, or leased, and all vehicles that a school district owns, leases, rents, contracts for, or controls. This prohibition includes all school district property and all off-campus school district-sponsored events.
- C. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school personnel, or person who is found to have violated this policy.

### **III. TOBACCO AND TOBACCO RELATED DEVICES DEFINED**

- A. "Tobacco" means cigarettes; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco, prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.
- B. "Tobacco-related devices" means cigarette papers or pipes for smoking.
- C. "Smoking" includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

### **IV. EXCEPTION**

It shall not be a violation of this policy for a Native American adult to light tobacco on school district property as a part of a traditional Native American spiritual or cultural ceremony. A Native American is a person who is a member of a tribe as defined under Minnesota law.

#### V. ENFORCEMENT

- A. All individuals on school premises shall adhere to this policy.
- B. Students who violate this tobacco-free policy shall be subject to school district discipline procedures.
- C. School district administrators and other school personnel who violate this tobacco-free policy shall be subject to school district discipline procedures.
- D. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota or federal law, and school district policies.
- E. Persons who violate this tobacco-free policy may be referred to the building administration or other school district supervisory personnel responsible for the area or program at which the violation occurred.
- F. School administrators may call the local law enforcement agency to assist with enforcement of this policy. Smoking or use of any tobacco product in a public school is a violation of the Minnesota Clean Indoor Air Act and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.

### **WEAPONS POLICY (Policy 501)**

#### I. PURPOSE

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

#### II. GENERAL STATEMENT OF POLICY

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

#### III. DEFINITION

##### A. "Weapons"

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

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

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

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a non-student falls within one of the following categories:
  - 1) licensed peace officers, military personnel, or students participating in military training, who are performing official duties;
  - 2) persons who keep or store in a motor vehicle pistols in accordance with MN statutes, Sections 624.714 and 624.715 or other firearms in accordance with Section 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; or (2) unloaded and in the closed trunk.
  - 3) firearm safety or marksmanship courses or activities conducted on school property

- 4) possession of dangerous weapons, BB guns or replica firearms by a ceremonial color guard; a gun or knife show held on school property; or
- 5) possession of dangerous weapons, BB guns or replica firearms with written permission of the principal.

C. Policy Application to Instructional Equipment/Tools.

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

V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/DISTRIBUTION

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

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

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

C. Administrative Discretion

While the school district and the school take a “Zero Tolerance” position on the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

### Maple River School Bus Student Rules & MN State Bus Laws

1. Student will obey driver at all times.
2. Student will be at bus stop on time.
3. Student will wait for bus off roadway.
4. Student will crossroad in front of bus.
5. Students will keep all parts of their body inside bus at all times.
6. Students will stay in their seat at all times. No changing seats.
7. Student will not shout, scream, sing or clap.
8. Student will not throw items on the bus
9. Student will report damage to driver at once.
10. Student will pay for any damage they cause to the bus.
11. Student will keep bus clean.
12. Student will not eat or drink on the bus. No gum.
13. Student will keep feet on the floor
14. Students causing trouble will follow the school's policy regarding bus discipline.
15. Students will use appropriate language at all times.
16. No fighting, harassment, intimidation or horseplay.
17. No use of alcohol, tobacco, or drugs.
18. Student will not bring any weapons or dangerous objects on the school bus.
19. K- 8 student will need a permission slip to ride a bus to which he/she is not assigned.
20. Parent will call bus driver the night before or before 6:30 am if their child is not riding.
21. Student who does not follow these rules will have riding privileges revoked.

## Consequences for Bus Misconduct

Consequences for school bus or bus stop misconduct will apply to all routes. Parents or guardians will be notified of any suspension of bus privileges. The school is required to notify the state of school bus incidents.

- 1<sup>st</sup> offense: Student warning with parent notification
- 2<sup>nd</sup> offense: One school day suspension from riding bus
- 3<sup>rd</sup> offense: Three school days suspension from riding the bus
- 4<sup>th</sup> offense: Five school days suspension from riding the bus and/or a meeting with parent(s)

Severe Clause: Based on the severity of the student's conduct, more serious consequences may be imposed at any time.

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

Parents are urged to recognize the disciplinary action and to discuss this with their child to prevent further occurrences of inappropriate or misbehavior. Bus riding is a privilege that may be revoked due to misconduct.

Parents will not be allowed to chase a bus after it has left a designated bus stop.

*Riding a bus is a "privilege" not a right!*

## **PUPIL FAIR DISMISSAL ACT**

### **121A.40 CITATION.**

Sections 121A.40 to 121A.56 may be cited as the "Pupil Fair Dismissal Act."

### **121A.41 DEFINITIONS.**

Subdivision 1. **Applicability.** As used in sections 121A.40 to 121A.56, the terms defined in this section shall have the meanings assigned them.

Subd. 2. **Dismissal.** "Dismissal" means the denial of the current educational program to any pupil, including exclusion, expulsion, and suspension. It does not include removal from class.

Subd. 3. **District.** "District" means any school district.

Subd. 4. **Exclusion.** "Exclusion" means an action taken by the school board to prevent enrollment or reenrollment of a pupil for a period that shall not extend beyond the school year.

Subd. 5. **Expulsion.** "Expulsion" means a school board action to prohibit an enrolled pupil from further attendance for up to 12 months from the date the pupil is expelled.

Subd. 6. **Parent.** "Parent" means (a) one of the pupil's parents, (b) in the case of divorce or legal separation, the parent or parents with physical custody of the pupil, including a noncustodial parent with legal custody who has provided the district with a current address and telephone number, or (c) a legally appointed guardian. In the case of a pupil with a disability under the age of 18, parent may include a district-appointed surrogate parent.

Subd. 7. **Pupil.** (a) "Pupil" means any student:

(1) without a disability under 21 years of age; or

(2) with a disability under 21 years old who has not received a regular high school diploma or for a child with a disability who becomes 21 years old during the school year but has not received a regular high school diploma, until the end of that school year; and

(3) who remains eligible to attend a public elementary or secondary school.

(b) A "student with a disability" or a "pupil with a disability" has the same meaning as a "child with a disability" under section 125A.02.

Subd. 8. **School.** "School" means any school defined in section 120A.05, subdivisions 9, 11, 13, and 17.

Subd. 9. **School board.** "School board" means the governing body of any school district.

Subd. 10. **Suspension.** "Suspension" means an action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school for a period of no more than ten school days. If a suspension is longer than five days, the suspending administrator must provide the superintendent with a reason for the longer suspension. This definition does not apply to dismissal from school for one school day or less, except as provided in federal law for a student with a disability. Each suspension action may include a readmission plan. The readmission plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission and may not be used to extend the current suspension.

Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a



sympathomimetic medication for the parent's child as a condition of readmission. The school administration may not impose consecutive suspensions against the same pupil for the same course of conduct, or incident of misconduct, except where the pupil will create an immediate and substantial danger to self or to surrounding persons or property, or where the district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of 15 school days.

Subd. 11. **Alternative educational services.** "Alternative educational services" may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessment, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under section 123A.05 selected to allow the pupil to progress toward meeting graduation standards under section 120B.02, although in a different setting.

#### **121A.42 POLICY.**

No public school shall deny due process or equal protection of the law to any public school pupil involved in a dismissal proceeding which may result in suspension, exclusion, or expulsion.

#### **121A.43 EXCLUSION AND EXPULSION OF PUPILS WITH A DISABILITY.**

(a) Consistent with federal law governing days of removal and section 121A.46, school personnel may suspend a child with a disability. When a child with a disability has been suspended for more than five consecutive school days or ten cumulative school days in the same school year, and that suspension does not involve a recommendation for expulsion or exclusion or other change of placement under federal law, relevant members of the child's individualized education program team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's individualized education program. That meeting must occur as soon as possible, but no more than ten days after the sixth consecutive day of suspension or the tenth cumulative day of suspension has elapsed.

(b) A dismissal for one school day or less is a day or a partial day of suspension if the child with a disability does not receive regular or special education instruction during that dismissal period. The notice requirements under section 121A.46 do not apply to a dismissal of one day or less.

(c) A child with a disability shall be provided alternative educational services to the extent a suspension exceeds five consecutive school days.

(d) Before initiating an expulsion or exclusion under sections 121A.40 to 121A.56, the district, relevant members of the child's individualized education program team, and the child's parent shall, consistent with federal law, determine whether the child's behavior was caused by or had a direct and substantial relationship to the child's disability and whether the child's conduct was a direct result of a failure to implement the child's individualized education program. When a child with a disability who has an individualized education program is excluded or expelled under sections 121A.40 to 121A.56 for misbehavior that is not a manifestation of the child's disability, the district shall continue to provide special education and related services during the exclusion or expulsion.

#### **121A.44 EXPULSION FOR POSSESSION OF FIREARM.**

(a) Notwithstanding the time limitation in section 121A.41, subdivision 5, a school board must expel for a period of at least one year a pupil who is determined to have brought a firearm to school except the board may modify this expulsion requirement for a pupil on a case-by-case basis. For the purposes of this section, firearm is as defined in United States Code, title 18, section 921.

(b) Notwithstanding chapter 13, a student's expulsion or withdrawal or transfer from a school after an expulsion action is initiated against the student for a weapons violation under paragraph (a) may be disclosed by the school district initiating the expulsion proceeding. Unless the information is otherwise public, the disclosure may be made only to another school district in connection with the possible admission of the student to the other district.

#### **121A.45 GROUNDS FOR DISMISSAL.**

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

Subd. 2. **Grounds for dismissal.** A pupil may be dismissed on any of the following grounds:

(a) willful violation of any reasonable school board regulation. Such regulation must be clear and definite to provide notice to pupils that they must conform their conduct to its requirements;

(b) willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or

(c) willful conduct that endangers the pupil or other pupils, or surrounding persons, including school district employees, or property of the school.

**Subd. 3. Parent notification and meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

#### **121A.46 SUSPENSION PROCEDURES.**

**Subdivision 1. Informal administrative conference before suspension.** The school administration shall not suspend a pupil from school without an informal administrative conference with the pupil. The informal administrative conference shall take place before the suspension, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension.

**Subd. 2. Administrator notifies pupil of grounds for suspension.** At the informal administrative conference, a school administrator shall notify the pupil of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the pupil may present the pupil's version of the facts.

**Subd. 3. Written notice of grounds for suspension.** A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of sections 121A.40 to 121A.56, shall be personally served upon the pupil at or before the time the suspension is to take effect, and upon the pupil's parent or guardian by mail within 48 hours of the conference. The district shall make reasonable efforts to notify the parents of the suspension by telephone as soon as possible following suspension. In the event a pupil is suspended without an informal administrative conference on the grounds that the pupil will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the pupil and the pupil's parent or guardian within 48 hours of the suspension. Service by mail is complete upon mailing.

**Subd. 4. Suspension pending expulsion or exclusion hearing.** Notwithstanding the provisions of subdivisions 1 and 3, the pupil may be suspended pending the school board's decision in the expulsion or exclusion hearing; provided that alternative educational services are implemented to the extent that suspension exceeds five days.

#### **121A.47 EXCLUSION AND EXPULSION PROCEDURES.**

**Subdivision 1. Requiring a hearing; pupil may waive hearing.** No exclusion or expulsion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the pupil and parent or guardian. The action shall be initiated by the school board or its agent.

**Subd. 2. Written notice.** Written notice of intent to take action shall:

- (a) be served upon the pupil and the pupil's parent or guardian personally or by mail;
- (b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;
- (c) state the date, time, and place of the hearing;
- (d) be accompanied by a copy of sections 121A.40 to 121A.56;
- (e) describe alternative educational services accorded the pupil in an attempt to avoid the expulsion proceedings; and
- (f) inform the pupil and parent or guardian of the right to:

(1) have a representative of the pupil's own choosing, including legal counsel, at the hearing. The district shall advise the pupil's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Department of Education;

(2) examine the pupil's records before the hearing;

(3) present evidence; and

(4) confront and cross-examine witnesses.

**Subd. 3. Hearing schedule.** The hearing shall be scheduled within ten days of the service of the written notice unless an extension, not to exceed five days, is requested for good cause by the school board, pupil, parent or guardian.

**Subd. 4. Convenient time and place of hearing.** The hearing shall be at a time and place reasonably convenient to pupil, parent or guardian.

**Subd. 5. Closed or open hearing.** The hearing shall be closed unless the pupil, parent or guardian requests an open hearing.

Subd. 6. **Impartial hearer.** The hearing shall take place before:

- (1) an independent hearing officer;
- (2) a member of the school board;
- (3) a committee of the school board; or
- (4) the full school board;

as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

Subd. 7. **Creating hearing record.** The school board shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense. Testimony shall be given under oath. The hearing officer or a member of the school board shall have the power to issue subpoenas and administer oaths.

Subd. 8. **Access to pupil's records.** At a reasonable time prior to the hearing, the pupil, parent or guardian, or representative, shall be given access to all public school system records pertaining to the pupil, including any tests or reports upon which the proposed action may be based.

Subd. 9. **Pupil's right to compel testimony.** The pupil, parent or guardian, or representative, shall have the right to compel the attendance of any official employee or agent of the public school system or any public employee or any other person who may have evidence upon which the proposed action may be based, and to confront and to cross-examine any witness testifying for the public school system.

Subd. 10. **Pupil's right to present evidence and testimony.** The pupil, parent or guardian, or representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

Subd. 11. **Pupil not compelled to testify.** The pupil cannot be compelled to testify in the dismissal proceedings.

Subd. 12. **Hearer's recommendation limited to evidence at hearing; service within two days.** The recommendation of the hearing officer or school board member or committee shall be based solely upon substantial evidence presented at the hearing and must be made to the school board and served upon the parties within two days of the end of the hearing.

Subd. 13. **Basis of school board decision; opportunity for comment.** The school board shall base its decision upon the recommendation of the hearing officer or school board member or committee and shall render its decision at a meeting held within five days after receiving the recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's recommendations provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the commissioner of education of the basis and reason for the decision.

Subd. 14. **Admission or readmission plan.** (a) A school administrator shall prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan may include measures to improve the pupil's behavior, including completing a character education program, consistent with section 120B.232, subdivision 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for one school day or less, except as provided under federal law for a student with a disability.

Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

#### **121A.48 GOOD FAITH EXCEPTION.**

A violation of the technical provisions of the Pupil Fair Dismissal Act, made in good faith, is not a defense to a disciplinary procedure under the act unless the pupil can demonstrate actual prejudice as a result of the violation.

#### **121A.49 APPEAL.**

A party to an exclusion or expulsion decision made under sections 121A.40 to 121A.56 may appeal the decision to the commissioner of education within 21 calendar days of school board action. Upon being served with a notice of appeal, the district shall provide the commissioner and the parent or guardian with a complete copy of the hearing record within five days of its receipt of the notice of appeal. All written submissions by the

appellant must be submitted and served on the respondent within ten days of its actual receipt of the transcript. All written submissions by the respondent must be submitted and served on the appellant within ten days of its actual receipt of the written submissions of the appellant. The decision of the school board must be implemented during the appeal to the commissioner.

In an appeal under this section, the commissioner may affirm the decision of the agency, may remand the decision for additional findings, or may reverse or modify the decision if the substantial rights of the petitioners have been prejudiced because the administrative findings, inferences, conclusions, or decisions are:

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;
- (5) unsupported by substantial evidence in view of the entire record submitted; or
- (6) arbitrary or capricious.

The commissioner or the commissioner's representative shall make a final decision based upon the record. The commissioner shall issue a decision within 30 calendar days of receiving the entire record and the parties' written submission on appeal. The commissioner's decision shall be final and binding upon the parties after the time for appeal expires under section 121A.50.

#### **121A.50 JUDICIAL REVIEW.**

The decision of the commissioner of education made under sections 121A.40 to 121A.56 is subject to judicial review under sections 14.63 to 14.69. The decision of the commissioner is stayed pending an appeal under this section.

#### **121A.51 REPORTS TO SERVICE AGENCY.**

The school board shall report any action taken pursuant to sections 121A.40 to 121A.56 to the appropriate public service agency, when the pupil is under the supervision of such agency.

#### **121A.52 NONAPPLICATION OF COMPULSORY ATTENDANCE LAW.**

The provisions of section 120A.22, subdivision 5, shall not apply to any pupil during a dismissal pursuant to sections 121A.40 to 121A.56.

#### **121A.53 REPORT TO COMMISSIONER OF EDUCATION.**

Subdivision 1. **Exclusions and expulsions; physical assaults.** The school board must report through the department electronic reporting system each exclusion or expulsion and each physical assault of a district employee by a student within 30 days of the effective date of the dismissal action or assault to the commissioner of education. This report must include a statement of alternative educational services, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

Subd. 2. **Report.** (a) The school board must include state student identification numbers of affected pupils on all dismissal and other disciplinary reports required by the department. The department must report annually to the commissioner summary data on the number of dismissals and physical assaults of district employees by a student by age, grade, gender, race, and special education status of the affected pupils. All dismissal and other disciplinary reports must be submitted through the department electronic reporting system.

(b) The commissioner must aggregate the district data reported under this section and include the aggregated data, including aggregated data on physical assaults of a district employee by a student, in the annual school performance reports under section 120B.36.

#### **121A.54 NOTICE OF RIGHT TO BE REINSTATED.**

Whenever a pupil fails to return to school within ten school days of the termination of dismissal, a school administrator shall inform the pupil and the pupil's parents by mail of the pupil's right to attend and to be reinstated in the public school.

#### **121A.55 POLICIES TO BE ESTABLISHED.**

(a) The commissioner of education shall promulgate guidelines to assist each school board. Each school board shall establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies shall emphasize preventing dismissals through early detection of problems and shall be designed to address students' inappropriate behavior from recurring. The policies shall recognize the continuing responsibility of the school for the education of the pupil during the dismissal period. The alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress towards meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission.

(b) An area learning center under section 123A.05 may not prohibit an expelled or excluded pupil from enrolling solely because a district expelled or excluded the pupil. The board of the area learning center may use the provisions of the Pupil Fair Dismissal Act to exclude a pupil or to require an admission plan.

(c) Each school district shall develop a policy and report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

**121A.56 APPLICATION.**

Subdivision 1. **Prohibition against discrimination remains in effect.** Sections 121A.40 to 121A.56 shall not be deemed to amend or otherwise affect or change section 363A.13, subdivision 2.

Subd. 2. **Portions of school program for credit.** Sections 121A.40 to 121A.56 shall apply only to those portions of the school program for which credit is granted.