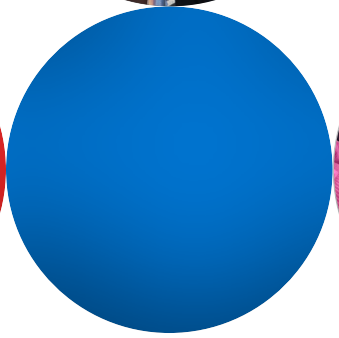
ELEMENTARY STUDENT HANDBOOK

2026-2027 • Inver Grove Heights Schools



INVER GROVE HEIGHTS SCHOOLS ISD 199

Inspire. Innovate. Excel. *A Community Commitment.*

Hilltop Elementary
3201 68th Street East
Phone 651-306-7400
Attendance 651-306-7408

Pine Bend Elementary
9875 Inver Grove Trail
Phone 651-306-7700
Attendance 651-306-7752

Salem Hills Elementary & Atheneum
5899 Babcock Trail
Phone 651-306-7300
Attendance 651-306-7353

Welcome to Our Elementary Schools!

The elementary student handbook provides general information covering many areas important to your child and their education in the Inver Grove Heights School District.

We want to help our community, especially parents and guardians, stay informed about our elementary school's various functions and programs. We encourage you to visit school and confer with your child's teacher and principal. We can achieve our goal of maximum growth for our students through a partnership between home and school.

If you have ideas to improve our schools for the children of the district, our doors are always open.

Elementary (grades PreK-5) School Hours: 7:50 AM – 2:30 PM

Hilltop Elementary 651-306-7400

Attendance Line 651-306-7408
Fax 651-306-7444
Health Office 651-306-7405
Principal, Leah Byrd 651-306-7402
Social Worker 651-306-7404
hilltop.isd199.org

3201 68th Street East
Inver Grove Heights 55076

Pine Bend Elementary 651-306-7700

Attendance Line 651-306-7752
Fax 651-306-7739
Health Office 651-306-7729
Principal, Paul Richardson 51-306-7704
Social Worker 651-306-7740
pinebend.isd199.org

9875 Inver Grove Trail
Inver Grove Heights, MN 55076

Salem Hills Elementary 651-306-7300

Attendance Line 651-306-7353
Fax 651-306-7321
Health Office 651-306-7354
Principal, Tina Willette 651-306-7350
Social Worker 651-306-7351
salemhills.isd199.org

5899 Babcock Trail
Inver Grove Heights, MN 55077

District Office 651-306-7800

Volunteer Registration/Background Checks 651-306-7867

Si prefería hablar en español, llame a la escuela de su hijo.

From the Superintendent

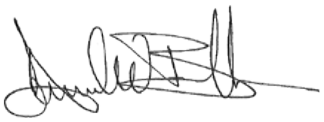
Dear Students and Families,

Welcome to the 2026-27 school year. Our mission is "Inspire. Innovate. Excel. A Community Commitment." We are proud of the strong and supportive ISD 199 school community, and we are committed to providing the best experience possible for our students.

This commitment is evident in our district's strategic plan, which includes our mission, vision, core values, and strategic directions. The vision emphasizes an inclusive, respectful, and caring environment; a culture of high expectations; whole student development; personalized learning; and an involved and invested community and district. This vision, along with our core values of courage, excellence, inclusion, innovation, and teamwork, are reflected in our student expectations and serve as a foundation for a positive, safe, and successful student learning environment.

As a community, we will work together to provide an environment with opportunities to support student learning and growth as a foundation for their future success.

Sincerely,



Dave Bernhardson
Superintendent

Dave Bernhardson
Superintendent

District Office
2990 80th Street East
Inver Grove Heights, MN 55076

Phone: 651-306-7800
Fax: 651-306-7295

BernhardsonD@isd199.org

Mission
Inspire. Innovate. Excel. A Community Commitment.

Vision
- Inclusive, respectful, safe, and caring environment
- A culture of high expectations
- Whole student development
- Personalized learning
- Involved and invested community and district

Core Values
Courage • Advocating for what is important and acting with integrity
Excellence • Inspiring, engaging, and challenging ourselves and others
Inclusion • Building caring and authentic relationships
Innovation • Using flexibility and creativity to meet challenges and needs
Teamwork • Sharing responsibility, accountability, and accomplishments

Strategic Directions
- Effective systems
- Community Connections
- Learning practices and supports
- Learning readiness
- Informed and effective staff

Mission and vision statements approved by ISD 199 School Board on September 22, 2021.

Stay Informed

Infinite Campus Parent Portal
The Infinite Campus Parent Portal gives parents and guardians access to accurate, current, and confidential information about their student, including attendance and grades. Visit www.isd199.org and click "ISD 199 Portal" to log in.

199 Reporter
The 199 Reporter is a quarterly publication that is mailed to every district family and resident within the Inver Grove Heights Schools boundaries. This mailed newsletter includes announcements from the district and stories about our students and staff.

Inspire 199 e-Newsletter
Families and community members are invited to subscribe to the Inspire 199 e-Newsletter. The e-newsletter includes districtwide information and important announcements in an email at the end of each month. Visit https://www.parentsquare.com/groups/join/inspire199 to subscribe.

www.isd199.org
Check our district website, ***www.isd199.org***, for everything from district and school current events to school closure announcements.

General Information

Absentee Notification

If your child will not be in school, please call the attendance line before 9:00 AM, stating the reason for the absence. You may leave a message on the voicemail at any time. Telephone numbers are listed at the beginning of this handbook. If a child is absent and a call has not been received, the elementary school will contact the parent/guardian. If there has been no contact between parent/guardian and school personnel, the absence will be considered unexcused.

Arrivals

Children who walk to school or are dropped off by a parent are requested to arrive at school no earlier than 7:35 AM.

Problems arise on the school grounds when children arrive at school too early. Children become restless when they have nothing to do for long periods of time.

If a teacher has requested that your child come early, they will be admitted to the classroom.

Bicycles, Skateboards, Scooters, Inline Skates, & Snowboards

Children may ride bicycles to school, provided they follow established safety procedures set up in each school. The same traffic regulations apply to bicycles as automobiles. It is very important that your child knows and follows these regulations. In fact, his or her life may depend on it. We ask that children purchase bicycle locks and use them. The school is not responsible for any loss due to riding bicycles to school.

Skateboards, snowboards, scooters, in-line skates (rollerblades) and shoes with wheels are not allowed on the school grounds or in school.

Building Security

All students have the right to be safe and secure at all times when they are at school. To ensure safety, these procedures have been established. All visitors, including parents/guardians, must report to the school office. All parents, guardians, volunteers, and visitors must sign into our visitor management system and wear their visitor badge while in the school. Please consider pre-registering at ***isd199.org/safety*** for a quick and easy sign-in. When they leave the building, they should sign out in the front office and discard their visitor badge. Children will not be released to neighbors, friends, or relatives of the child unless that person's name is given to the office by the parent. All staff will be identified by "staff" identification badges. A driver's license or other form of legal identification will be required.

Cafeteria Guidelines

We all look forward to the lunch period as one of pleasure, relaxation, and an opportunity to chat with friends. Since so many students eat at the same time, the following guidelines have been established to ensure a pleasant atmosphere:

- Follow directions given by the lunch-duty supervisor(s).
- Canned carbonated beverages, like pop, are not allowed in the cafeteria.
- After eating, clean your area and return your tray to the proper place.
- No glass containers.
- Use quiet voices.

Cell Phones & Other Personal Electronic Devices

If a student chooses to bring their cell phone, smart watch, or other personal device to school, it must be turned off and put away in their locker during the school day. Students who need to contact their family during the school day may use the main office phone.

- The first time a student violates these expectations, the student will be directed to put the device back in their locker.
- On the second offense, the device will be sent to the front office, and the student will pick it up at the end of the day.
- If there is a third offense, the student's parent/guardian will be required to pick up the device from the front office.
- If there is a fourth offense, the school and parent/guardian will create a plan to either store the cell phone in the office each day or to leave it at home.

Custody Issues

Often in family situations, a court has given one parent/guardian or another certain legal rights. These rights most often delineate custody issues for minor children involved in the family situation.

When a court awards sole legal custody, sole physical custody, or creates other specific language that requires the school to limit normal family involvement, the school ***must*** have appropriate copies of the court papers. ***Without such information, the school will assume joint legal custody and joint physical custody.***

Early Dismissal by Parent/Guardian

If a child has a dental or doctor appointment during the school day, we ask that the office be informed by note or phone call from the legal guardian prior to the appointment. For all medical appointments, please obtain a note from the doctor and turn it in to the front office so that the appointment can be excused. Not having a doctor note may qualify as an unexcused absence based upon history and/or circumstances. If a child is not going home as usual (i.e. is visiting a friend's house) or a different adult is picking up the student, we need a written note or a phone call needs to be made to the school's front office from the legal parent/guardian. Students will not be checked out of the classroom after 2:15 PM (the

last 15 minutes of the school day) because this is disruptive to the classroom. A form of legal identification (such as a driver's license) is needed to check students out of school.

Educational Benefits

Families who apply and qualify for Educational Benefits receive deals on school device protection plans, school activity fees, school event admission like prom, internet services, local memberships, and more! Plus, every qualifying Educational Benefits Application could provide up to $1,500 to your child's school for student support services. To learn more and apply, visit ***www.isd199.org/edu-benefits***.

Emergency Information

Each year, we ask parents/guardians to provide emergency information if we must contact someone in an emergency or illness. Information is kept in Infinite Campus, our school district's student information system, and it is not used for any other purposes.

At the beginning of each school year, parent/guardians will complete the Student Information Update through Infinite Campus in the Parent Portal. Parents/guardians will check their emergency information as part of the update. They can update any incorrect information or fill in any missing information during this process. Please make sure the phone numbers you provide will allow us to reach a person, not an answering machine, in case of emergency.

Watch for information from your school about the Student Information Update in August. Please log into Infinite Campus in the Parent Portal as needed to update information.

FastBridge Assessments

In Inver Grove Heights Schools, we strive to continually improve teaching and learning. To help us do so, we use the benchmarking system FastBridge, developed by researchers at leading universities, including the University of Minnesota.

FastBridge provides teachers and administrators with better data to measure and address whole student development. It is aimed at improving student learning in math, reading, and social-emotional behavior. Although it allows teachers to frequently assess a student's academic performance, assessments are kept as brief as possible to maximize instructional time.

FastBridge's progress monitoring provides teachers with recommendations for grouping students, adjusting whole group instruction, and delivering small-group learning strategies. The FastBridge system also provides accessible professional development tools for teachers depending on their needs.

Health Program Procedures

School health services join the efforts of parents/guardians and community to protect and maintain the health of school-aged children. Facilities are provided in each school for first aid and the immediate care of a child who is ill. Parents'/guardians' telephone numbers or alternate numbers are called if the student should not remain in school. ***Please inform the school if phone numbers change during the year or update your information in Infinite Campus.***

Students may not be in school with:

1. Communicable diseases.
2. Temperature over 100° orally should not return to school until they have been fever-free for 24 hours.
3. Red or draining eyes (if severe and possibly infectious — call your doctor).
4. Draining skin lesions not under a doctor's care (sores about nose, mouth, or other exposed area).
5. Vomiting, diarrhea, or severe abdominal pain.
6. Persistent cough.
7. Injury that needs medical care.

A child should remain out of school until his or her temperature has been below 100° for ***24 hours without medication*** (such as Tylenol). An elevated temperature indicates that the child's body is working to eliminate the reason for the elevated temperature; the child may still be contagious to other children. If you have been to your physician or clinic for a strep test, please ask when the child may return to school. A child should be on medication (oral antibiotics or eye drops for eye infection) for 24 hours before returning to school.

When a student is ill or injured, health office personnel will:

1. Call the parent or guardian as listed on the emergency card and ask him or her to arrange transportation and care for the student.
2. If a parent or guardian is not available, the alternate person(s) designated on the emergency card will be called to provide transportation and care for the student until the parent can be contacted.
3. No student will be allowed to walk home or be taken home without the permission of an adult who is responsible for the student.
4. If an injury or illness requires any restrictions or adaptations at school, please have the physician write instructions to be followed at school. This includes physical education excuses and restrictions.

In an extreme emergency, an ambulance will be called and your child will be taken to the nearest hospital. (This will be billed to the parent or guardian).

Vision and hearing screening programs are provided in school for students in grades 1, 3, and 5. Physicals from the doctor are requested before kindergarten. Students are encouraged to see their dentist at least once a year.

To go to school in Minnesota, students must show they've had these immunizations*: MMR (measles, mumps, rubella), DTP (diphtheria, tetanus, pertussis), polio, Hib (Haemophilus influenza type b), varicella (chicken pox) and Hepatitis B. All students must have shots prior to the first day of school.*

*Parents/guardians may file a medical exemption signed by a health care provider or a conscientious objection signed by the parent or guardian and notarized.

An Early Childhood Screening is also required by state law

before a child enters kindergarten. To make an appointment or learn more about early childhood screenings, please call 651-306-7520 or visit ***earlylearning.isd199.org***.

Lost & Found

Children lose many pieces of clothing and other personal belongings, particularly during the winter months. ***Please label all of your children's clothing if possible.*** Coats, mittens, boots, and scarves seem to be the articles lost in great amounts. By marking or labeling articles, loss of clothing could be eliminated. Items not claimed will be donated to a charitable organization two times per year.

Minnesota Comprehensive Assessments (MCAs)

The 1997 statewide testing law called for the creation of a comprehensive assessment system and the use of statewide tests. These tests are part of the educational accountability system in Minnesota. Accountability calls for a results-oriented education system that focuses on continuous improvement, community involvement and public reporting of results. These tests chart the progress of schools and districts over time, generate information for school improvement and school accountability and allow for comparison of schools and districts in Minnesota. Schools use these results to make curricular and instructional decisions for all students. Identifying strengths and weaknesses early can help districts make the best decisions about curriculum and instruction so that they are better able to prepare students to meet the Graduation Standards.

All public school 3rd-, 4th- and 5th-graders take a reading test and a mathematics test. Students in grade five also take a science test. Only a student's IEP or 504 team may determine whether a student should take an alternate assessment. That decision must be part of the IEP or 504 plan. All LEP students take the MCA-III in math and reading. All LEP students take the ACCESS Test.

Parent/Teacher Conferences

The elementary schools will have parent/teacher conferences two times a year. We believe it is important to partner with parents/guardians

Since the family system is the first learning system and remains the primary determinant in the student's attitude and behavior, a home-school partnership is a natural and essential element in building and maintaining a positive learning environment for all students.

The opportunity for open communication is an important ingredient of meaningful home-school relationships. Two-way communication is essential, and one opportunity for such communication is during parent/teacher conferences, which are held in October and March.

Parent Portal

The ISD 199 Parent Portal gives parents/guardians access to their student's information, including report cards, attendance, and class lists.

If you have not set up your account yet, please contact your school's office.

Personal Property

ISD 199 is not liable for any personal property that is lost, stolen, or damaged. We cannot guarantee the safety of electronic devices such as tablets or cellphones. It is recommended that students leave valuable personal items at home. Those who choose to bring personal items to school do so at their own risk.

Safety Drills for Fire, Severe Weather, Evacuation, & Lockdown

Drills are conducted every school year. They are practiced during various times of the year. The purpose is to give careful instructions regarding the procedure for leaving the building, or for moving to an area of safety in an orderly fashion, not only during fire emergencies, but any other emergency that may arise.

During October (Fire Prevention Week), our local fire department conducts demonstrations and educational programs in all of our schools. During April (Severe Weather Awareness Week), we participate in the statewide tornado drill.

School Bus Regulations

The mission of the transportation department is to provide safe and responsible transportation for students to and from school and related events. A fair and consistent discipline policy is necessary to ensure safe transportation for all students and personnel. Transportation personnel are expected to treat their passengers with respect, to communicate clearly and concisely all rules and safety guidelines approved by the School Board of District 199, and to be consistent in the performance of their daily schedules. Passengers are expected to respect the rights of others and follow all rules and safety guidelines approved by the School Board of District 199. Parents/guardians are reminded that transportation by school bus is a privilege, not a right.

Children who need transportation to or from school must complete a Bus Registration form at www.isd199.org/busing. Families must register for transportation when they enroll and every summer before continuing in ISD 199.

If a child needs to ride a bus other than their assigned bus, their parent or guardian must turn in a note to the front office of their child's school. The school will work with the Transportation Department to determine if the student is able to ride the requested bus. The note must be given to the driver when the student boards the bus. If you have any concerns about the schedule, please call the Safe-Way Bus Company at 651-451-1375 or ISD 199 Transportation Coordinator Jeff Wendel at 651-306-7095.

Bus Safety Guidelines

1. Follow the direction of the bus driver.
2. Stay out of the danger zones outside of the bus.
3. Remain seated in your own seat.

4. Keep your hands, feet and all objects to yourself.
5. No fighting, loud behavior or inappropriate language.
6. Do not eat or drink on the bus.
7. Do not possess/use prohibited chemicals.
8. Do not bring any weapons or dangerous objects on the bus.
9. Do not damage the bus.

Bus Discipline Guidelines

1. Verbal warning, seat re-assignment.
2. First referral: Conduct report issued, parent/guardian notified, possible detention.
3. Second referral: Conduct report issued, parent/guardian notified, possible detention and/or one to five (1-5) day suspension from bus.
4. Third referral: Conduct report issued, parent/guardian notified, possible suspension of riding privileges for up to a full school year. A conference may be scheduled with parents, administrative representative, and transportation representative. The following are examples of serious behaviors that may result in an automatic suspension of riding privileges for the full school year:
    a. Use of tobacco, alcohol, illegal drugs; fighting or spitting.
    b. Threats, harm, or harassment of any person(s) on the school bus.
    c. Possession or use of any dangerous objects (knives, guns, lighters, etc.).
    d. Vandalism to bus.
    e. Defying the bus driver.
    f. Unauthorized exit from any emergency exit.
    g. Throwing articles in and out of the school bus.

School Closing

Occasionally, school must be canceled because of inclement weather. When school is closed due to temperatures, dangerous wind chill, or snow and hazardous road conditions, every attempt will be made to make and communicate the decision by 5:45 AM the morning of the cancellation.

Any time there is a school closure or delay, the district will place an outbound call to families. A text will also be sent. Additionally, families can find information about school closures and delays via:

- district website: ***www.isd199.org***
- district social media accounts: ***www.facebook.com/isd199*** & ***www.instagram.com/isd199***
- local radio and TV news affiliates, including WCCO Radio – 830 AM, WCCO Channel 4, KSTP Channel 5 and 45, KMSP Channel 9, and KARE Channel 11

Visit ***www.isd199.org/safety*** for full closing procedures.

Every family should have an emergency school closing plan that their child(ren) know. Parents must make arrangements for students in the event that they (parents) are not home. Also, carefully review your emergency contact information in Infinite Campus to ensure that all information is complete and current in case of a school closure or delay.

School Lunch and Breakfast Programs

All children are treated the same regardless of ability to pay. In the operation of child feeding programs, no child will be discriminated against based on race, sex, color, or national origin. All children can participate in the school breakfast and/or lunch program.

Students eating school breakfast and lunch will be offered meat/meat alternates, grains, fruits, vegetables, and milk daily. Visit ***www.schoolcafe.com/InverGroveHeights*** to see menus for each school.

Student Transfers

If you are planning to move from our community, please notify us at least one week before you leave. Contact our Enrollment Center at 651-306-7108 or ***enroll@isd199.org***.

A folder that contains your child's records will be sent to the new school district upon request by that school district.

Suicide Prevention Contact Information

Please dial/text 988 if you or someone else needs crisis support. It is available 24 hours a day.

- There are three ways you can connect to the Lifeline: Calls, text, and online chats. Connect any time, 24 hours a day, seven days a week, every day of the year.
- Anyone experiencing mental health-related emergency (suicide, mental health, and/or substance use crisis) can call, chat, or text 988 for free and confidential support. People can also dial 988 if they are worried about a loved one who may need emergency emotional support.
- When you connect to the 988 Lifeline, a trained crisis specialist will answer, listen to you, and provide support and share resources if needed. Crisis Specialists are trained to focus on de-escalation, safety planning, and coping skills.
- The 988 Lifeline provides phone services in English and Spanish. Interpretation services are available for people who call 988. Currently, interpretation and translation service is not available for chat and text.

Technology

All students, kindergarten through 5th grade, will be issued an iPad at the beginning of the school year. All families are required to complete a technology agreement in the Annual Student Update in order for their student(s) to be issued a school iPad and district accounts. Schools will provide families information about the agreement when their students are issued their iPad.

Tennis Shoes

All children must have tennis shoes when engaged in any activity in school gymnasiums. Our weather can cause children to be involved in physical activities in our gyms at any time during the year. Tennis shoes for gym purposes are for safety and more effective participation.

Treats

We would like to celebrate birthdays, but if you send a treat (i.e. on your child's birthday), the food must come from a commercial supplier and be individually wrapped. We encourage healthy snacks or a book or game to donate to the classroom. No home-baked goods are allowed due to state Health/Safety laws.

Volunteer Programs

The educational program in Inver Grove Heights has been immensely enriched by the time and talent donated each year by hundreds of volunteers. There are many programs that add great value to the scope of education which are dependent upon volunteers for their success. These programs can involve a commitment of time from a few hours to an entire day. Other programs involve a regular commitment of time each week.

If you are interested in volunteering, visit ***www.isd199.org*** and find "Get Involved" under "Community" to find volunteer information and more.

Attention Volunteers:

Protection and Privacy of Pupil Records (Policy 515)
Every school district is required by state and federal law to have a policy protecting the privacy rights of students and families. School volunteers have the same responsibility to maintain the privacy of student and family information as the district's regular employees. Violating the district's privacy rights policy is a serious matter and may result in removal from the volunteer service; it may also be a civil liability. The law and District's privacy rights state that any information that identifies a student or family is private and cannot be released without the written consent of the parent/guardian. The only exception to this is when the information is shared with other school personnel because there is an "educational need to know.

The "educational need to know" exists when obtaining or disseminating information about a student or his or her family is necessary to effectively carry out the teaching and learning function with the student. This may include researching and dissemination information from the child's educational records; or information gleaned from parents or other professionals and paras who work(ed) with the child. The "educational need to know" is breached and the individual is liable when the information is obtained or disseminated to those who do not have the "educational need to know," such as faculty in general, other parents, friends, etc. The district takes this policy very seriously and expects all employees, substitute teachers and volunteers to strictly adhere to it as a condition of their work within our schools.

Mandated Reporting of Child Neglect, Physical or Sexual Abuse (Policy 414)
It shall be a violation of policy for any school personnel to fail to immediately report instances of child neglect, or physical or sexual abuse when school personnel knows or has reason to believe a child is being neglected or physically or sexually abused or has been neglected or physically or sexually abused within the preceding three years. Full policies are available on the district website and at the district office.

Policies

Besides the policies that are included and/or referred to in this handbook, students are expected to be aware of and to abide by all of the district's policies. All of the policies can be found on the district website, ***www.isd199.org***.

Students should pay particular attention to the policies in Section 500, which specifically pertains to students. Questions regarding policies can be directed to your building administrator.

Employment & Services Criminal History Background Checks Notice to Parents

The school district has adopted a policy, the purpose of which is to promote the physical, social, and psychological well-being of its students. Pursuant to this policy, the school district shall seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also shall seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Policy 102 - Equal Educational Opportunity (4-25-22)

It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age. The school district also makes reasonable accommodations for students with disabilities. Students with disabilities are entitled to a free appropriate public education that includes general education, special education, and/or related aids and services.

The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to

the school district's policy on harassment and violence.

This policy applies to all areas of education including academics, coursework, cocurricular and extracurricular activities, community education programs, or other rights or privileges of enrollment.

Every school district employee shall be responsible for complying with this policy conscientiously. For the purposes of this policy, "employee" includes employed staff, a volunteer, an independent contractor, a member of an advisory board, and any other individual acting on behalf of the school district.

Any person having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the district Section 504 Coordinator.

The full policy can be found at ***www.isd199.org***

Policy 413 - Harassment & Violence (9-25-23)

The purpose of this policy is to maintain an education and work environment free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability (Protected Class).

General Statement of Policy

The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.

A violation of this policy occurs when any student, teacher, administrator or other school personnel of the school district harasses a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel through conduct or communication based on a person's Protected Class as defined by this policy. (For purposes of this policy, school personnel includes school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)

A violation of this policy occurs when any student, teacher, administrator, or other school personnel of the school district inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school personnel based on a person's Protected Class.

The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's Protected Class, and to discipline or take appropriate action against any student, teacher, administrator or other school personnel who is found to have violated this policy.

It is the responsibility of every school district employee and student to comply with this policy.

District Reporting

Any person who believes they have been the victim of harassment or violence on the basis of Protected Class by a student, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this toward a student, teacher, administrator or other school personnel or group of students, teachers, administrators, or other school district officials designated by this policy.

A person may report conduct that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the grievance procedure and form available in the appendices of this policy. Oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.

- The Superintendent hereby designates the Director of Human Resources, Emily Herman, 2990 80th Street East, Inver Grove Heights, Minnesota, 651-306-7805, HermanE@isd199.org, as its human rights officer. The human rights officer is to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.
- The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, or work assignments.
- False accusations or reports of harassment or violence against another person are prohibited.
- A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.
- Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may

range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

- Consequences for employees who permit, condone, or tolerate violence or harassment or engage in an act of reprisal or intentional false reporting of violence or harassment may result in disciplinary action up to and including termination or discharge.
- Use of formal reporting forms is not mandatory.
- The school district's grievance procedure and form for complaints of discrimination, harassment, violence and other offensive behavior can be found in Appendix I and Appendix II of Policy 413. Harassment and violence definitions can be found in Appendix III.

School Building Reporting

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

- The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.

Basic Requirements for Grievance Process

Equitable Treatment

The school district shall treat complainants and respondents equitably. However, equality or parity with respect to supportive measures provided to complainants and respondents is not required.

The school district will not impose any disciplinary sanctions or take any other actions against a respondent that do not constitute supportive measures until it has completed this grievance process and the respondent has been found responsible.

The school district will provide appropriate remedies to the complainant any time a respondent is found responsible.

Objective and Unbiased Evaluation of Complaints

If there is a conflict of interest with respect to any party affected by this policy, appropriate action shall be taken such as, but not limited to, appointing or contracting with a neutral third party investigator to conduct the investigation or recusal from the process the person for whom a conflict or potential conflict of interest exists.

Throughout the grievance process, the human rights officer will objectively evaluate all relevant evidence, inculpatory and exculpatory, and shall avoid credibility determinations based solely on a person's status as a complainant, respondent, or witness.

The human rights officer will presume that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

Confidentiality

The school district will keep confidential the identity of any individual who has made a report or complaint of harassment and violence, including any individual who has made a report or filed a formal complaint of harassment and violence, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, or FERPA's regulations, and State law under Minn. Stat. § 13.32 34 C.F.R. Part 99, or as required by law, or to carry out the purposes of 34 C.F.R. Part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder (i.e., the school district's obligation to maintain confidentiality shall not impair or otherwise affect the complainants and respondents receipt of the information to which they are entitled with respect to the investigative record and determination of responsibility).

Right to an Advisor; Right to a Support Person

Complainants and respondents have the right, at their own expense, to be assisted by an advisor of their choice during all stages of any grievance proceeding, including all meetings and investigative interviews. The advisor may be, but is not required to be, an attorney. In general, an advisor is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

A complainant or respondent with a disability may be assisted by a support person throughout the grievance process, including all meetings and investigative interviews, if such accommodation is necessary. A support person may be a friend, family member, or any individual who is not otherwise a potential witness. The support person is not permitted to speak for or on behalf of a complainant or respondent, appear in lieu of complainant or respondent, participate as a witness, or participate directly in any other manner during any phase of the grievance process.

Notice

The school district will send written notice of any investigative interviews or meetings to any party whose participation is invited or expected. The written notice will include the date, time, location, participants, and purpose of the meeting or interview, and will be provided to allow sufficient time for the party to prepare to participate.

Consolidation

The school district may, in its discretion, consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of harassment and violence arise out of the same facts or circumstances.

Evidence

During the grievance process, the school district will not require, allow, rely upon, or otherwise use questions or evidence that constitute or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

The school district shall not access, consider, disclose, or otherwise use a party's medical, psychological, and similar treatment records unless the school district obtains the party's voluntary, written consent.

Burden of Proof

The burden of gathering evidence and the burden of proof shall remain upon the school district and not upon the parties.

The grievance process shall use a preponderance of the evidence standard (i.e. whether it is more likely than not that the respondent engaged in sexual harassment) for all formal complaints of harassment and violence, including when school district employees are respondents.

Reporting a Grievance

Further information on reporting a grievance can be found in the district's grievance procedures and grievance process contained in Appendix I and Appendix II of Policy 413, including how to report or file a complaint of harassment and violence, how to report or file a formal complaint of harassment and violence, and how the school district will respond.

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 Minnesota. Statutes. Chapter. 260E 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.

Dissemination of Policy and Training

- This policy shall be made available to all students, employees, parents and/or guardians of students, and employee unions.
- The school district shall review this policy and the school district's operation for compliance with state and federal laws prohibiting harassment and violence on a continuous basis.
- The school district shall conspicuously post the name of the human rights officer, including office address, telephone number, and work email address on its website and in each handbook that it makes available to parents, employees, students, unions, or applicants.
- This policy shall be conspicuously posted throughout each school building in areas accessible to students and employees.
- This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.
- This policy shall appear in the student handbook.
- The school district shall develop a method of discussing this policy with students and employees.
- The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as respect for others, value of leadership guidance, attentiveness, truthfulness, diligence, gratefulness, self-discipline, patience, forgiveness, peacemaking, resourcefulness, and/or sexual abuse prevention.

Recordkeeping

The school district must create, and maintain for a period of seven calendar years, records of any actions, including any supportive measures, taken in response to a report or formal complaint of harassment and violence.

The full policy can be found at ***www.isd199.org***.

Policy 501 - School Weapons Policy (4-26-21)

The purpose of this policy is to assure a safe school environment for students, staff and the public. No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location except as provided in this policy.

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

Definitions

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; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchaku (nunchuks); 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.

No student 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.

No student 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 the possession and use of a weapon.

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.

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

Exceptions (relating to students; see complete policy for exceptions relating to non-students)

A student who finds a weapon on the way to school or in a school location, or a student who discovers that they accidentally have a weapon in their 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 they immediately turn the weapon over to an administrator, teacher or head coach or immediately notify an administrator, teacher or head coach of the weapon's location.

Consequences for Weapon Possession/Use/Distribution

Administrative Discretion

While the school district does not allow 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 those consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

Pursuant to Minnesota 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.

The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:

1. confiscation of the weapon; and
2. parent or guardian notification.

Consequence for students possessing, using or distributing weapons may include:

1. suspension, exclusion or expulsion;
2. immediate policy notification; or
3. recommendation to the superintendent of dismissal for a period of time not to exceed one year.

The full policy can be found at ***www.isd199.org***.

Policy 502 - Search of Student Lockers, Desks, Personal Possessions & Student's Person (11-18-24)

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

Lockers and Personal Possessions Within a Locker

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

Desks

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

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.

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

Definitions

Contraband means any unauthorized item possession prohibited by school district policy and/or law. It includes but is not limited to weapons and "lookalikes," alcoholic beverages, controlled substances and "look-alikes," district-owned materials, and stolen property.

Personal possessions includes but is not limited to purses, backpacks, book bags, packages, and clothing.

Reasonable suspicion means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.

Reasonable scope means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

Procedures

School officials may inspect the interiors of lockers and desks for any reason at any time, without notice, without student consent, and without a search warrant.

School officials may inspect the personal possessions of student and/or a student's person based on a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness.

As soon as practicable after a search of personal possessions within a locker pursuant to this policy, the school officials must provide notice of the search to students whose possessions were searched unless disclosure would impede an ongoing investigation by police or school officials.

Whenever feasible, a search of a person shall be conducted in private by a school official of the same sex. A second school official of the same sex shall be present as an observer during the search of a person whenever feasible.

School officials conducting any other search shall make a reasonable effort to have a second official present as an observer.

A copy of this policy will be printed in the student handbook or disseminated in any other way which school officials deem appropriate.

Directives and Guidelines

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

Seizure of Contraband

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

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 authorities.

The full policy can be found at **www.isd199.org**.

Policy 503 - Student Attendance (11-18-24)

Regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability important to the future of the student.

- It is the student's right to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from an assigned class.
- It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school of a student's absence and to work cooperatively with the school to solve any attendance problems that may arise. To be considered an excused absence, the student's parent or guardian should communicate with the attendance office on the day of

the absence either by telephone, note, or email and provide the reason for the student's absence. Parent or guardian notification of the absence must occur within 5 days of the initial absence.

- The homeroom teacher is responsible to take daily attendance with the district-wide student information system. The school administrative assistant will track attendance regularly and contact the parent/guardian for each absence by telephone or by the automated telephone system. The school administrative assistant shall send written notification of total absences to parents/guardians in the student's primary language beginning at three absences, and then again at five (5), and seven (7) unexcused absences. Any student with five (5) unexcused absences may require school contact with parent/guardian for problem solving. A letter may be mailed home requiring medical documentation to excuse an absence if applicable. Any student with ten (10) or more cumulative excused absences may require a parent/guardian meeting where a plan to improve student attendance is formulated. At the discretion of the site principal a meeting may be required prior to ten (10) cumulative excused absences. Medical documentation may be required after the 10th day of illness in any school year. If the attendance does not improve, the school may seek further assistance through the school nurse, social worker or Dakota County Child and Family Services. When a child has reached seven (7) unexcused absences, the school sends an Educational Neglect Reporting Form to Dakota County Children and Family Services. A meeting with the child, parent, school staff and County social worker will be scheduled to discuss the school attendance.

The full policy can be found at **www.isd199.org**.

Policy 504 - Student Dress & Appearance (11-18-24)

The purpose of this policy is to enhance the education of students by establishing expectations of dress and grooming that are related to educational goals and community standards.

It is the policy of this school district to encourage students to be dressed appropriately for school activities and in keeping with community standards. This is a joint responsibility of the student and the student's parent(s) or guardian(s).

Staff will always strive to maintain sensitivity and respect in administering this policy. Dress code violations will be discussed in a manner that minimizes student embarrassment and disruption from class.

It is not the intention of this policy to abridge the rights of students to express political, religious, philosophical, or similar opinions by wearing apparel on which such messages are stated. Such messages are acceptable as long as they are not lewd, vulgar, obscene, defamatory, profane, or do not advocate violence or harassment against others.

When, in the judgment of the administration, a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities, or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or will be sent home for the day. Parents or guardians will be notified.

The administration may recommend a form of dress considered appropriate for a specific event and communicate the recommendation to students and parents/guardians.

Likewise, an organized student group may recommend a form of dress for students considered appropriate for a specific event and make such recommendation to the administration for approval.

The full policy can be found at **www.isd199.org**.

Policy 505 - Distribution of Non-School - Sponsored Materials on School Premises (4-26-21)

Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that:

1. is obscene to minors;
2. is libelous or slanderous;
3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended;
4. advertises or promotes any product or service not permitted to minors by law;
5. advocates violence or other illegal conduct;
6. constitutes insulting or fighting words, the very expression of which injures or harasses other people;
7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.

The full policy can be found at **www.isd199.org**.

Policy 506 - Student Discipline (7-15-24)

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure a safe and orderly learning environment for all students and a safe working environment for staff. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

The Inver Grove Heights School District recognizes that appropriate school behavior is critical to academic success and sustaining a safe and caring learning community.

Effective teaching of school appropriate behavior is the

responsibility of the adults in every district building. Effective school discipline includes the establishment of high standards or behaviors, school cultures of respect and acceptance, instruction in appropriate behaviors, time for students to learn appropriate behaviors, and proportionate consequences for failure to meet behavioral expectations. Students share in the responsibility to uphold and respect the high standards of school behaviors that contribute to the ability of all to learn.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. The position of the school district is that a fair and equitable district-wide student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40 through 121A.56.

Student Rights

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

Student Responsibilities

All students have the responsibility:

1. for their behavior and for knowing and obeying all school rules, regulations policies and procedures;
2. to attend school daily, except when excused, and to be on time to all classes and other school functions;
3. to pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. to make necessary arrangements for making up work when absent from school;
5. to assist the school staff in maintaining a safe school for all students;
6. to be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accord with them;
7. to assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
8. to be aware of and comply with federal, state and local laws;
9. to volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
10. to respect and maintain the school's property and the property of others;
11. to dress and groom in a manner which meets standards of safety and health and common standards of decency and which is consistent with applicable school district policy;
12. to avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
13. to conduct themselves in an appropriate physical or verbal manner; and
14. to recognize and respect the rights of others.

Code of Student Conduct

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. 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 or property immediately adjacent to school grounds; school-sponsored activities, events 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. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, employees or school visitors.

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 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. Violation of the school district's Policy 526 Hazing Prohibition;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Violation of the school district's Policy 503 Student Attendance;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco, tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Policy 419 Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Device; Vaping Awareness and Prevention Instruction;
9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other

intoxicating substances; or look-alike substances;

10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
11. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
12. Using, possessing or distributing weapons or look-alike weapons or other dangerous objects;
13. Violation of the school district's Policy 501 School Weapons;
14. Violation of the school district's Policy 413 Harassment and Violence;
15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
16. Possession, use or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
17. 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;
18. 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;
19. Violation of any local, state or federal law as appropriate;
20. 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;
21. Violation of the school district's Policy 524 Electronic Technologies Acceptable Use;
22. Violation of school bus or transportation rules or the school district's Policy 707 Transportation of Public School Students;
23. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
24. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
25. Violation of the school district's Policy 502 Search of Student Lockers, Desks, Personal Possessions, and Student's Person;
26. Violation of the school district's Policy 527 Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
27. Possession or distribution of slanderous, libelous, or pornographic materials;
28. Violation of the school district's Policy 514 Bullying Prohibition;
29. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
30. Criminal activity;
31. Falsification of any records, documents, notes or signatures;
32. 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;
33. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion, including the use of technology to accomplish this end;
34. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written, related to teachers or other school district personnel;
35. Actions, including fighting or any other assaultive 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;
36. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
37. 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;
38. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of words, symbols, acronyms, or language, whether oral or written, that are discriminatory, abusive, obscene, threatening, intimidating or degrading to other people, or threatening to school property;
39. Physical or verbal threats, including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;

40. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, national origin, age, marital status, familial status, status with regard to public assistance, sexual orientation including gender identity and expression, or disability (Protected Class);
41. Violation of the school district's Policy 505 Distribution of Non-school Sponsored Materials on School Premises by Students and Employees;
42. Violation of the school district's one-to-one rules and regulations;
43. Violation of school rules, regulations, policies or procedures, including, but not limited to, those policies specifically enumerated in this policy; or
44. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous 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 obstructs the mission or operations of the school district or the safety or welfare of students or employees.

The full policy can be found at **www.isd199.org**.

Policy 514 - Bullying Prohibition (4-22-24)

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

An act of bullying, by either an individual student or a group of students, is expressly prohibited:

- on the school premises,, at school functions or activities, on the school transportation;
- by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
- by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.

A school-aged child who voluntarily participates in a public school activity, such as a co curricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.

This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

Malicious and sadistic conduct involving race, color, creed, national origin, sex, age, marital status, status with regard to public assistance, disability, religion, sexual harassment, and sexual orientation and gender identity as defined in Minnesota Statutes, chapter 363A is prohibited. This prohibition applies to students, independent contractors, teachers, administrators, and other school personnel.

Malicious and sadistic conduct and sexual exploitation by a school district or school staff member, independent contractor, or enrolled student against a staff member, independent contractor, or student that occurs as described in Article II.A above is prohibited.

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

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

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

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

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

1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;

3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

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

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

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

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.

Definitions

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

Bullying means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

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

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

Cyberbullying means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.

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

Intimidating, threatening, abusive, or harming conduct means, but is not limited to, conduct that does the following:

1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age, or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.

Malicious and sadistic conduct means creating a hostile learning environment by acting with the intent to cause harm by intentionally injuring another without just cause or reason or engaging in extreme or excessive cruelty or delighting in cruelty.

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

Prohibited conduct means bullying or cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.

Remedial response means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.

Student means a student enrolled in a public school or a charter school.

Reporting Procedure

Any person who believes they have been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an

appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.

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

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

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

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

Submission of a good faith complaint or report of bullying or other prohibited conduct will not affect the complainant's or reporter's future employment, grades, work assignments, or educational or work environment.

The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

School District Action

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

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

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

Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, restorative practices, remediation, warning, suspension, exclusion, expulsion, transfer, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See Policy 506) and other applicable school district policies; and applicable regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

Retaliation or Reprisal

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

Training and Education

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

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

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

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

The administration of the school district is directed to implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying.

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

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

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

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

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

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

Notice

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

Article II, paragraph E, regarding malicious and sadistic conduct must be conspicuously posted in the administrative offices of the school district and the office of each school.

This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.

This policy must be distributed to each school employee and independent contractor, if the contractor regularly interacts with students, at the time of initial employment with the school district.

Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy (See Policy 506) distributed to parents and/or guardians at the beginning of each school year.

This policy shall be available to all parents and/or guardians and other school community members in an electronic format in the language appearing on the school district's or a school's website, consistent with the district's policies and practices.

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

The school district designates the principal or designee as the primary contact person in the school building to receive reports of prohibited conduct.

Policy Review

To the extent practicable, the school board shall, on a cycle consistent with other school district policies, review and revise this policy. The policy shall be made consistent with Minn. Stat. § 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

The full policy can be found at **www.isd199.org**.

Policy 515 - Protection & Privacy of Pupil Records: Directory Information (9-25-23)

The school district recognizes its responsibility in regard to the collection, maintenance and dissemination of student records and the protection of the privacy rights of students as provided in federal law and state statutes.

The following procedures and policies regarding the protection and privacy of parents and students are adopted by the school district, pursuant to the requirements of 20 U.S.C. §1232g, et seq., (Family Educational Rights and Privacy Act (FERPA)) 34 C.F.R. part 99 and consistent with the requirements of the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and Minn. Rules parts. 1205.0100-1205.2000.

Directory information means information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed. It includes the student's name, photograph, major field of study, grade level, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and photos for school approved publications or newspapers or cablecasts, bulletins, programs or similar school-produced information pieces. It also includes the name, address and telephone number of the student's parent(s) and/or guardian(s).

Parents or guardians of a student younger than 18 years of age and students who are 18 years of age or older have the right under federal and state law to direct the district not to release directory information. The parent's or eligible student's written notice shall be directed to the responsible authority and shall include the 1.) name of the student and/or parent, as appropriate; 2.) home address; 3.) School presently attended by the student; 4.) Parent's legal relationship to student, if applicable; and 5.) Specific categories of directory information to be made not public without the parent's or eligible student's prior written consent, which shall only be applicable for that school year. The refusal to release directory information must be received by the district by October 1 of the school year, or within 30 days of the student's enrollment in school, and will remain in effect for the remainder of the school year in which the request is made.

The student's education records will be transferred to officials of other schools, school districts, or post-secondary educational institutions in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.

Parents and eligible students have the right to inspect and review the student's education records.

Parents and eligible students also have the right to request an amendment to the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

The full policy can be found at **www.isd199.org**.

Policy 516 - Procedures for Dispensing Medicine at School (1-23-23)

The school district acknowledges that some students may require prescribed drugs or medication during the school day. The school district's licensed school nurse, trained health clerk, principal, or teacher will administer prescribed medications; except any form of medical cannabis, in prescription and over-the-counter, in accordance with law and school district procedures.

The administration of any medicine at school requires a completed signed request from the student's parent and health care professional as well as the appropriate prescription label and container. The "Procedures for Dispensing Medicine at School" form must be completed once per school year and/or when there is a change in the prescription. The school nurse may request further information about the medication prior to administration.

All medication will be administered in the health office and be kept in a secured storage facility, with specific exceptions

as outlined in Policy 516-E. (These exceptions include: prescription asthma medications self-administered with an inhaler; epinephrine auto injectors self-possessed and self-administered; and medications administered as noted in a written agreement between the school district and the parent or as specified in an IEP (individual education plan) or IHP (individual health plan or section 504 plan).)

The full policy can be found at **www.isd199.org**.

Policy 524 – Student Electronic Technologies Acceptable Use (5-16-22)

The purpose of this policy is to set forth policy and guidelines for student access to the school district electronic technologies, use of personal electronic devices within the district, electronic communications, use of the district's network, Internet, and social networking tools.

District 199 considers its own stated educational mission, goals, and objectives when making decisions regarding student access to School District technology. Access to the district's network and Internet enables students to explore libraries, databases, web pages, other online resources, and connect with people around the world.

District electronic technologies are used for educational purposes. Use of the district's electronic technologies is a privilege, not a right. The district's network, an educational technology, is a limited forum; the district may restrict speech for educational reasons.

All ISD 199 students are issued a district technology device to be used for educational purposes. Students are expected to use their district issued devices for educational purposes while in school. Non-school issued devices shall not be permitted to connect to the school district network during the school day. ISD 199 is not responsible for any non-school issued devices on school property.

Guidelines in Use of Electronic Technologies

Electronic technologies are assets of the school district and are protected from unauthorized access, modification, destruction or disclosure. Use of personal devices, while on district property, is subject to all policies and guidelines, as applicable, plus any state and federal laws related to Internet use, including copyright laws.

- The district reserves the right to monitor, read or copy any item on or using the district's electronic technologies, including its network.
- By authorizing use of the district system, the district does not relinquish control over materials on the system or contained in files on the system. Users should not expect privacy in the contents of personal files on the district system.
- Students will not vandalize, damage or disable any electronic technology or system used by the district.
- Routine maintenance and monitoring of electronic technologies, including the district network, may lead to a discovery that a user has violated this policy, another school district policy or the law.

User Notification

Users will be notified of school district policies relating to Internet use. This notification must include the following:

- Notification that Internet use is subject to compliance with district policies.
- Disclaimers limiting the district's liability relative to:
    1. Information stored on district media, drives, or servers.
    2. Information retrieved through district computers, networks, or online resources.
    3. Personal property used to access district computers, networks, or online resources.
    4. Unauthorized financial obligations resulting from use of district resources or accounts to access the Internet.
- A description of the privacy rights and limitations of district sponsored or managed Internet accounts.
- Notification that the collection, creation, reception, maintenance, and dissemination of data via the Internet, including electronic communications, is governed by Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records.
- Notification that should the user violate the district's acceptable use policy, the user's access privileges may be revoked, academic sanctions may result, school disciplinary action may be taken, and/or appropriate legal action may be taken.
- Notification that all provisions of the acceptable use policy are subordinate to local, state, and federal laws.
- Family Notification
    1. Notification that the district uses technical means to limit student Internet access however, the limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
    2. Notification that goods and services can be purchased over the Internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.

Unacceptable Uses of Electronic Technologies and District Network

Misuse of the district's electronic technologies may lead to discipline of the offending student. The following uses of school district electronic technologies while either on/off district property and/or personal electronic technologies while on district property and district network ("electronic technologies") are considered unacceptable:

- Users will not use electronic technologies to create, access, review, upload, download, complete, store, print, post, receive, link, transmit, or distribute:

1. Pornographic, obscene, or sexually explicit material or other visual depictions;
2. Obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language;
3. Materials that use language or images that are inappropriate in the education setting or disruptive to the educational process;
4. Materials that use language or images that advocate violence or discrimination toward other people or that may constitute harassment, discrimination, or threatens the safety of others;
5. Storage of personal photos, videos, music, or files on district servers or cloud services. The district does not take responsibility for personal files stored on district technologies.

- Users will not use electronic technologies to knowingly or recklessly post, transmit, or distribute false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
- Users will not use electronic technologies to engage in any illegal act or violate any local, state, or federal laws.
- Users will not use electronic technologies for political campaigning.
- Users will not use electronic technologies to vandalize, damage, or disable the property of another person or organization. Users will not make deliberate attempts to degrade or disrupt equipment, software, or system performance. Users will not tamper with, modify, or change the district system software, hardware, or wiring or take any action to violate the district's security system. Users will not use the district's electronic technologies in such a way as to disrupt the use of the system by other users.
- Users will not use electronic technologies to gain unauthorized access to information resources or to access another person's materials, information, or files without the implied or direct permission of that person.
- Users must not deliberately or knowingly delete other users' files or data.
- Users will not use electronic technologies to post information in public access areas regarding private or confidential information about another person. Private or confidential information is defined by board policy, state law, and federal law.
    1. Refer to Policy 515 (Protection and Privacy of Student Records) for directions on directory information for students and how this can be used.
    2. This paragraph does not prohibit communications between employees, parents/guardians or other staff members related to students.
    3. This paragraph specifically prohibits the use of electronic technologies to post private or confidential information about another individual, employee or student, on social networks, including but not limited to social networks such as "Facebook," "Twitter," "Instagram," Snapchat," and "Reddit," and similar websites or applications.
- Users will not repost or resend a message that was sent to the user privately without the permission of the person who sent the message.
- Users will not attempt to gain unauthorized access to the district's electronic technologies or any other system through electronic technologies
- Users will not attempt to log in through another person's account, or use computer accounts, access codes, or network identification other than those assigned to the user.
- Users must keep all account information and passwords private.
- Messages and records on the district's electronic technologies may not be encrypted without the permission of the Director of Instructional Technology.
- Users will not use electronic technologies to violate copyright laws or usage licensing agreements:
    1. Users will not use another person's property without the person's prior approval or proper citation;
    2. Users will not download, copy, or exchange pirated software including freeware and shareware; and
    3. Users will not plagiarize works found on the Internet or other information resources.
- Users will not use electronic technologies for unauthorized commercial purposes or financial gain unrelated to the district's mission. Users will not use electronic technologies to offer or provide goods or services or for product placement.
- Use of Unmanned Airborne Vehicles (UAV's) or drones is prohibited on school property without prior approval of the Director of Instructional Technology or building principal.

Student Electronic Technologies Use

All student electronic device users will follow the school district's guidelines for electronic devices. ***All required student digital learning device agreements must be signed by the student and/or parent or guardian.*** Due to the rapid evolution of educational technologies these agreements will be reviewed on an as-needed basis.

- Students using educational technologies for social networking are limited to educational purposes and must follow the student digital learning device agreements and Policy 514, Bullying Prohibition.
- The proper use of the Internet and educational technologies and the educational value to be gained from proper usage is the joint responsibility of students, parents/guardians and employees of the school district.

- The school district provides access to electronic mail for district communication between district employees and students, families, and the community. Students in grades K-8 will only be allowed to send emails within the isd199.org domain.
    1. The email system will not be used for outside business ventures or other activities that conflict with board policy.
    2. All emails received by, sent through, or generated by electronic technologies using the district network are subject to review by the district.
    3. Appropriate language must be used when communicating using the district email system or network.
    4. All emails are assumed to be documents that can be disclosed to the public unless the content of the email is protected as private or confidential information under data privacy laws. All information contained in an email must be treated in accordance with Policy 406, Public and Private Personnel Data, and Policy 515, Protection and Privacy of Student Records regarding student and employee data privacy.
    5. Students will not provide access to their email accounts.
    6. Students will report inappropriate emails to the school administration.

Student Inappropriate Internet Use

Electronic technologies are provided primarily for school-related, educational purposes.

- Inappropriate use of electronic technologies includes, but is not limited to:
    1. Posting, viewing, downloading or otherwise receiving or transmitting offensive, defamatory, pornographic or sexually explicit materials;
    2. Posting, viewing, downloading or otherwise receiving or transmitting materials that use language or images that advocate violence or discrimination toward other persons;
    3. Posting, viewing, downloading or otherwise receiving or transmitting material that may constitute harassment or discrimination contrary to district policy and state and federal law;
    4. Engaging in computer hacking or other related activities;
    5. Attempting to, actually disabling or compromising the security of information contained on the district network or any computer;
    6. Using encrypted technologies, such as but not limited to VPN, to circumvent the district web filtering system.
    7. Engaging in any illegal act in violation of any local, state or federal laws.
- Students may participate in public Internet discussion groups using the electronic technologies, but only to the extent that the participation:
    1. Is school-related and is permitted by district staff;
    2. Does not reflect adversely on the district;
    3. Is consistent with district policy; and
    4. Does not express any position that is, or may be interpreted as, inconsistent with the district's mission, goal or strategic plan.
- Students may not use the district network or electronic technologies to post unauthorized or inappropriate personal information about another individual on social networks, including but not limited to social networks such as "Facebook," "Twitter," "Instagram," Snapchat," and "Reddit," and similar websites or applications.
- Students will observe all copyright laws. Information posted, viewed or downloaded from the Internet may be protected by copyright. Students may reproduce copyrighted materials only in accordance with Policy 622, Copyright Policy.

Student Responsibilities

- Individual passwords for electronic devices are confidential and must not be shared.
    1. If a student's password is compromised or learned by another person, the Department of Instructional Technology must be notified.
    2. A student is responsible for all activities performed using the student's password.
    3. No student should attempt to gain access to another student's documents without prior express authorization.
    4. Any device with access to private data must not be left unattended and must be protected by password protected screen savers.
- Students will care for all district issued technologies as outlined in student digital learning device agreements.
- Students who fail to adhere to district policy are subject to disciplinary action. Disciplinary action may include suspension or withdrawal of Internet or email access, payment for damages or repair, termination and/or referral to civil or criminal authorities for prosecution.

Records Management

All technological data is data under the Minnesota Government Data Practices Act, the Family Educational Rights and Privacy Act, Records Retention Schedule, and school board policy.

Filter

- With respect to any of its electronic technologies with Internet access, the district will follow the guidelines provided by the Children's Internet Protection Act, and will monitor the online activities of users and employ

technology protection measures during any use of such computers by users. The technology protection measures utilized will block or filter Internet access to any visual depictions that are:

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

- The term harmful to minors means any picture, image, graphic image file, or other visual depiction that:
  1. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex or excretion; or
  2. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts or a lewd exhibition of the genitals; and
  3. Taken as a whole, lacks value to minors.
- Disclaimer limiting the district's liability:

The district uses technical means to filter Internet access however, this does not provide foolproof means for enforcing the provisions of this acceptable use policy.

Liability

Use of the school district's electronic technologies is at the user's own risk. The system is provided on an "as is, as available" basis. The district will not be responsible for any damage users may suffer. The district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system, nor is it responsible for damages or injuries from improper communications or damage to property used to access school computers and online resources. The district will not be responsible for financial obligations arising through unauthorized use of the district's educational technologies or the Internet.

The full policy can be found at **www.isd199.org**.

Policy 526 – Hazing Prohibition (8-18-25)

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.

No student, teacher, administrator, volunteer, contractor, or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.

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

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

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

False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.

A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

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

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

This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.

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.

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.

The school district shall treat complainants and respondents equitably.

Definitions relating to hazing prohibition can be found in Appendix I of this Policy 526.

Reporting Procedures

Any person who believes they have been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

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

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

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

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.

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

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

School District Action

Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.

The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the hazing, the complainant, the reporter, and students, or others pending completion of alleged hazing prohibited by this policy.

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

Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, and applicable school district policies, and regulations.

The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.

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

Retaliation or Reprisal

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

Dissemination of Policy

This policy shall appear in each school's student handbook and in each school's building and staff handbooks.

The school district will develop a method of discussing this policy with students and employees.

The full policy can be found at **www.isd199.org**.

Policy 530 - Immunization Requirements
(5-15-23)

All students are required to provide proof of immunization, or appropriate documentation exempting the student from such immunization, and such other data necessary to ensure that the student is free from any communicable diseases, as a condition of enrollment.

Student Immunization Requirements

In order for a student to enroll or continue enrollment in District 199, Minnesota law requires that parents or adult or emancipated students show compliance by providing the principal or designee with one of the following documents:

- Statement from a physician, advanced practice registered nurse, physician assistant, or a public clinic which provides immunizations (hereinafter "medical

statement"), affirming that the student received the immunizations required by law, consistent with medically acceptable standards; or

- A signed statement from a parent, adult student, physician or clinic stating the student has had at least one dose of each required vaccine and is in the process of completing the series; or
- The parent or guardian of a minor student or an emancipated student submits a notarized statement stating the student has not been immunized because of the conscientiously held beliefs of the parent, guardian or student.

The statement of a parent or guardian of a student or an emancipated student may be substituted for the medical statement. If such a statement is substituted, this statement must indicate the month and year each immunization was administered. Upon request, the designated school district administrator will provide information to the parent or guardian of a student or an emancipated student of the dosages required for each vaccine according to the age of the student.

The full policy can be found at **www.isd199.org**.

Policy 531 - Pledge of Allegiance (7-14-25)

The school board recognizes the need to display an appropriate United States flag and to provide instruction to students in the proper etiquette, display, and respect of the flag. The purpose of this policy is to provide for recitation of the Pledge of Allegiance and instruction in school to help further that end.

Students in this school district shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

- By each individual classroom teacher or the teacher's surrogate; or
- Over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

Exceptions

Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so. Students and school personnel must respect another person's right to make that choice.

Instruction

Students will be instructed in the proper etiquette toward, correct display of, and respect for the flag and in patriotic exercises.

The full policy can be found at www.isd199.org.

Policy 711 – Digital/Electronic Recording on School Buses (1-25-21)

The transportation of students to and from school is an important function of the school district, and transportation by the school district is a privilege and not a right for an eligible student. The behavior of students, employees and/or contractors on the bus is a significant factor in the safety and efficiency of school bus transportation. Student, employee and/or contractor misbehavior increases the potential risks of injury. Therefore, the school district recognizes the role of digital/electronic recording of students, employees and/or contractors in promoting safety. The purpose of this policy is to establish a school bus digital/electronic recording system that promotes safety and protects the rights of all students, employees and/or contractors.

- Placement
  1. Each and every school bus owned, leased, contracted and/or operated by the school district may be equipped with a fully-enclosed box for placement and operation of a video camera and conspicuously placed signs notifying riders that their conversations or actions may be recorded. Parents will be notified before the beginning of the school year that video cameras may be used on school buses and that their students may be videotaped.
  2. Digital/electronic recording devices will not necessarily be installed in each and every school bus owned, leased, contracted and/or operated by the school district, but cameras may be rotated from bus to bus without prior notice to students.
  3. Digital/electronic recording devices may be placed on a particular school bus, to the extent possible, where the school district has received complaints of inappropriate behavior.
- Use of Digital/electronic recording
  1. A digital/electronic recording of the actions of student, employee and/or contractor passengers may be used by the school district as evidence in any disciplinary action brought against any student, employee and/or contractor, arising out of the individual's conduct on the bus.
  2. A digital/electronic recording will be released only in conformance with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13 and the Family Educational Rights and Privacy Act, 20 U.S.C. §1232g and the rules and/or regulations promulgated thereunder.
  3. Digital/electronic recordings will be viewed by school district personnel on a random basis and/

or when discipline problems on the bus have been brought to the attention of the school district.

4. The digital/electronic recording will be retained by the school district until relooped or until the conclusion of disciplinary proceedings in which the digital/electronic recording is used for evidence.

The full policy can be found at www.isd199.org.

Notification of Pesticide & Herbicide Application

ISD199 is required to inform parents, guardians, and school employees that the District applies certain pesticides and herbicides on school property. Because of such variables as weather, it is impossible to realistically predict the day on which herbicides will be applied. As a general rule, the District applies only one herbicide—dandelion preventer—twice per year during the summer break in June and August, during times when there is no scheduled use of the affected area. Because the District applies pesticides only on an as-needed basis, it is likewise impossible to predict when they will be applied. A pest elimination service inspects each building monthly, and applies only category IV pesticides in affected areas, on average twice per year in each building, and always on non-school days. Category IV pesticides are in the least harmful category, and are not regulated by this law.

If you would like to be notified prior to pesticide or herbicide application, or if you have any questions about this or any other health or safety issue, feel free to contact the ISD 199 Director of Facilities & Safety at 651-306-7829.

NONDISCRIMINATION NOTIFICATION

Inver Grove Heights Schools does not discriminate in employment or in any of its programs and activities, including vocational opportunities, on the basis of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a commission, disability, sexual orientation, or age. Inver Grove Heights Schools provides equal access to designated youth groups. For inquiries and more information about the ISD 199 Nondiscrimination Notification, please visit www.isd199.org/nondiscrimination.

VOCATIONAL OPPORTUNITIES NOTIFICATION

Inver Grove Heights Schools offers a variety of vocational opportunities through our secondary school departments. The purpose of this notice is to inform students, parents, employees, and the general public that these opportunities are offered regardless of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, familial status, membership or activity in a local human rights commission, disability, sexual orientation, or age. Admission in the specific courses is determined by grade level and, in some cases, completion of prerequisite courses. The district has designated its Director of Special Services, Abel Riodique, 651-306-7828 and RiodiqueA@isd199.org, to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments Act of 1972. His mailing address is 2990 80th Street East, Inver Grove Heights, MN 55076. For inquiries and more information about the ISD 199 Vocational Opportunities Notification, please visit www.isd199.org/vocational-opportunities-notification.