SoWashCo SCHOOLS

2026-27
Student Handbook
and
Annual Notifications

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INTRODUCTION

The purpose of the student handbook and annual notifications are to provide a framework of resources for your experience as a student, whether you are full-time, part-time, online or in-person. This includes information so that you can develop an understanding of the general rules/expectations and guidelines, along with notification of board policy or state statute.

Items noted with an asterisk [*] indicates notice is required by State statute. Items noted with two asterisks [**] indicate notice is required by School Board policy.

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 District's policies can be found on the District's website. Students should pay particular attention to the policies in Section 500 that specifically pertains to students. Questions regarding policies can be directed to your building administrator.

Topics listed in the handbook are age-specific. The box below can be found under each topic. If the information applies to a level, it will be indicated with an “x”.

Elementary	MS	HS
X	X	X

STUDENT HANDBOOK

Artificial Intelligence (AI)

Elementary	MS	HS
X	X	X

As technology continues to evolve, so do the tools available to you for learning and creating. Artificial Intelligence (AI) tools, like chatbots and writing assistants, are becoming more common. This information helps you understand how to use these tools responsibly and ethically in our school community.

Responsible AI Use Guidelines

AI is a tool to support your learning, not to replace it. AI tools are not appropriate for every learning task. Always adhere to your teacher's specific guidelines and expectations for AI use for each learning activity.

AI Free *Intentional Human Learning*	**AI Assisted** *AI as Support*	**AI Enhanced** *AI as Part of the Task*	**AI Empowered** *AI for Enrichment*
Students should not use AI for any steps in this activity. Work must be completed entirely without assistance from any AI. Students rely entirely on their own knowledge, understanding, and skills. Any AI use is a violation of student academic honesty.	Student can use AI for support on specified tasks such as brainstorming, idea generation, planning, feedback, and spelling or grammar revision. Student is able to demonstrate proficiency without AI assistance. Usage beyond specific tasks is a violation of academic honesty. Students must cite and explain how AI was used.	Students can use AI to refine, polish, and improve writing or enhance work. AI can be used interactively throughout to enhance knowledge, efficiency, and creativity. Students must provide human oversight to evaluate all AI generated content for accuracy, fairness, and originality. Students must cite and explain how AI was used.	Students can use AI to complete a task that extends beyond the classroom activity and/or may be beyond the current level of proficiency in order to create additional learning opportunities. Students must provide human oversight to evaluate all AI generated content for accuracy, fairness, and originality. Students must cite and explain how AI was used.

When is it OK to use AI?

Using AI tools can be helpful for:

- Brainstorming ideas: Getting a jumpstart on a project or essay.
- Understanding complex topics: Asking AI to explain concepts in simpler terms.
- Practicing skills: Using AI for quick quizzes or examples.
- Improving your writing: Getting feedback on grammar, spelling, or sentence structure (like a spell checker, but more advanced).
- Generating creative ideas: For art, stories, or presentations.

When is it NOT OK to use AI?

Using AI tools is NOT acceptable when it:

- Completes your assignments for you: Submitting work generated by AI as your own original thought or effort is considered cheating. This includes essays, reports, code, or any other assignment meant to demonstrate your understanding.
- Generates answers on tests or quizzes: Using AI to find answers during assessments is a serious academic integrity violation.
- Creates content that is harmful, inappropriate, or violates school rules: This includes generating hate speech, discriminatory content, or anything that could be considered bullying or harassment.
- Misrepresents your own abilities: If your teacher expects to see your individual thinking and skills, using AI to do the work for you misleads them about what you truly know and can do.
- Engages in harassment, discrimination, bullying, or disparagement of others based on race, ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
- Violates any school district policy, classroom rule, or applicable law.
- Creates deep fakes, synthetic media, voice cloning, or similar content.

Privacy and Data Protection

- Students must not upload or input personal, confidential, proprietary, or sensitive information into any AI tool. Examples include but are not limited to:
    - Passwords

- Names, likenesses, or Social Security numbers
- Credit card or bank account numbers
- Information from non-public school district documents
- Details from IEPs, Section 504 plans, or medical records

Consequences for AI Misuse

Student violations of this policy will be addressed by teachers and school staff. Disciplinary action may be taken as outlined in the school district's Student Discipline Policy 506. Violation may result in loss of AI privileges and/or further disciplinary or legal action, as appropriate.

Always Be Transparent!

Verification and Academic Integrity

- Students must verify AI-generated information using reliable sources.
- Any content generated or significantly assisted by AI must be transparent and cited as required by the teacher and the assignment.
- Using AI tools outside the guidance provided by your teacher, may be considered academic dishonesty.
    - If a teacher suspects you've used AI outside of the guidance provided, you may be asked to walk through your drafting process or complete a revision or alternative assignment.

Attendance [**]

Elementary	MS	HS
X	X	X

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.

Absences

Excused Absences: To be considered an excused absence, the student's parent/legal guardian may be asked to verify, in writing, the reason for the student's absence from school. A note from a physician or a licensed mental health professional stating that the student cannot attend school is a valid excuse. Excused absences include, but are not limited to:

- Illness.
- Serious illness in the student's immediate family.
- A death or funeral in the student's immediate family or of a close friend or relative.
- Medical, dental or orthodontic treatment, or counseling appointment.
- Court appearances occasioned by family or personal action.
- Religious instruction not to exceed three hours in any week.
- Physical emergency conditions such as fire, flood, storm, etc.
- Official school field trip or other school-sponsored outing.
- Removal of a student pursuant to a suspension. Suspensions are to be handled as excused absences and students will be permitted to complete make-up work.
- Family emergencies.
- Active duty in any military branch of the United States.
- Prearranged family vacations.
- A student's condition that required ongoing treatment for any health related issue (physical or mental).

Unexcused Absence: Absences lacking a "valid" reason and/or verification from a parent/legal. Unexcused absences include but are not limited to:

- Any absence **(including leaving the building during the school day)** by a student, which was not approved by the parent/legal guardian and/or the school district.

- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures.
- Work at home.
- Work at a business, except under a school-sponsored work release program.
- Any other absence not included under the attendance procedures set out in this policy.

Tardiness: Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness.

Students who participate in after school sports or activities must attend 50% of the school day to compete, practice, rehearse or use the weight room.

For specific information regarding your child's attendance, please contact their school directly.

Policy 503 Student Attendance

POTENTIAL CONSEQUENCES - ABSENT The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-5	parent/legal guardian contact; Other interventions as appropriate
Grades 6-12	parent/legal guardian contact; Detention; Referral to Washington County attorney; Other interventions as appropriate For more information regarding Washington County's Truancy Policy, visit Truancy | Washington County
Activities and Athletics	Eligibility to participate in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

POTENTIAL CONSEQUENCES - TARDY The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-5	parent/legal guardian Contact
Grades 6-12	Teacher and/or parent/legal guardian contact; Detention, make-up time; admin referral; In school suspension

Bullying Prohibition [*]

Elementary	MS	HS
X	X	X

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, are prohibited on school district property, at school-related functions or activities, on school transportation, and by misuse of technology. Bullying means repeated acts (verbal and non-verbal expressions and behaviors, including written statements and electronic transmissions and/or 'cyber bullying') that are coercive and intimidating and inhibit a positive and supportive learning environment

Policy 514 Bullying Prohibition

Bullying Reporting Procedures

- Bullying Report Form (Digital)
- Bullying Report Form (Print)

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-5	parent/legal guardian conference with student; parent/legal guardian Contact; Possible in/out of school suspension; Up to 5 days out of school suspension; Possible Expulsion/ Exclusion
Grades 6-12	parent/legal guardian contact; Principal conference with student; In/out of school suspension; Expulsion/ Exclusion
Activities and Athletics	Eligibility to participate in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Bus Behavior Guidelines [**]

Elementary	MS	HS
X	X	X

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses. The school district will not provide transportation for students whose transportation privileges have been revoked.

The school district is committed to transporting students in a safe and orderly manner. To accomplish this, student riders are expected to follow school district rules for waiting at a school bus stop and for riding on a school bus.

While waiting for the bus or after being dropped off at a school bus stop, all students must comply with the following rules:

- Get to the bus stop five minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- Respect the property of others while waiting at the bus stop.
- Keep your arms, legs, and belongings to yourself.
- Use appropriate language.
- Stay away from the street, road, or highway when waiting for the bus.
- Wait until the bus stops before approaching the bus.
- After getting off the bus, move away from the bus.
- If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- No fighting, harassment, intimidation, or horseplay.
- No use of alcohol, tobacco, vaping, or drugs.

While riding a school bus, all riders must comply with the following rules:

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.

- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

Consequences for school bus/bus stop misconduct will be imposed by the school district under administrative discipline procedures. All school bus/bus stop misconduct will be reported to the school district's transportation safety director.

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	Verbal warning, written warning, parent/legal guardian contact, Principal conference with student, bus suspension, in/out of school suspension, removal of transportation services; Referral to law enforcement
Activities and Athletics	Eligibility to participate in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Bus ID Cards

Students who ride buses will be issued an RFID card that is used to identify the student boarding the bus. The Bus ID provides the name of the student with no student photo. The Bus ID is issued with a plastic luggage-style loop and is best utilized when tethered to the student backpack with the provided luggage loop. A new Bus ID will be issued each school year. Students are expected to:

- Tether with the luggage tag to the student's backpack on the right shoulder strap.
- Entering the bus: Students will enter the bus and place their Bus ID onto the RFID reader. An audible tone will be heard indicating that the Bus ID has been read.
- When exiting the bus, students approach the front of the bus and as they exit, place their Bus ID onto the RFID reader. An audible tone will be heard indicating that the Bus ID has been read.

If a student is assigned to the bus roster but forgets or otherwise does not have their Bus ID, they must inform the driver of their first and last name. The driver may then manually "board" the student by using the tablet or reference a printed roster. The student must inform the bus driver as they "disembark" so their exit can be recorded.

Request for Replacement ID: Families may request a replacement Bus ID card if the original was lost/destroyed by submitting an online request at SoWashCo Bus ID Request or by calling the Transportation Office at 651-425-5303.

Students Without a Bus ID: The driver will request the student's name and inform the student they must have a Bus ID to ride the bus. Within the Tyler Drive Tablet, the driver may manually select the student to board/disembark from the active bus roster. Alternatively, the driver may utilize a printed roster, verify the student is active, and make note of days without Bus ID.

Students' Non-Compliance: If a student does not present a Bus ID for 5 consecutive days or shows a pattern of non-compliance in presenting Bus ID, the driver must submit a behavioral report to the Transportation Office. Office staff will then follow-up with the student's parents for resolution.

Bus Safety [**]

Elementary	MS	HS
X	X	X

Transportation is a direct extension of the school day and maintaining a secure, respectful environment on the bus is a responsibility we all share. The district requires all students regardless of whether they ride the bus daily, occasionally, or only for field trips, to watch our annual bus safety video. This brief but vital update ensures that every student is familiar with essential boarding and exiting procedures, safe seating expectations, emergency evacuation protocols, and respectful conduct toward our drivers. Please remember that district-provided transportation is a privilege, and adhering to these safety guidelines ensures that this privilege remains secure for everyone. Here is the link to the video.

Cell Phones and Other Electronic Devices

Elementary	MS	HS
X	X	X

The possession and use of Electronic Devices (E-Devices) is a privileged part of the educational experience. The school may revoke the privilege of possessing and using E-Devices at any time. E-Devices include devices used to communicate, receive, send, store, record to listen to voice, text, digital, audio, video, photo, electronic, or internet/cyberspace data, images, and/or information which shall include but not be limited to cell phones, iPads/tablets, iPods, Bluetooth speakers, portable music players, game players, cameras, video cameras, smart watches, etc. Students who require the use of an E-Device as part of an Individualized Education Plan (IEP) will work with case managers for specific use parameters.

Cell Phone Guidelines:

- Elementary Schools (grades K-5): Cell phones are not allowed during the school day.
    - Smartwatches must remain in student backpacks/ lockers during the academic school day, including lunch and recess.
- Middle School (grades 6-8): Cell phone use is not allowed during the school day. Students must keep cell phones in lockers or in the main office. Cell phone use is allowed before and after school. Smart watches, including all wearable electronic devices capable of sending/receiving messages and phone calls, or accessing the internet, are prohibited for use in this capacity during the school day.
- High School (grades 9-12+): Cell phone use is not allowed in classrooms/instructional spaces, including the media center. Cell phone use is allowed during passing time, at lunch, before and after school.
- Specific Restrictions:
    - Students are prohibited from using cell phones or electronic devices to engage in conduct prohibited by school district policies.
    - Locker Rooms and Bathrooms: Devices with photo-taking capabilities are NOT allowed in locker rooms or bathrooms at any time. Confiscation and search of such devices is standard procedure if found in these areas.
    - Lockdowns and Fire Drills: Phone usage during lockdown and fire drills is prohibited.

- Unauthorized Recording: Students who take pictures or videos of others without permission in any school setting, including the bus, will face disciplinary actions.

If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic communication device, the school district may search the device and require that the video/photo be deleted. The search of the device will be reasonably related in scope to the circumstances justifying the search.

Students who use an electronic communication device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school's discipline procedures. In addition, a student's cell phone or electronic communication device may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic communication devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

The school is not responsible for lost or stolen cell phones or any other E-Devices, its programs or its contents.

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	Confiscation of phone, parent/legal guardian contact; Principal conference with student; In/out of school suspension; Expulsion/ Exclusion
Activities and Athletics	Eligibility to participate in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Cheating and Plagiarism

Elementary	MS	HS
X	X	X

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. SoWashCo understands that pressure to get good grades can sometimes create the incentive to cheat, however we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community.

Some examples of what cheating looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own.
- Taking shortcuts (such as unauthorized use of study aids) that allow you to bypass steps of an assignment.
- Using forbidden material to "help" during an exam, such as cheat sheets, graphing calculators, or cell phones.
- Asking about or sharing questions and/or answers to quizzes and exams, **including taking screenshots and sharing with peers.**
- Submitting the same work for more than one assignment without express permission from your teacher(s).
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.
- Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam.
- Doing more or less than your share of a group project without permission from your teacher.
- Unauthorized use of artificial intelligence (AI) tools to generate content, solve problems, or complete assignments without explicit permission or proper attribution from your teacher.

All parties concerned, student, parent/legal guardian, counselors and administrators, understand that the teacher's professional judgment will determine whether a violation has occurred.
Policy 506 Student Discipline

POTENTIAL CONSEQUENCES: ACADEMIC MISREPRESENTATION The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	Consequences assigned by the teacher in consultation with administration; alternative assessment/assignment to show mastery of the content; Principal conference with student; Restitution or restorative practice; parent/legal guardian contact; Possible detention or suspension
Activities and Athletics	Eligibility to participate in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Chemical Use/Abuse

Elementary	MS	HS
X	X	X

SoWashCo Schools are a chemical free environment. The possession or use of alcohol, controlled substances, toxic substances, medical cannabis, non intoxicating cannabinoids, and edible cannabinoid products are prohibited at school or in any other school location before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.
Chemicals include, but is not limited to:

- Alcohol, including any alcoholic beverage, malt beverage, or fortified wine or other intoxicating liquor.
- Tobacco, including cigarettes, cigars, cheroots, stogies, perique, granulated, plug cut, crimp cut, ready rubbed, and other smoking tobacco, snuff, snuff flour, cavendish, plug and twist tobacco, fine cut and other chewing tobacco, shorts, refuse scraps, clippings, cuttings and sweepings to tobacco, and other kinds and forms of tobacco,

prepared in such manner as to be suitable for chewing or smoking in a pipe or other tobacco-related devices.

- Electronic smoking devices such as vapes and pens, vape juice, THC oils, wax, and liquid.
- Controlled substances including, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, cannabis (marijuana), anabolic steroids, or any other controlled substance as defined in Schedules I through V of the Controlled Substances (including prescription drugs such as Adderall) Act, 21 U.S.C. 812, including analogues and "look alike"/simulated drugs.
- Medical cannabis, non intoxicating cannabinoids, (including edible cannabinoid products).
    - "Edible cannabinoid product" means any product that is intended to be eaten or consumed as a beverage by humans, contains a cannabinoid in combination with food ingredients, and is not a drug.
    - "Nonintoxicating cannabinoid" means substances extracted from certified hemp plants that do not produce intoxicating effects when consumed by injection, inhalation, ingestion, or by any other immediate means
    - "Medical cannabis" means any species of the genus cannabis plant, or any mixture or preparation of them, including whole plant extracts and resins, and is delivered in the form of: (1) liquid, including, but not limited to, oil; (2) pill; (3) vaporized delivery method with use of liquid or oil but which does not require the use of dried leaves or plant form; (4) combustion with use of dried raw cannabis; or (5) any other method approved by the Commissioner of the Minnesota Department of Health ("Commissioner").
- Toxic substances including (1) glue, cement, aerosol paint, containing toluene, benzene, xylene, amyl nitrate, butyl nitrate, nitrous oxide or containing other aromatic hydrocarbon solvents, but does not include glue, cement, or paint contained in a packaged kit for the construction of a model automobile, airplane, or similar item; (2) butane or a butane lighter; or (3) any similar substance declared to be toxic to the central nervous system and to have a potential for abuse, by a rule adopted by the Commissioner.

Policy 418 Drug Free Workplace Drug Free School
Policy 502 Search of Student Lockers Desks Personal Possessions and Student's Person
Policy 506 Student Discipline

Policy 507.1 Chemical Use Abuse

Policy 516 Student Medication

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	parent/legal guardian contact; Police referral; in/out of school suspension; alcohol/ drug use evaluation/ assessment; Possible expulsion/exclusion
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Classroom Birthday Celebrations

Elementary	MS	HS
X		

Birthday "parties" are not given in the classroom. In the event parents/guardians wish to provide birthday treats for the class/classroom, items such as pencils or stickers for students, or donating a book or game to the classroom, are acceptable (food items for any classroom celebration are not allowed). Dispersing treats is expected to take minimal time away from classroom instruction. In addition, the teachers are not responsible for handing out birthday party invitations or sending email invites/RSVP reminders to the entire class. Thank you for respecting these guidelines.

Code of Conduct

Elementary	MS	HS
X	X	X

Student Code of Conduct: Expectations for a Safe and Supportive Community

To ensure a safe, respectful, and distraction-free learning environment where every student can thrive, the school district has established clear standards for student behavior. The following section outlines examples of unacceptable conduct that are subject to disciplinary action. Please note that these examples are illustrative and are not intended to serve as an exclusive or exhaustive list; any student who engages in behaviors that violate school policies, disrupt learning, or compromise the safety of others will face disciplinary consequences in accordance with district policies and procedures.

These behavior standards apply to all school buildings, school grounds, and immediately adjacent properties, as well as on school buses, school-contracted vehicles, and at designated school bus stops. Furthermore, these expectations extend to all school-related functions, trips, and school-sponsored events, including a student's walking route to and from school. While the school district strictly prohibits unacceptable behavior in these locations to maintain a safe environment, please note that the district does not provide supervision or assume liability at unsupervised off-campus locations, stops, or transit routes. Finally, this applies to any student whose conduct—regardless of time or location—directly interferes with, obstructs, or threatens the educational mission, operations, safety, or welfare of the school district, its students, or its employees.

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 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-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 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, or employees.

1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of 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, cards, dice, or playing a game of chance for stakes;
4. Violation of the school district's Hazing Prohibition Policy;
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 Student Attendance Policy;
7. Opposition to authority using physical force or violence;
8. Using, possessing, or distributing tobacco or tobacco-related devices, electronic cigarettes, or tobacco paraphernalia in violation of the school district's Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices Policy;
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 Weapons Policy;
14. Violation of the school district's Violence Prevention Policy;
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 ingredients, compounds or mixtures, 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 butane or a disposable lighter or matches, except where the device is used in a manner supervised and 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, bomb threats or social media threats;
21. Violation of the school district's Technology Acceptable Use and Safety Policy;
22. Use of a cell phone/electronic device in violation of the school district's Internet Acceptable Use and Safety Policy;
23. Possession of nuisance devices (without permission) or inappropriate use of objects which may cause distractions and may facilitate cheating including, but not limited to, any electronic devices;
24. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;
25. 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;
26. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
27. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
28. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspection and Searches Policy;
29. Possession or distribution of slanderous, libelous or pornographic materials, including material contained on electronic devices;
30. Violation of the school district's Bullying Prohibition Policy;
31. 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;
32. Criminal activity;

33. Falsification of any records, documents, notes or signatures;
34. 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;
35. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
36. Impertinent or disrespectful words, symbols, acronyms, or language, whether oral or written; toward teachers or other school district personnel;
37. Violation of the school district's Harassment and Violence Policy;
38. 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;
39. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
40. 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;
41. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
42. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
43. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex/gender, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
44. Violation of the school district's Distribution of Nonschool-Sponsored Materials on School Premises by Students and Employees Policy;
45. Violation of the school district's one-to-one device rules and regulations;
46. Violation of school rules, regulations, policies, or procedures including but not limited to, those policies specifically enumerated in this policy.
47. 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 obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Policy 506 Student Discipline

POTENTIAL CONSEQUENCES

The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.

Grades K-5	parent/legal guardian contact; In school suspension; Out of school suspension; Possible police referral; Possible expulsion/exclusion
Grades 6-12	parent/legal guardian contact; Police referral; Up to 10 days in/out of school suspension; Restitution or restorative practice; Possible expulsion/exclusion
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Contact Information

Elementary	MS	HS
X	X	X

Accurate contact information is vital to the health and safety of students. The district provides parents/legal guardians an opportunity to update their student's information annually through the Annual Back-to-School Update done, using the Parent Portal in Infinite Campus. For additional information visit our website: https://www.sowashco.org/services/technology#parentportal

Discipline Complaint Procedure

Elementary	MS	HS
X	X	X

Students, parents and other guardians, and school staff may file a complaint and seek corrective action when the requirements of the Minnesota Pupil Fair Dismissal Act, including the implementation of the local behavior and discipline policies, are not being implemented appropriately or are being discriminately applied.

For more information, talk with your school principal, assistant principal or assistant superintendent (651-425-6345).

Dress and Appearance

Elementary	MS	HS
X	X	X

Students are encouraged to be dressed appropriately for school activities. Procedures for implementing this standard shall be applied in a non-discriminatory fashion.

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

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

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

- Clothing that is unacceptable in the standard of dress expected in a school environment.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Apparel promoting products or activities that are illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
- Any apparel or footwear that would damage school property.
- The wearing of hats/caps in school is allowed.
- 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.

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to

make modifications. Potential consequences for students who do not meet the expectations described above are listed below.
Policy 504 Student Dress and Appearance

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	Possible parent/legal guardian contact; Change clothing or be sent home; in/out of school suspension

Equal Access to School Facilities

Elementary	MS	HS
	X	X

The school district has created a limited open forum for students to conduct non curriculum-related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings:

- will be voluntary and student initiated;
- will not be sponsored by school employees or agents;
- will only be attended by employees or agents of the school in a non participatory capacity;
- will not interfere with the orderly conduct of educational activities within the school; and
- must follow the procedures established by the school district.

Policy 801 Equal Access to School Facilities For Students
609 Guidance for Religious Clubs and Activities

False Alarm

Elementary	MS	HS
X	X	X

A false alarm is the deceptive or erroneous report of an emergency, causing unnecessary panic and/or bringing resources to a place where they are not needed. This includes, but is not limited to; Calling 911 or fire call, unauthorized discharge of fire extinguisher, etc.

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-5	parent/legal guardian contact; Interviewed by Police/Fire Dept.; Restitution; Other intervention as appropriate up to expulsion/exclusion
Grades 6-12	parent/legal guardian contact; Police referral; Restitution or restorative practice; in/out of school suspension; expulsion/exclusion
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Field Trips

Elementary	MS	HS
X	X	X

Field trips may be offered to supplement student learning. Students who participate may be charged. Families that cannot pay can receive a scholarship so their child can attend, regardless of financial ability. If students are *required* to participate in a field trip that takes place during the school day and relates directly to a course of study, students are not required to pay.

Parents/legal guardians provide general permission for their child(ren) to participate in field trips during the annual update of Infinite Campus. Notification and additional information may be sent by the teacher/school.

Policy 610 Field Trips

Fighting and Physical Aggression

Elementary	MS	HS
X	X	X

SoWashCo prohibits fighting or acts of physical aggression. Fighting includes mutual combat in which both parties have contributed to the situation by verbal and/or physical action.

Physical aggression is doing an act with intent to cause fear in another of immediate bodily harm or intentionally inflicting or attempting to inflict bodily harm upon another. This includes, but is not limited to: facilitating or instigating violence; unwanted physical contact with another individual; engagement in horseplay/physical gestures that resemble fighting with another; intentionally pushing or shoving another individual.
Policy 525.1 Harassment and Violence

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-5	parent/legal guardian contact; In school suspension; Out of school suspension; Possible police referral; Possible expulsion/exclusion
Grades 6-12	parent/legal guardian contact; Police referral; Up to 10 days in/out of school suspension; Restitution or restorative practice; Possible expulsion/exclusion
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Forgery

Elementary	MS	HS
X	X	X

The district prohibits forgery, including but not limited to altering a note or signing a name on a permission slip. Potential consequences for students who forge a note, permission slip, etc are listed below.

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-5	parent/legal guardian contact; restorative/restitution
Grades 6-12	parent/legal guardian contact; Detention; Possible in/out of school suspension
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Freedom of Expression

Elementary	MS	HS
X	X	X

Students are powerful voices and agents of change, and have the right to free speech and peaceful assembly. SoWashCo Schools respect the rights of students to lawfully and peacefully protest so long as doing so does not create a material or substantial disruption to school operations and does not violate a school rule, policy, or the law. Students are encouraged to involve school administrators in discussions for planned protests. We believe clear and consistent communication of school district expectations and policies will build trust, reduce tensions, and promote safety and order in the event that a peaceful assembly occurs. Our first and foremost responsibility is to the safety and security of our students and staff.

Fundraising

Elementary	MS	HS
X	X	X

All fundraising activities conducted by student groups, organizations and/or parent/legal guardian groups must be approved in advance by the Activities Director or the Principal. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non-school related activities is not allowed during the school day.
Policy 511 Student Fundraising

Gender and Student Civil Rights Protections

Elementary	MS	HS
X	X	X

These definitions are provided not for the purpose of labeling students but rather to assist in understanding this section. Students may or may not use these terms to describe themselves.

A. **Cisgender** is a term used to describe individuals whose gender identity matches their biological sex/sex assigned at birth.
B. **Gender Expression** means the manifestation, presentation, or communication of one's gender identity through behavior, physical appearance, clothing, accessories, voice, body characteristics, or other means. Although transgender people typically seek to make their gender expression match their gender identity, rather than their birth-assigned sex, gender expression may or may not conform to a person's gender identity.
C. **Gender Identity** refers to a person's internal, personal sense of being a man or a woman (or a boy or a girl).
D. **Gender non-conforming** is an umbrella term that is used to describe individuals whose gender expression, gender identity, or gender role differs from gender norms associated with their assigned birth sex.
E. **Parent** means a biological parent with legal custody or a legal guardian of a child.

F. **Questioning** is an identity label for people exploring their sexual orientation or gender identity.
G. **Sex** refers to a person's biological status and is typically categorized as male, female or intersex.
H. **Sex assigned at birth** refers to the sex designation recorded on an infant's birth certificate when such a record is provided at birth.
I. **Sexual orientation** refers to the sex of those to whom one is sexually and romantically attracted. Categories of sexual orientation typically have included attraction to members of one's own sex, attraction to members of the other sex (heterosexuals), and attraction to members of both sexes (bisexuals).
J. **Transgender** refers to individuals whose gender identities do not match the sex assigned to them at birth.
K. **Transition** refers to the process in which transgender individuals begin asserting the sex that corresponds to their gender identity instead of the sex they were assigned at birth.

Bullying and Harassment. Regardless of age, transgender students have the right to attend school and participate in activities in an environment that is free from unlawful discrimination, including bullying or harassment that is based on gender identity, gender expression, sexual orientation, or any protected class status.

Response to Sexual Harassment. Harassment that is based on gender identity or transgender status is harassment based on sex. If sexual harassment occurs, the District must take prompt action to stop the harassment from occurring and to prevent it from recurring. Various laws and policies may be implicated, including Title IX, the Minnesota Human Rights Act, District Policy 413 (Harassment and Violence) and District Policy 514 (Bullying Prohibition Policy). Students who experience gender discrimination are encouraged to report incidents to school administration. Reports may be verbal or in writing. The district has created an optional Gender Discrimination Form.

Parent Involvement. It is best practice to consult with the student's parents before referring to the student in education records based on the student's gender identity rather than sex assigned at birth, or to use a bathroom or locker room based on the student's gender identity rather than sex assigned at birth.

May Not Withhold Information from a Student's Parent. A staff member will not refuse to provide parents with information about their child who is under the age of 18, including information about whether the child is transgender or whether their child has asked to use a name, pronouns, restrooms, or locker rooms based on the child's gender identity rather than

sex assigned at birth. Staff members may refuse to provide such information if the student is 18 years of age or older, unless the parent has been designated as the child's legal guardian or conservator. The law generally gives parents the right to access all educational data on their child, if the child is under the age of 18.

Education Records. The district will use the student's preferred name, gender identity, preferred pronouns when referring to the student in education records. Students wishing to change their educational records should complete the Name/Gender Change Request Form. This applies to all school records, including, but not limited to, the following:

- Transcripts
- Diplomas
- IEPs
- Section 504 Plans
- Honor or Award Certificates
- Yearbooks
- School IDs
- Announcements
- Programs for sports, plays, and concerts

Gifts to Employees

Elementary	MS	HS
X	X	X

The school district recognizes that students, parents, and others may wish to show appreciation to school district employees. It is the policy of the school district, however, to discourage gift-giving to employees, and to encourage donors instead to write letters and notes of appreciation or to give small tokens of gratitude as memorabilia.

It is a violation of District policy for any employee to solicit, accept, or receive either by direct or indirect means, a gift from a student, parent, or other individual or organization of greater than nominal value. Any employee considering the acceptance of a gift shall confer with the administration for guidance related to the interpretation and application.

Policy 421 Gifts to Employees

Grade Promotion, Acceleration and Retention

Elementary	MS	HS
X	X	X

Acceleration and Retention decisions must involve a comprehensive team discussion guided by an objective and timely process. Parents/legal guardians have a right to appeal the Team's decision to the Superintendent or his/her designee. The Superintendent/designee's decision shall be final.

Policy 513 Student Acceleration Retention and Program Design

Graduation Ceremony

Elementary	MS	HS
		X

Student participation in the graduation ceremony is a privilege, not a right. Graduation exercises are under the control and direction of the building principal(s)/designee. Appeals regarding the ability to participate in the graduation ceremony may be made to an Assistant Superintendent. The Assistant Superintendent has final authority.

Harassment and Violence Prohibition [*]

Elementary	MS	HS
X	X	X

Harassment may include the following when related to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age:

- name calling, jokes or rumors;
- notes, cartoons or graffiti;

- unwelcome touching of a person or clothing;
- offensive or graphic posters or book covers;
- or words or actions that make you feel uncomfortable.

The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender identity, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability

Any person who believes they have been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel, should report the alleged acts immediately to an appropriate school district official (principal, assistant principal, counselor, social worker, etc). The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well.
In Each School Building, the building principal is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level, however, nothing should prevent any person from reporting harassment or violence directly to a school district Title IX Coordinator(s) or to the Superintendent/designee.

When the school district has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent. Any student, parent, guardian, or staff member having questions regarding the application of Title IX and its regulations and/or this policy and grievance process should discuss them with the Title IX Coordinator. The school district's Title IX Coordinators are:

Primary Coordinator
Executive Director of Human Resources and Operations
651-425-6255

Alternate Coordinator
Director, Human Resources
651-425-6279

Policy 521 Student Disability Nondiscrimination
Policy 522 Title IX Sex Nondiscrimination
Policy 522 Reporting Form: Student Gender Discrimination
Policy 525 Violence Prevention
Policy 525.1 Harassment And Violence

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	Principal conference with impacted students; parent/legal guardian contact; Possible report to Human Resources; Possible police referral; In/out of school suspension; Restitution or restorative practice; Other interventions as appropriate up to expulsion/exclusion
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Hazing Prohibition [*]

Elementary	MS	HS
X	X	X

Hazing is an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.
No student or staff will plan, direct, encourage, aid, or engage in hazing. This policy against hazing applies to behavior that occurs either on or off school property and at any time of the day.
Hazing includes, but is not limited to:

- any type of physical brutality such as whipping, beating, striking or shocking;
- any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area or manner, or calisthenics;
- any activity involving the consumption of alcohol, drug, or tobacco, or any other substance that may cause harm to health for safety;
- any activity that threatens the student with ostracism or involves extreme mental stress, shame or humiliation; or

- any activity that requires the performance of a task that violates law or district policy.

Any person who believes that they are the victim of hazing or who has knowledge of an act of hazing shall report the information immediately. The district will investigate and take appropriate action. Additionally, the district will take further action against anyone who retaliates against a person who reports, testifies or assists in a proceeding to such hazing.

Policy 526 Hazing Prohibition

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	parent/legal guardian contact; in/out of school suspension; Possible police referral; Possible expulsion/exclusion
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Health Services

Elementary	MS	HS
X	X	X

Health Services are here to assist students and parents to obtain first-aid treatment, to rest under observation for illness, assist students with chronic health conditions and ensure inclusion in the school day, student emergency care planning, training, intervention, collaboration and communication with families, referrals, screenings, student and staff wellness interventions, infection control, student social and emotional issues, disease prevention, and much, much more.

To support a healthy school environment parents/legal guardians are encouraged to monitor your child's health closely and do not send children to school within 24 hours of vomiting, having diarrhea, and/or being fever free without medication.
The Health Services team may consist of a Health Services Coordinator, Licensed school nurses (RN), Health Care Specialists (LPN), and/or Health Service Assistants (First Aid/CPR trained).

The Health Service Assistants:

- Provide first aid;
- Administer Medication;
- Assist with vision, hearing screening programs;
- Process immunization records.

The Health Care Specialists (LPNs):

- Care for students day to day needs in the health office.
- Provide care to students receiving special education services and/or those who are medically fragile.

The Licensed School Nurses:

- Assess individual student health and developmental status;
- Promote and maintain the health and well-being of all students;
- Develop health plans for students in need;
- Coordinate prevention and control of communicable disease;
- Develop a system of first aid and emergency care;
- Participate in health education;
- Recommend new and updated health practices/procedures.

Medications at School – Medications are kept in the Health Office unless arrangements have been made otherwise (alternate location, or self carry). When a student requires any medication at school, the medication must be provided in:

- The original prescription bottle labeled for school;
- Include written authorization from parent/legal guardian and physician for all prescription medications.

For more information see your child's school health office or visit their school website.

Holiday Celebrations

Elementary	MS	HS
X	X	X

SoWashCo Schools is committed to equity, inclusivity and personalized learning for each student. We will celebrate our students in a culturally responsive manner without inserting our own personal views, opinions and beliefs. Educating students about religious holidays is acceptable, however, celebrating them with school resources is not because no one holiday is universal. We will not create an environment where a student does not feel included because they do not recognize the holiday being celebrated. All staff are responsible to ensure that any holiday or a themed-activity has an educational purpose and is inclusive of all students.

Policy 102.1 Racial Equity and Inclusion
Policy 609 Religion

Homework

Elementary	MS	HS
X	X	X

Homework includes learning tasks assigned to students that are meant to be completed outside of class hours most often at home. The importance and effectiveness of homework varies between grade levels. For elementary students, little or no daily homework other than reading may be appropriate. As students enter middle and high school, the amount and regularity of homework may increase as needed. For more information, click on the link below.
Elementary Homework Procedures
Middle School Homework Procedures
High School Homework Procedures

Indigenous Land Acknowledgement

Elementary	MS	HS
X	X	X

South Washington County Schools supports Indigenous land acknowledgement as an expression of gratitude and appreciation to those whose territory we reside on, and a way of honoring the Indigenous people who have been living and working on the land from time immemorial. The land acknowledgement statement is meant as a living celebration of Indigenous communities and recognizes and respects Indigenous Peoples as traditional stewards of this land and the enduring relationship that exists between Indigenous Peoples and their traditional territories. At School Board meetings, district committee/advisory meetings and other district gatherings, the following land acknowledgement will occur:

- "We would like to acknowledge that the land on which we gather is the land of the Mdewakanton (Mid-ah-wah-kah-ton) Dakota people. Mdewakanton means, "dwellers of the spirit lake." It is within District 833's responsibility as an academic institution to disseminate knowledge about Native peoples and their history with this land. District 833 works to build relationships with Native American students and families through academic pursuits and historical recognition."

Policy 908.1 Indigenous Land Acknowledgement

Immunizations

Elementary	MS	HS
X	X	X

Minnesota state law requires all children enrolled in elementary and secondary to be completely immunized against diseases. Parents/legal guardians choosing to exempt their children from immunizations (medically or conscientiously) must provide documentation.

The diseases and immunization records required are:

- KINDERGARTEN: 5 DTaP, 4 Polio, 2 MMR, 3 Hepatitis B, 2 Varicella (chicken pox) date or actual date of disease

- GRADES 1 - 6: 3 DTaP, 3 Polio, 2 MMR, 2 Varicella, 3 Hepatitis B
- GRADES 7 - 12: 3 Hepatitis B, 2 Varicella (chicken pox) or actual date of disease, 1 Td booster, 2 DTaP, 3 Polio, 2 MMR, 1 Meningococcal

To comply with the law, appropriate documentation of immunizations must be submitted to the school's health office before enrolling for the school year. Students will not be allowed in school without proper immunization documentation or exemption documentation. Students newly enrolled in the district will have 30 days to provide the proper documentation. After 30 days they will be excluded from school. Please call your child's school for further information.
Policy 530 Immunization Requirements

Injuries/Accidents

Elementary	MS	HS
X	X	X

All student injuries that occur at school, at school-sponsored activities, or on school transportation should be reported to the school nurse and/or building administration (minor injuries, such as those requiring a band-aid or minimal intervention, do not need to be reported). In the case of an injury, parents/legal guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent/legal guardian(s).

Interviews of Students by Outside Agencies

Elementary	MS	HS
X	X	X

Students may not be interviewed during the school day by persons other than a student's parent/legal guardian, school district officials, school employees, and/or agents, except as provided by law and/or school policy.

Prior to granting any requests, the principal will attempt to contact the student's parent/legal guardian to inform them of the request, except where otherwise prohibited by law (Some examples include, but are not limited to child protective services and juvenile court order).

Policy 519 Interviews of Student by Outside Agencies

Language/Expression of Speech

Elementary	MS	HS
X	X	X

Students may freely express their points of view provided they do not seek to coerce others to join in their mode of expression and provided they do not otherwise intrude upon the rights of others, or violate existing school policies. Schools, in partnership with students and the community, develop and agree upon the times and scenarios for academic language versus social language. In no instance will hate speech, defamatory language, or language intended to intimidate be permitted. While this often includes certain terms and slurs, this can also apply to anything that is meant to harm.

The following definitions can be found in Policy 102.1 Racial Equity and Inclusion:

- Hate Speech - Refers to speech which: (1) Disparages or demeans a person or group based on protected class status; (2) Targets a person or group based on protected-class status; or (3) Threatens or harasses a person or group based on protected-class status.
- Government Speech - Speech or expression by, or on behalf of, a governmental entity, including a public school district.

Lockers

Elementary	MS	HS
X	X	X

Students may be assigned a locker and will be responsible for that locker for the year (Elementary students may share lockers at times). A locker is a storage place for items that are used daily while at school. Lockers should be kept neat and clean and will be inspected from time to time by school administration when deemed necessary. Locker clean-outs will be conducted by school staff at the end of each school year, including the disposal of remaining contents.

Students should take extra precautions to safeguard their belongings from theft. Expensive items should not be brought to school and stored in the student's locker. If it is necessary to bring such items to school for a class presentation or program, these items can be securely stored in the main office or upon request, within an area such as a departmental office. The school or district is not responsible for the theft or loss of a student's belongings.

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students.

The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parent/legal guardian status, status with regard to public assistance, disability, sexual orientation, including gender identity and expression, or age in its programs and activities.
Policy 102 Equal Educational Opportunity

The district is committed to having a school environment free from all discrimination on the basis of disability, and prohibits disability discrimination on school premises. Disability discrimination generally means the differential treatment of an individual based on an actual or perceived disability in a manner that materially and

substantially interferes with (1) the individual's educational opportunities or performance or (2) the individual's ability to participate in school functions or activities or receive school benefits, services, or privileges.
Policy 521 Student Disability Nondiscrimination

The school board has designated the individuals listed below as the district's human rights officer to handle inquiries regarding nondiscrimination.

Elementary:
Dr. Tyrone Brookins
Assistant Superintendent
(651) 425-6345

Middle School:
Kelly Jansen
Assistant Superintendent
(651) 425-6345

High School:
Kristine Schaefer
Assistant Superintendent
(651) 425-6345

Nuisance Devices

Elementary	MS	HS
X	X	X

Devices that have potential to cause inconvenience or annoyance, and include, but are not limited to: water guns, water balloons, or other noise or smoke producing devices, should not be brought to school without explicit permission from the principal. These devices cause safety concerns and/or often result in a substantial disruption to the learning environment. Additionally, oftentimes these items fall under the guidelines of the District Weapons Policy, and appropriate administrative action will be taken.

Parking and Vehicle Use on School District Property

Elementary	MS	HS
		X

The school district allows limited use and parking of motor vehicles by students in school district locations subject to the following rules:

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only, by permit.
    - **The fabrication, alteration, copying, or unauthorized distribution of school parking passes is strictly prohibited. Any student involved in the creation or use of a forged or duplicated permit, or using a permit registered to another student, will face disciplinary action.**
- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.
- Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and/or permission has been granted to the student by the high school principal/designee to use a motor vehicle.
- Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate.
Policy 527 Student Use and Parking of Motor Vehicles Patrols Inspection and Searches

For information related to parking for your school please visit their website:

East Ridge High School
Park High School
Woodbury High School

POTENTIAL CONSEQUENCES: PARKING VIOLATION The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades 9-12	Warning (car may be wheel-locked, fined and/or towed at owner's expense); Possible loss of parking privilege; Detention; parent/legal guardian Contact
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

POTENTIAL CONSEQUENCES: UNAUTHORIZED USE VEHICLE The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades 9-12	in/out of school suspension; Possible police referral; Possible loss of parking privileges
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Pets and Service Animals

Animals can be educational and provide effective and valuable teaching aids, but safeguards are required to reduce the risks and ensure the health and safety of those interacting with them. Health and safety covers a broad range of topics, from germs and disease to allergies and illnesses to fear and injuries. All animals are prohibited unless specifically and individually allowed.

SoWashCo prohibits discrimination against individuals based on disability, including individuals who require the assistance of a service animal. The District will comply with all state and federal laws, regulations and rules regarding the use of service animals by disabled individuals.

Policy 808 Service Animals

Racial Equity and Inclusion

Elementary	MS	HS
X	X	X

SoWashCo Schools will lead by example, working together with students, staff, families and community to promote equity and inclusion. Our mission is to educate students for success by creating the following conditions:

- Safety:
    - Create and foster school environments that affirm equal humanity of students, staff, families and community.
    - Establish and utilize uniform responsive protocols to address racial and/or cultural harm.
- Communication:
    - Clearly and consistently communicate a commitment to equity and inclusion through official government speech (including, but not limited to: You Belong Here, Stand Up. Stand Strong. Stand Proud., Black lives matter, Your voice matters, All are welcome here), and messaging is visible and promoted across the district.
    - Denounce all forms of bullying and discrimination.
    - Condemn hate speech and expressions of racism, xenophobia, discrimination and ethnic or racial intolerance.
    - Seek out and include diverse perspectives of students, staff, families and community in our decision-making process.
- Professional Development:
    - Require ongoing opportunities for staff that focus on building intercultural competence.
    - Staff will participate in professional development designed to strengthen their ability to validate and affirm students, foster positive relationships, and implement strategies that support students and families.
- Curriculum:
    - Affirm the historical contributions of Black, Indigenous and/or People of Color.

    - Ensure the curriculum review process incorporates accurate and comprehensive portrayals of Black, Indigenous and/or People of Color.
- Student Achievement:
    - Eliminate practices and procedures that result in predictably lower academic achievement for any student based on their racial, ethnic or cultural backgrounds.
    - Validate and affirm the cultural strengths of each student to support and achieve high expectations.

DEFINITIONS

- Anti-Racism - The active work of identifying, challenging and changing systems, policies and practices to achieve racial equity.
- Black, Indigenous and/or People of Color - This term refers to people who identify, racially and/or ethnically, as Black, Indigenous and/or People of Color.
- Culture - Term that encompasses the social behavior and norms found in societies.
- Diversity - The range of backgrounds, identities, experiences, cultures and perspectives of each individual.
- Ethnicity - Belonging to a social group that has a common national or cultural tradition.
- Equity - Ensuring each individual receives what they need to reach their full potential.
- Government Speech - Speech or expression by, or on behalf of, a governmental entity, including a public school district.
- Hate Speech - Refers to speech which: (1) Disparages or demeans a person or group based on protected class status; (2) Targets a person or group based on protected-class status; or (3) Threatens or harasses a person or group based on protected-class status.
- Inclusion - Intentional practices that create a welcoming, respectful and supportive environment.
- Intercultural Competence - the ability to effectively and appropriately interact with people from different racial, ethnic and/or cultural backgrounds; demonstrating self-awareness, understanding different perspectives and adapting communication to foster mutual understanding.
- Power - The capacity or ability to direct or influence the behavior or opportunities of others.
- Prejudice - Dislike and/or hostility based on social identities.
- Race - A socially-constructed way of categorizing people by skin color or region of origin.
- Racial Equity - Addressing unearned advantages and disadvantages created by historical and ongoing systemic factors based on race, ethnicity or cultural backgrounds.
- Racial or Cultural Harm - Harm experienced by an individual or group based on their racial, ethnic or cultural backgrounds. This harm can be intentional or unintentional and often perpetuates exclusion and inequality.

- Racism - A system combining racial prejudice with systemic power to create and maintain unequal outcomes.

Any person who believes that they are the victim of racial harm or who has knowledge of an act of racial harm shall report the information immediately. The district will investigate and take appropriate action.

Policy 102.1 Racial Equity and Inclusion

Recess

Elementary	MS	HS
X		

Students will play outdoors for recess when weather permits. It is an important time for play and social interaction for students. Students must wear appropriate clothing for the weather. During the winter months, this includes snow pants, boots, hats and mittens. Students are expected to follow the playground rules. Indoor recess will be held when the actual temperature is at zero degrees or below, or the wind-chill is -10 degrees or below. It is best to assume that students will participate in outdoor recess, and to dress them accordingly.

Recess Detention

"Recess detention" means excluding or excessively delaying a student from participating in a scheduled recess period as a consequence for student behavior. In the event, recess detention is assigned, the school must make a reasonable attempt to notify a parent or guardian within 24 hours of using recess detention. The school will not use recess detention based on incomplete schoolwork. Recess detention may be assigned if:

I. A student causes, or is likely to cause, serious physical harm to other students or staff;
II. the student's parent or guardian specifically consents to the use of recess detention; or

III. for students receiving special education services, the student's individualized education program team has determined that withholding recess is appropriate based on the individualized needs of the student.

Safety: Mental and Emotional Safety

Elementary	MS	HS
X	X	X

Your well-being is our top priority, and a safe learning environment is one where everyone feels respected, valued, and secure, both physically and emotionally. This section outlines our commitment to fostering a school community free from harassment, bullying, racial harm, and any behavior that makes you feel unsafe. Creating this kind of environment is a shared responsibility: we all play a crucial role in looking out for one another. If you "see something, say something" – whether you are directly affected or witness something concerning, speaking up is the most important step in ensuring everyone feels safe and supported at school.

The feeling of being “unsafe” can manifest in many forms, and is often related to a protected characteristic or creating a hostile environment. The key is that the behavior is unwelcome and is found in the “eye of the beholder”.

Here are common types of harassment students should be aware of and report:

- Racial Harassment: Unwelcome conduct based on a person's race, ethnicity, ancestry, or national origin. This can include racial slurs, offensive jokes, stereotypes, or displaying racist symbols.
- Sexual Harassment: Unwelcome conduct of a sexual nature. This can include unwanted sexual advances, comments, jokes, gestures, touching, spreading sexual rumors, or sharing inappropriate images. This also covers harassment based on gender, gender identity, or sexual orientation (sometimes referred to as gender-based or homophobic/transphobic harassment).
- Bullying: Repeated, aggressive behavior that is intended to hurt another student physically, mentally, or emotionally, often involving an imbalance of

power. While distinct from harassment, bullying can sometimes escalate into or be a form of harassment, especially if it targets a protected characteristic.

- Cyberbullying/Electronic Harassment: Harassment that occurs through electronic means, such as social media, text messages, emails, or online forums. This can include posting rumors, sending threatening messages, sharing embarrassing photos, or excluding someone online.
- Disability Harassment: Unwelcome conduct based on a student's actual or perceived disability. This can include mocking, insults, exclusion, or actions that make a student feel targeted due to their disability.
- Religious Harassment: Unwelcome conduct based on a student's religious beliefs or non-beliefs. This can include offensive jokes, stereotypes, or actions that create a hostile environment due to a student's religion.
- Physical Harassment: Physical attacks or threats of violence, including hitting, pushing, shoving, or intimidating gestures.
- Verbal Harassment: Repeated name-calling, slurs, insults, or demeaning comments aimed at a student's appearance, abilities, or personal traits.

Title IX

When considering whether harassment becomes a Title IX situation, the key factor is whether the unwelcome conduct is based on sex. Title IX is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity receiving federal financial assistance. For more information see the Title IX section.

Safety and Security: Drills and Evacuation

Elementary	MS	HS
X	X	X

The safety of students on campus and at school-related activities is a high priority of the district. The school district has developed a Crisis Management Policy which addresses a range of potential crisis situations in the school district. While district-wide safety procedures are in place, staff, student and parent/legal guardian/legal guardian cooperation is essential to ensuring school safety.

SoWashCo Schools uses the Standard Response Protocol which is based on five actions for safety. The Standard Response Protocol (SRP) utilizes clear common language while allowing for flexibility in protocol. There are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.
Situations where the above procedures are to be followed include:

- Practice fire drill (evacuation)
- Actual fire threat or bomb threat (evacuation and/or hold)
- Power outage or gas leak (evacuation and/or hold
- Tornado drill/warning (shelter)
- Terroristic threat (evacuation and/or lockdown)

Students and staff are trained on these procedures and practice drills throughout the school year. In any crisis situation, students are required to comply and fully cooperate immediately with any and all instructions given by the teacher or from the P.A. System. For more information visit our website at:
https://www.sowashco.org/about-us/emergency-procedures#protocols

School Emergency Closing Procedures

Elementary	MS	HS
X	X	X

There may be some rare storms or situations that require SoWashCo Schools to close district buildings and cancel schools, programs and all activities. Cancellations may occur due to snow, ice or hazardous road conditions that make it extremely hazardous or impossible for school buses to travel their routes. In addition, cancellations may occur if the expected forecast for 6 a.m. shows that the wind chill will be -35 Fahrenheit or colder and the National Weather Service issues a wind chill

warning. For more information visit
https://www.sowashco.org/about-us/emergency-procedures#emergency

Student Publications and Distribution of Materials

Elementary	MS	HS
X	X	X

The school district's policy is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption.

The school district may exercise editorial control over the style and content of student expression in school-sponsored media as defined in Policy 512 publications and activities. Advisors are charged with supervising students to ensure compliance with the law and school district policies. Students producing school-sponsored media and participating in school activities will be under the supervision of a student media advisor and the school principal. "School-sponsored media" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in school-sponsored media or school-sponsored activity is prohibited when the material:

- is obscene to minors;
- is defamatory;
- is profane, harassing, threatening, or intimidating;
- constitutes an unwarranted invasion of privacy;
- violates federal or state law;
- causes a material and substantial disruption of school activities;
- is directed to inciting or producing imminent lawless action on school premises or the violation of lawful school policies or rules, including a policy adopted in accordance with Minnesota Statutes, section 121A.03 or 121A.031;
- advertises or promotes any product or service not permitted for minors by law;

- expresses or advocates sexual, racial, or religious harassment or violence or prejudice; or
- is distributed or displayed in violation of time, place, and manner regulations.

Expression in school-sponsored media or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. School sponsored media may be distributed at reasonable times and locations

Distribution of Non School-Sponsored Materials on School Premises [**]
The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing nonschool-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner. Any person desiring to distribute literature to students in school or on school property must receive prior approval from the principal. The principal may permit the distribution of pamphlets or other printed material as long as such distribution is related to school curriculum or the health and welfare of the students and as long as it would not result in the disruption of the educational process or be a violation of any federal, state or municipal law.
Policy 505 Student Distribution of Materials on School Property

School-Sponsored Student Publications
The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. School staff shall supervise student writers to ensure compliance with the law and school district policies. Students producing official school publications and participating in school activities will be under the supervision of the school principal or designee. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

- Is obscene to minors;

- Is libelous or slanderous;
- Advertises or promotes any product or service not permitted for minors by law;
- Encourages students to commit illegal acts or violate school regulations or substantially disrupts the orderly operation of school or school activities;
- Expresses or advocates sexual, racial, or religious harassment or violence or prejudice;
- Is distributed or displayed in violation of time, place, and manner regulations.

Expression in an official school publication or school-sponsored activity is subject to school district editorial control over the style and content when the school district's actions are reasonably related to legitimate pedagogical concerns. Official school publications may be distributed at reasonable times and locations.

Student Identification and ID Badges

Elementary	MS	HS
	X	X

All students must carry their school-issued identification cards at all times during the school day and at school-sponsored activities. Students must immediately and respectfully identify themselves and present their ID badge when asked by any staff member. **Altering ID cards, sharing badges with other students, or refusing to identify oneself is strictly prohibited.** Violations will result in disciplinary action.

In accordance with Minn. Stat. § 121A.35, all Student ID's issued to SoWashCo students in middle school and high school will contain contact information for the 988 Suicide and Crisis LifeLine (988 LifeLine), the Crisis Text line, and the county mobile crisis services.

SoWashCo School Student ID Contact Information:

- National Suicide Prevention Lifeline 1-800-273-TALK (8266) -or- 988
- Crisis Text Line - Text "HOPELINE" TO 741741
- Washington County Crisis Services 1-651-275-7400

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades 6-12	parent/legal guardian contact; detention; in/out of school suspension.
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Social Media

Elementary	MS	HS
X	X	X

Our school thrives on mutual respect, empathy, and kindness—both inside our building and across digital spaces. We expect all students to model positive digital citizenship by ensuring their online interactions are respectful, constructive, and kind. Words carry immense power, and the choices students make behind a screen directly impact the well-being of their peers and the overall strength of our school culture.

The district does not actively monitor off-campus digital activities; however, the school will actively intervene when digital behavior compromises student safety or well-being at school. If any off-campus social media activity, cyberbullying, or harassment is found to negatively impact the educational environment or spill into the school day, administration may take action. In these cases, progressive school sanctions will apply, up to and including suspension, loss of privileges, and referral to law enforcement.

Student Release to Authorized Persons

Elementary	MS	HS
X	X	X

During the school day, a student may only be released to authorized persons listed on the student's emergency card and/or identified on the Infinite Campus Student Information System (In the absence of a court order). Exceptions require a signed note from the custodial parent/legal guardian. Phone calls and verbal requests will not be accepted without additional verification. The School District will contact the custodial parent/legal guardian when there is a question or concern regarding the release of a student. The School District may also require some form of identification.

Technology and Internet Acceptable Use

Elementary	MS	HS
X	X	X

All school district students have conditional access to the school district's computer system, including Internet access, for educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right.

Guidelines for the use of Computer Technology, Internet, and District Networks

1. Users may use only those computer accesses authorized by the District.
2. Students will receive training in use of the Internet and a review of these rules and guidelines.
3. Users should be aware that the Internet is not guaranteed to be private. Students should always have a specific Internet topic approved by a teacher. All data created, stored or transmitted on school provided technology can and will be monitored. Users, employees and students, have no right to privacy in any such data.
4. Software, images or other files may be downloaded from the Internet only for use with a school assignment. Such items must be placed in a location specified.

5. Users will not access any material that portrays race, religion, creed, national origin, gender, sex, marital status, economic status or disability in an inappropriate, hateful or explicit way.
6. Users will be courteous and respectful in their messages to others. Fraudulent, harassing, or obscene messages or materials should not be sent, used or stored. If such materials are encountered, the teacher or supervisor should be immediately informed. Devices should not be used to record class activities or others without consent. Harassment is defined as the persistent annoyance of another user, or the interference in any way of another's work.
7. Student email is permitted in the school setting if staff manages it and the email is directed toward a specific educational purpose or project. Buildings have the discretion of allowing students to access personal email accounts under guidelines developed by the building.
8. Vandalism will not be tolerated. Vandalism is defined as any malicious attempt to harm, modify or destroy data of another user, the Internet, South Washington County or other networks that are connected to our school networking system. The South Washington County system may not be used for illegal or criminal purposes or for personal profit. Attempts to read another person's electronic mail or other protected files will be subject to discipline according to district policy. Never assume email is private.
9. For their safety, students will not send any personally identifiable information over the Internet about themselves or others, including but not limited to, home or school address, or phone or credit card numbers, or their full name. This includes inputting private or identifiable information into AI tools.
10. Users will not seek out, modify, use or obtain copies of files, data or passwords belonging to others without permission.
11. Users will not attempt to damage or degrade the performance of any computer or any part of the computer network system, or change any default settings, or enter any part of the system where specific authorization has not been given.
12. To avoid unwanted financial obligations, parents/legal guardians, students and staff should be aware that it is possible to purchase goods and services via the Internet. The District is not liable or responsible to pay for any goods or

services purchased by users without authorization, whether it be intentionally or unintentionally.

13. No one may install any software or establish a resource on any computer, or on the District network without the explicit consent of the school's technical support personnel.
14. Users will respect legal protection provided by copyright laws, software licensing and trademarks.

Policy 524 Student Internet, Technology, and Cell Phone Acceptable Use and Safety Policy

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	parent/legal guardian contact; Discipline under other appropriate school district policies, including in/out of school suspension or expulsion; suspension or cancellation of use or access privileges; damage repairs; restitution: civil or criminal liability under other applicable laws or restorative practice
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Telehealth

Elementary	MS	HS
	X	X

Virtual Appointments with Mental Health Agencies

If the school has an available private space, they will provide a quiet place for you to connect with your mental health professional online through telehealth (for more information on 'mental health professional' see below). This space will be available during regular school hours, and sometimes before or after school if staff are available. School issued devices may be used for your online mental health session, as long as it follows the school's rules for using school devices.

For more information, and an Authorization Form check with your school's counseling office.

Mental Health Professional: The following individuals may provide services to a client as a mental health professional:

1) a registered nurse who is licensed under sections 148.171 to 148.285 and is certified as a:
    a) clinical nurse specialist in child or adolescent, family, or adult psychiatric and mental health nursing by a national certification organization; or
    b) nurse practitioner in adult or family psychiatric and mental health nursing by a national nurse certification organization;
2) a licensed independent clinical social worker as defined in section 148E.050, subdivision 5;
3) a psychologist licensed by the Board of Psychology under sections 148.88 to 148.98;
4) a physician licensed under chapter 147 if the physician is:
    a) certified by the American Board of Psychiatry and Neurology;
    b) certified by the American Osteopathic Board of Neurology and Psychiatry; or
    c) eligible for board certification in psychiatry;
5) a marriage and family therapist licensed under sections 148B.29 to 148B.392; or
6) a licensed professional clinical counselor licensed under section 148B.5301.

Testing - Statewide

Elementary	MS	HS
X	X	X

Participating in statewide assessments helps families see a snapshot of their student's learning so they can advocate for their success in school. High school students can use MCA results:

- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.
- For Postsecondary Enrollment Options (PSEO) and College in the Schools programs.

English learners who take the ACCESS or Alternate ACCESS and meet certain requirements have the opportunity to exit from English learner programs. Statewide assessments also provide information to our schools and district about how all students are engaging with the content they learn in school.

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please complete the Opt Out Form and return it to your child's school.

Contact your student's school to learn more about locally required assessments. Learn more about the statewide required assessments by visiting the MN Department of Education Statewide Testing webpage: https://education.mn.gov/MDE/fam/tests/

Theft and Damage to Property

Elementary	MS	HS
X	X	X

Unauthorized removal or possession of property belonging to other students, staff, or the school, including robbery or extortion, will result in disciplinary action. SoWashCo advises students not to bring valuables or large amounts of money to school, and students should always lock and secure valuables and avoid sharing locker combinations with other individuals.

Damage to any district property, including vandalism and arson, is prohibited. Violators will be disciplined and may be reported to law enforcement officials. Policy 506 Student Discipline

POTENTIAL CONSEQUENCES: THEFT/ROBBERY/EXTORTION/VANDALISM/ARSON The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	parent/legal guardian contact; Possible police referral; Up to 5 days in/out of school suspension; Police referral; Possible expulsion/ exclusion; Restitution or restorative practice
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Threats

Elementary	MS	HS
X	X	X

Threats include communication (verbal or written) intended to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. The Board prohibits communicating threats to any student, employee, Board member, community member, or school building. Examples include, but are not limited to: verbal or written threat to kill or seriously injury another, a hit list, plans to kill or seriously injure, bomb threat, social media threats, or spreading/aiding in threats.

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	parent/legal guardian contact; Police referral; School suspension; Possible expulsion/ exclusion; district threat assessment
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Title IX

The school district does not discriminate on the basis of sex or gender and it is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner.
Title IX covers various forms of sex-based discrimination, including:

- Sexual Harassment: This is unwelcome conduct of a sexual nature. It can take several forms:
    - "Quid Pro Quo" Harassment: When a school employee (like a teacher or administrator) conditions an educational benefit or service (e.g., a grade, a spot on a team) on a student's participation in unwelcome sexual conduct.
    - Hostile Environment Harassment: Unwelcome conduct that is so severe, pervasive (happens often), and objectively offensive that it effectively denies a

person equal access to the school's education program or activity. This means the conduct makes it difficult for a student to learn, participate, or feel safe at school.

    - Specific Acts of Sexual Misconduct: This includes sexual assault, dating violence, domestic violence, and stalking. Even a single instance of these acts can be considered severe enough to deny a student equal access to education.
- Discrimination Based on Gender, Gender Identity, or Sexual Orientation: Title IX protects individuals from harassment or discrimination based on their actual or perceived gender, gender identity, or sexual orientation. For example, consistently misgendering a student, using derogatory slurs related to gender identity, or excluding someone because of their sexual orientation could be considered sex-based harassment under Title IX if it creates a hostile environment.
- Retaliation: It is strictly prohibited to punish or take negative action against anyone for reporting sex discrimination, participating in a Title IX investigation, or helping someone else report.

While Title IX specifically addresses sex-based discrimination, our school is committed to preventing and addressing all forms of harassment.

Any student, parent, guardian, or staff member having questions regarding the application of Title IX and its regulations, District Policy 522 Title IX Sex NonDiscrimination, and/or the grievance process should discuss them with the Title IX Coordinator.

The school district's Title IX Coordinators are:
Primary Coordinator
Executive Director of Human Resources and Operations
651-425-6255

Alternate Coordinator
Director, Human Resources
651-425-6279

Tobacco-Free Schools; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices [**]

Elementary	MS	HS
X	X	X

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco, tobacco-related devices, or carrying or using activated electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco, tobacco-related devices, or electronic delivery devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities.

Note: Specific exceptions to the tobacco prohibition are set out in "Tobacco-Free Environment; Possession and Use of Tobacco, Tobacco-Related Devices, and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction" (Policy 419).

Policy 419 Tobacco Free Environment

Policy 502 Search Of Student Lockers Desks Personal Possessions And Student's Person

Policy 506 Student Discipline

Policy 507.1 Chemical Use Abuse

POTENTIAL CONSEQUENCES The progressive discipline procedures below are designed to improve and prevent a recurrence of the behavior. Administrators reserve the right to combine or skip steps depending on the facts of each situation.	
Grades K-12	parent/legal guardian contact; Possible detention; Possible in/out of school suspension; Possible police referral; Confiscation of item;
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

Transportation Guidelines

Elementary	MS	HS
X	X	X

The school district will provide transportation to and from school, at the expense of the school district. While state law requires the transportation of students who live more than two (2) miles from school, SoWashCo has established:

- Elementary students (K-5) living more than one (1) mile from their designated attendance center will be provided transportation.
- Middle School (6-8 grade) students living more than 1.5 miles from their designated attendance center will be provided transportation.
- High School (9-12 grade) students living more than 2 miles from their designated attendance center will be provided transportation.

Transportation will be provided on all regularly scheduled school days or make-up days, except for those students whose transportation privileges have been revoked or have been voluntarily surrendered by the student's parent/legal guardian. Transportation will not be provided during the summer school break, except in certain circumstances. For more information visit
https://www.sowashco.org/services/transportation
Policy 707 Transportation of Public School Students

Video Surveillance and Audio Recording

Elementary	MS	HS
X	X	X

School Buses

All school buses used by the school district may be equipped for the placement and operation of a video camera. The school district will post a notice in a conspicuous location informing students that their conversations or actions may be recorded. The school district may use a video recording of the actions of student passengers as evidence in any disciplinary action arising from the students' misconduct on the bus.

Policy 711 Video Recording on School Buses

Places Other Than Buses

The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Recorded video will be viewed by school district personnel on a random basis and/or when problems have been brought to the attention of the school district. Security camera usage is prohibited in any space where there is a reasonable expectation for privacy (including but not limited to; restrooms, changing rooms, private health offices and locker rooms).

Policy 712 Video Surveillance Other Than On Buses

Visitors in District Buildings

Elementary	MS	HS
X	X	X

Parents/legal guardians and community members are welcome to visit the schools. To ensure the safety of those in the school and to avoid disruption to the learning environment, all visitors must report directly to the main office upon entering the building, with the exception of events open to the public. All visitors will be required to sign in and to wear a "visitors badge" while in the building during the school day. Visitors must have the approval of the principal before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employees, or the school district.

Students are not allowed to bring visitors to school without prior permission from the principal.

Policy 903 Visitors to School District Buildings and Sites

Procedures: Visitors to School District Buildings and Sites

Confidentiality Form: Visitors to School District Buildings and Sites

Volunteers

Elementary	MS	HS
X	X	X

Many enriching and worthwhile experiences are provided to our students by classroom volunteers. Parents interested in volunteering should contact their child's teacher or the school office. Volunteers will be asked to abide by our confidentiality expectations and review/sign the "Volunteer Guidelines Form" in order to work in our classrooms/attend field trips. Parents may not bring preschool children into classroom settings when volunteering.

VOLUNTEER BACKGROUND CHECK
Volunteers play an important role in the education of our children. A volunteer handbook has been created and is available in our school offices and at the South Washington county webpage to make sure the experience is as enriching and rewarding for all involved. Student safety is always a top priority so volunteers are asked to sign in and out at each school.

As per School Board policy, criminal background checks will be required of volunteers in specified assignments such as field trips, athletic or academic coaching and any non-staff supervised activity. Additionally, volunteers who are in the same classroom or activity more than 2 times per month will also be required to have a background check. Our School District respectfully asks the volunteer to pay the cost ($17.75) for the background check. We will cover the cost of the background check if it is a hardship to you. Please inform your school or department Office Coordinator if payment is a hardship. Forms are available in your school office or on our website at https://www.sowashco.org/get-involved/volunteer

Weapons Prohibition

Elementary	MS	HS
X	X	X

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; airguns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nunchucks; 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. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district does not allow the possession, use, or distribution of weapons by students.
Policy 501 School Weapons Policy

POTENTIAL CONSEQUENCES	
Grades K-12	parent/legal guardian notification; Confiscation of the weapon; Possible notification of police; Immediate out of school suspension; Possible expulsion/exclusion. Discretion will be used if a look-alike item is brought to school.
Activities and Athletics	Eligibility in school sponsored activities may be jeopardized. For more information see an administrator or activities/athletic directors or visit the MSHSL Eligibility Brochure

ANNUAL DISTRICT NOTIFICATIONS

Minnesota Statute requires that we provide annual notification to district residents and students regarding the following topics. If you have any questions regarding these topics, please contact the identified personnel or the district office at (651)425-6201. Items noted with an asterisk [*] indicate notice is required by State statute. Items noted with two asterisks [**] indicate notice is required by School Board policy.

Asbestos Management Plan [*]

In accordance with the requirements from the Environmental Protection Agency (EPA), SoWashCo has developed a plan for managing all building materials that contain asbestos. For more information see: https://www.sowashco.org/about-us/facilities

e-Learning Day Plan [*]

South Washington County Schools may shift to an e-learning day due to wind chill, snow, ice, hazardous roads, inclement weather or other situations. An e-Learning day helps minimize the disruption to academic progress. During an e-learning day, students will access assignments from home with their district-issued device (secondary) or use a "bingo card" for learning activities (elementary). An e-Learning day helps minimize the disruption to academic progress due to an emergency school closure. It's important to note that not all school closures will be designated as an e-learning day. Specific information regarding schedules, accessing materials, etc will be provided on or near the e-Learning day. For more information visit: Emergency Procedures - South Washington County Schools (SoWashCo Schools)

Employment Background Checks [*]

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will 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. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Policy 903.1 Employment and Volunteer Background Checks
Procedures: Employment and Volunteer Background Checks
Form: Background Checks

Fees [*]

Materials that are part of the basic educational program are provided with state, federal, and local funds at no charge to a student. Students are expected to provide their own personal items (pencils, pens, paper, erasers, notebooks).
Students may be required to pay certain other fees or deposits, including (not an inclusive list):

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Personal physical education and athletic equipment and apparel.
- Items of personal use or products that a student has an option to purchase such as student publications, class rings, annuals, and graduation announcements.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.

Students will be charged for textbooks, computers, workbooks, and library books that are lost or destroyed. The school district may waive a required fee or deposit if the student and parent/legal guardian/legal guardian/guardian are unable to pay, please contact your child's principal for more information.

Lead in School Drinking Water [*]

SoWashCo Schools is committed to providing a safe environment for students, staff, and the community. As part of this commitment, the district tests all drinking and cooking water sources for the concentration of lead every five years. This follows the Minnesota Department of Health's requirements for water testing in schools. Roughly one-fifth of the district buildings are tested each year, creating a five-year rotation.

A new state mandate requires school districts to use 5 parts-per-billion for concentration of lead as the action level for any water testing starting July 1st, 2024. The water testing conducted in March of 2024 for the 2023-24 school year followed these new requirements and the district will continue to test following all state requirements going forward. *Prior to the new mandate, the district followed the Environmental Protection Agency's (EPA's) recommended action level of 20 parts-per-billion.*

Results and actions for the testing can be found on our website. If you have any questions regarding the testing you may contact Wendy German, Health and Safety, at wgerman@sowashco.org

Policy 807 Health and Safety

Legal Assistance

The MN Department of Education (MDE) provides a list of legal assistance, advocacy services, and lawyer referral services. Visite:
https://education.mn.gov/MDE/fam/disc/040748

This list is made available to parents in accordance with the Individuals with Disabilities Education Act (IDEA) and the Pupil Fair Dismissal Act (PFDA). 34 C.F.R. § 300.507(b) and Minn. Stat. § 121A.47. subd. 2(f)(1).

Please note: SoWashCo is not endorsing or vouching for any person or organization on this list.

Notice of Violent Behavior by Students [**]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent/legal guardian/legal guardian or guardian that the notice will be given. The student's parent/legal guardian has the right to review and challenge their child's records, including the data documenting the history of violent behavior.
Policy 529 Staff Notification of Violent Behavior by Students

Parent/Legal Guardian Right to Know [*]

If a parent/legal guardian requests it, the school district will provide information regarding the professional qualifications of their child's classroom teachers, including, at a minimum, the following:

1. whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. whether the teacher is teaching under emergency or other provisional licensing status through which state qualification or licensing criteria have been waived;
3. whether the teacher is teaching in the field of discipline of the certification of the teacher;
4. whether the student is provided services by paraprofessionals and, if so, their qualifications.

In addition, the school district will provide parent/legal guardians with information as to the level of achievement of their child in each of the state academic assessments. The school district will provide notice to parent/legal guardians if their child has been assigned to, or taught for four or more consecutive weeks by, a teacher who does not meet applicable State certification or licensure requirements at the grade level and subject area in which the teacher has been assigned.

Pesticide Application Notice [*]

In compliance with the parent/legal guardians Right To Know Act of 2000, SoWashCo Schools is required to inform parent/legal guardians, and school employees that certain pesticides and herbicides are applied on school property. 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. Other pesticides and herbicides are used on an as-needed basis when there are no students or employees in the building.

Additional information regarding what pesticides are used, an estimated schedule of pesticide applications (which will be available for review or copying at the school office), and the long-term health effects of the class of pesticide on children can be requested by contacting Wendy German at wgerman@sowashco.org.

Pledge of Allegiance [*]

Students in SoWashCo will be given an opportunity to 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.
Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.
Policy 531 Pledge of Allegiance

Religious Observation [*]

Reasonable efforts will be made to accommodate any student who wishes to be excused from attendance at school for the purpose of religious instruction or observance of religious holidays. Please work with your child's school to record the absence and determine a plan to accommodate the absence.
Policy 609 Religion

Search of Student Lockers, Desks, Personal Possessions, and Student's Person [*]

Lockers and Personal Possessions Within a Locker

Under Minnesota law, school lockers are school district property. At no time does the school district relinquish its exclusive control of lockers provided for students' convenience. School officials may inspect the interior of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Students' personal possessions 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 will 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 school district property. At no time does the school district relinquish its exclusive control of desks provided for students' convenience. School officials may inspect the interior of desks 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 a student 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.

Detection Dogs

Detection dogs may be used when a school or the school district has reason to believe it will be a useful preventative measure. Detection dogs may sniff lockers, desks, motor vehicles, and other inanimate objects. Detection dogs may not sniff students or other persons.

The use of detection dogs may be done announced or unannounced, at the discretion of the school administration in conjunction with their assistant superintendent. The school administration, their assistant superintendent, and the Communications Department will collaborate about whether notification to families is appropriate and, if so, the message and the delivery method.

Policy 502 Search of Student Lockers Desks Personal Possessions and Student's Person

Student Records [*]

Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parent/legal guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of post-secondary education.
Policy 515 Protection and Privacy of Pupil Records
515 Protection and Privacy of Student Records (Continued)

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. School Board Policy 520 outlines the rights of parent/legal guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations.
Policy 520 Student Surveys

Students wanting to conduct a survey that is not part of a course must receive principal approval.

Vehicles and Parking on Campus [**]

Visitors are permitted to park in designated school district visitor parking areas. Unattended vehicles left in other locations on school district property may be towed at the owner's expense.

The school district allows limited use and parking of motor vehicles by students in school district locations. For more information see the Parking and Vehicle Use on School District Property Section in Student Rights and Responsibilities.

School officials may conduct routine patrols of student parking lots and other school district locations and routine inspections of the exteriors of the motor vehicles of students. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

The interior of a student's motor vehicle, including the glove and trunk compartments, in a school district location may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. The search will be reasonable in its scope and intrusiveness. Such searches may be conducted without notice, without consent, and without a search warrant. A student will be subject to loss of parking privileges and to discipline if the student refuses to open a locked motor vehicle or its compartments under the student's control upon a school official's request.

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