ISD 743 Sauk Centre School District

Student/Parent Handbook 2026-2027

August 2026



Our mission is to provide educational opportunities that reach all learners; fosters student interests and passions; and encourages collaboration through community partnerships that provide real world skills and training.

Welcome to 2026-27

Welcome to the 2026-27 school year! It is my pleasure to welcome you to Sauk Centre Schools. I hope your time spent here will be both challenging and rewarding. We are thrilled that you have chosen the Sauk Centre Public Schools for your educational experiences. Please know we are committed to providing all our students with a challenging, yet rewarding experience.

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5-12 Daily Time Schedules 2026-2027

The school day officially begins at 8:20

GRADES 5-6	
8:20-8:55 8:55-9:30	Period 1/**BLOCK A** Period 1/**BLOCK B**
9:35-10:35	Period 2
10:40-11:25 ***11:25-11:55***	Period 3A ***LUNCH***
11:55-12:15	Period 3B
12:20-1:20	Period 4
1:25-2:25	Period 5
2:30-3:00	Homeroom/Study Hall/Intervention

GRADES 7-8		GRADES 9-12	
8:20-9:30	Period 1	8:20-9:30	Period 1
9:35-10:45	Period 2	9:35-10:45	Period 2
10:50-12:00	Period 3	10:50-12:00 ***12:00-12:30***	Period 3A ***LUNCH***
12:05-12:35	Period 4A	***10:45-11:15*** 11:20-12:30	***LUNCH*** Period 3B
12:35-1:05 1:05-1:45	***LUNCH*** Period 4B	12:35-1:45	Period 4
1:50-3:00	Period 5	1:50-3:00	Period 5

GENERAL INFORMATION

VISITORS and CHECK IN

To enhance the safety and security of our students and staff, Sauk Centre Public Schools is implementing a new secure entrance system for our main secretary offices. During school hours, all visitors will need to buzz in at the office entrance door to speak with office staff and be buzzed in prior to entering.

ELEMENTARY STUDENT PICK UP/DROP OFF PROCEDURES

Morning Drop Off: Students should be dropped off in front of the elementary school entrance. If you are not planning to leave your vehicle, you may pull up to the front of the building and allow your child to exit. If you intend to walk your child into school, please park in the parking lot to keep the drop-off line moving smoothly.

Afternoon Pick Up: Parents will pick up students in front of the elementary school. Staff will escort students to the sidewalk for pick-up. If you prefer to walk and meet your child, please park in the parking lot.

POWERSCHOOL PARENT ACCESS

Sauk Centre Schools provides parent access to the PowerSchool Student Information System. The system is designed to improve parent-school student communication by providing online access to assessment information, attendance, and other course information. Parents will have the ability to access information regarding course progress and attendance for their student. Parents may log on to the PowerSchool website at https://isd743.powerschool.com/public/home.html by using a personal password to obtain this information.

CANVAS (Grades 5-12)

Parents of students in grades 5-12 have access to a Canvas Parent Portal. This is NOT the same as the PowerSchool Portal. PowerSchool provides access to grades, attendance, and lunch account information. Canvas is our learning management system (LMS) and provides in-depth access to your students' courses. Parents will be able to view assignment details and status (due dates, late, or missing), view a comprehensive calendar of all student assignments - past and upcoming, view student work and check grades, and message teachers. Parents can create an account and sign in by visiting this address: https://www.isd743.org/Page/2686 and watching the instructional video.

SCHOOL MESSENGER/SCHOOL CLOSINGS

Sauk Centre Schools will use the SchoolMessenger program to notify parents regarding changes in schedules such as late starts and early dismissals due to severe weather. Parents may choose the method in which they want to be contacted by email, cell phone, at home or work. School closing information will also be communicated on local radio and TV stations.

FOOD AND NUTRITION

Lunch/Breakfast Programs

Breakfast and lunch prices for the 2025-2026 school year are included below.

Breakfast

Student Daily Breakfast (K-12)	FREE
Adult Daily Breakfast	$2.65
Extra Milk	Market Price
Ala Carte	Market Price

Lunch

Student Daily Lunch (K-12)	FREE
Extra Entrée (5-12 only, not available for K-4)	$2.00
Adult Daily Lunch	$5.00

Extra Milk	Market Price
Ala Carte	Market Price

Meal accounts

Each student will have a food account in their name. Students can add funds to their food service account at any time. Please be aware that students are charged full price if they choose an extra entree regardless of their free/reduced lunch status. You may send money for food service to school. Please put all money in an envelope and label it with both the student name and the words "Food Service". At the end of the school year, the balance will carry over to the next school year. When a student has an account balance that reaches zero, a student may charge no more than -$10.00 to this account. When an account reaches this limit, a student shall not be allowed to charge further meals until the negative account balance is paid in full. Students will be given an alternative meal at a charge of $1.00. A payment may also be sent to school and should be clearly labeled with the student's name, grade, and parent name. Payments may be made online at Lunch Payment.

Unpaid Meal Charges Policy

Click here to view the full policy - Unpaid Meal Charges

Educational Benefits - Free Meals

Sauk Centre Schools encourages families to apply for free meals through the federal Educational Benefits program. To see if you qualify, fill out and send in an application. Applications are available on our website (Application for Educational Benefits) and in each school's main office. Families need to reapply each year. Students who qualify for reduced-price school meals will receive free lunches and breakfasts.

ATTENDANCE

Student/Parent Responsibilities

Students are expected to be in school every day unless there is an excused absence. Parents should notify the office if their student will be tardy or absent.

Attendance - Definition

The school district reserves the right to reasonably determine which absences are either excused or unexcused. The School District will use the following definitions in making this determination:
Absence is defined as a time when a student does not attend class, regardless of the reason. A student who is missing from a class for 20 or more minutes will be considered absent from the period.

Elementary (Grades K-4)

The administration and faculty of the Sauk Centre Public Schools believe that regular school attendance is a necessary part of the learning process and is an important key to getting a good education and graduating. Regular school attendance helps instill in each student a sense of responsibility and self-discipline. Each student, his or her parent or guardian, and the school share an obligation to encourage and ensure each student attends school regularly. If parents choose to enroll their kindergarten child, they are obligated to follow the attendance policy implemented for all of our students. All attendance records are retained in the student's cum file.

Absences shall be marked excused or unexcused.

- Excused absences include the following reasons: family vacation (5-day limit), illnesses, injuries or medical appointments and family emergencies. To be excused, a student must have their absence verified with a note or phone call from parents/guardians within 24 hours.
- Unexcused absences are all other absences not verified by parent or guardian. Unexcused absences are also any absences over 10 days without a doctor's note. If a student has 5 unexcused absences and resides in Stearns County, information is reported to Stearns County at that time. After 7 unexcused absences, the school is required by law to report to the county

attorney's office in which the student resides.

- If the child is absent more than 10 days in a year, we are obligated to ask for medical verification. Without a note from a doctor, the absence is unexcused.
- Students who arrive after 9:30 a.m. will be marked absent for the morning. Students who leave before 2:00 p.m. will be marked absent for the afternoon.
- After five absences, an attendance awareness letter will be sent to parents.

Tardy

- Not only is it important for students to be in school regularly, but to be on time. If a student arrives after 8:20, but before 9:30, he or she will be marked tardy.
- Any combination of five excused or unexcused tardies will equal one full day of unexcused absence.
- Medical appointments will be considered an excused tardy if the office is notified by a parent/guardian.

The school reserves the right to reasonably determine which absences and tardies are either excused or unexcused.

Secondary (Grades 5-12)

Excused absence - An "excused absence" is an absence caused by a condition, event, or incident which is beyond the control of the student, or the student's parent(s) or guardian(s). In order for the absence to be considered excused, a student must have their absence verified with a note, phone call or medical excuse within one week of the date of the absence. The following reasons will be recognized as excused absences:

- Illness or injury which prevents the student from attending school or from applying him or herself to studying.
- Medical related absences including, but not limited to, appointments for doctor, dentist, orthodontist, etc. will be excused. Students must present appointment cards from the clinic they visited in order to be excused.
- Religious instruction not to exceed three hours in any week.
- Absences due to participation in school activities occurring during school time.
- Serious illness or death in the student's immediate family or close relative.
- Court appearances occasioned by family or personal action.
- College visits will be excused up to two per year in the junior and senior years. These visits must be pre-approved through the Secondary School (9-12) Office in order to be excused.
- Parent requested and approved absences. Students will be permitted 5 days of pre-approved parent requested absence each school year. The following procedure will be followed to obtain an excused absence.
- Parent/guardian of the student will submit a written request to the principal stating the date(s) or time(s) of, and the reasons for the absence **at least 5 days prior** to the date of the anticipated request. The student will then receive a pre-approved make up slip.
- In order for the absence to be considered excused, a student must have their absence verified with a note, phone call, or medical excuse within one week from the date of the absence
- The principal may waive the 5 day cumulative maximum, if, in his or her judgment, the reason is sufficient. Requests for absences in excess of 5 days may require a student-parent-administrative conference.
- A total of six (6) excused absences in any given quarter are allowed in **grades 9-12**. Any class time missed above and beyond will be made up in the form of time before or after school or any time designated by the classroom teacher or administrative discretion. All assigned time beyond the six days must be made up or the student may receive an

incomplete. **For College in the Schools students, any absence beyond 6 days per quarter may result in a lower grade and/or loss of college credit.**

Unexcused absence - Students will be unexcused for any absence which is not excused as defined above. This includes parent requested absences in excess of 5 days for which the parent has not received a waiver.

- If your child is absent more than 10 days in a year, or absent more than three consecutive days, we are obligated to ask for medical verification. Without a note from a physician, the absence will be determined unexcused.

Skipping - An absence will be considered skipping if the absence does not meet the criteria for excused absences or has not been excused by the parent. Consequences for truancy may include make up time, parent conference, suspension, and/or loss of that day's credit.

Truancy - Truancy is defined as unexcused absence of students under 16 years of age. Parents or guardians will be notified if a student is a continuing truant, which is the result of unexcused absences for one or more class periods on three school days. If a student acquires one or more unexcused absences on seven school days, the student will be referred to the County Attorney as a habitual truant under the Minnesota Compulsory Attendance Law.

Tardiness - Tardiness is defined as the failure to be in the student's assigned area at designated times.

Reporting and Consequences for Tardiness

Students tardy at the beginning of the school day must report to the school office for an admit to class and to sign in. Tardiness for periods 2, 3, 4, and 5 will be entered by the teacher. The sixth accumulated unexcused tardy per semester will have a consequence of detention. Consequences for additional tardies may include detention or other consequences as assigned by administration. If the number of unexcused tardies exceed ten, in-school suspension may be considered, along with a parent conference. Any tardiness, for which the student has been excused in writing by an administrator or faculty member, will be excused.

ATTENDANCE: PROCEDURES

- Upon return to school, the student brings a note to the principal's office from the student's parent(s) or guardian(s) stating the date(s) of, time(s) of and reason for the student's absence. He/she should receive a make-up slip at this time. Please note that if a student knows he/she will be absent for reasons other than illness, the student must make arrangements ahead of time with the principal.
- Students who are absent from any part of a school day, but return before the end of the day, must sign in and request a make-up slip in the office before reporting to any class.
- Students who become ill during school hours must report to the nurse or the office. Leaving school without permission from the nurse or principal's office will be considered an unexcused absence and skipping.
- Any student who misses class without the prior permission of his or her parents and approval from the principal's office will be required to make up class time in after school detention

INCOMPLETE POLICY

1. Each teacher will establish a policy for work missed due to absence and will notify each student of the policy within the first week of class.
   a. Work missed due to an unexcused absence may be required by the instructor on the day the student returns to class.
   b. Any work missed by a student who is skipping may be assigned a zero.
2. Makeup work shall be directly related to the subject matter taught and shall be approximately equal to the work and class time missed.
3. Absences will not arbitrarily result in reduction in grades, but failure to complete work will affect grades as no credit or a zero will be given for work turned in after the deadline established by each teacher.

4. A final grade of an Incomplete (I) may be given ONLY to students who have extenuating circumstances, such as an extended illness or death in the family, if the required work missed during the time of the excused absence is not completed by the grading period. An incomplete will become an "F" if a student doesn't complete required work by the designated incomplete deadlines.

REQUIRED REPORTING

Continuing Truant Minn. Statute provides that a continuing truant is a student who is subject to the compulsory instruction requirements of Minn. Statute and is absent from instruction in a school, as defined in Minn. Statute, without valid excuse within a single school year for one or more class periods for three days if the child is in middle school, junior high school, or high school.

Habitual Truant is a child under the age of 16 years who is absent from attendance at school without lawful excuse for one or more periods on seven school days if the child is in elementary school or for one or more class periods on seven school days if the child is in middle school, junior high school, or senior high school. A school district attendance officer shall refer a habitual truant child and the child's parent or legal guardian to appropriate services and procedures, under Minn. Statute.
**A student is not continuing truant if the child is withdrawn from school by the child's parents because of a dispute with the school concerning the provision of special education services under the Individual and Disabilities Education Act or accommodations and modifications under the American with Disabilities Act, if the parent makes good faith efforts to provide the child educational services from any other source.*

District Reporting Responsibility

When a student is initially classified as a continuing truant, Minn. Statute provides that the school attendance officer or other designated school official shall notify the student's parent or legal guardian, by first class mail or other reasonable means, of the following:

- That the child is truant.
- That the parent or guardian should notify the school if there is a valid excuse for the child's absences.
- That the parent or guardian is obligated to compel the attendance of the child at school pursuant to Minn. Statute and parents or guardians who fail to meet this obligation may be subject to prosecution under Minn. Statute.
- That this notification serves as the notification required by Minn. Statute.
- Alternative educational programs and services may be available in the district.
- That the parent or guardian has the right to meet with appropriate school personnel to discuss solutions to the child's truancy.
- That if the child continues to be truant, the parent and child may be subject to juvenile court proceeding under MN Statute.
- That if the child is subject to juvenile court proceedings, the child may be subject to suspension, restriction, or delay of the child's driving privilege pursuant to Minn. Statute

BUS TRANSPORTATION

Streeter Pride Bus Expectations (Grades K-4)

Students are taught Streeter Pride Bus Expectations at the beginning of each school year. A copy of the Streeter Pride bus expectations can be found on the Streeter Pride Expectations matrix (page 24).

Bus Information (Grades K-12)

Students and parents who utilize bus transportation should be aware of the following:

- Any changes in bus routes must be pre-approved by the Transportation Director.
- Groups of students will not be allowed to ride to a friend's house (birthday parties, etc.)
- No pets allowed on the bus.

- Passengers will pay for any damage they cause.
- Students are given a morning and afternoon bus stop time by the bus garage staff. Students are to be waiting at the bus stop two to three minutes before the pick-up time. Buses may be later than the given time due to road conditions or unforeseen bus complications. Parents should be aware that students may be dropped off before or after the allotted time. These changes occur when the number of riders varies due to after school activities.
- Arrangements for children to be met or supervised at this time are the parent's responsibility. If the bus driver determines that the student will be unsafe, he or she may choose to bring the student back to school. It is then the parent's responsibility to have the student picked up from the school in a timely manner. If a student needs to be brought back to school more than three times, parents may forfeit bus services.
- When students do not follow bus expectations, bus drivers will provide appropriate interventions. Examples of interventions include: a verbal reminder of the appropriate behavior, re-teaching of bus expectations, a change of bus seat, or a parent contact. If there are continued behavior problems and/or concerns, a Stop and Think ticket will be issued to the student. Multiple Stop and Think tickets may result in reviewing and practicing bus expectations, sitting in an assigned seat, or removal from the school bus for a specified time.
- Distractions to the driver will not be permitted; students causing distractions will be referred to administration for disciplinary action and possible dismissal from school under the provisions of MN Statutes 127.29 concerning rule violations and willful conduct which would endanger other students or property of the school. Administration may also remove students temporarily and/or permanently from riding the bus.

HEALTH AND SAFETY

Health Services - School Nurse/Medication

A. Pupils should not come to school in the morning if they do not feel well enough to stay all day. No pupil is to leave the school for any reason without permission from the nurse and/or the Principal's office. Students who leave without permission will be assigned disciplinary consequences. Students in class wanting to see the nurse must first obtain a building pass from their teacher. Students who are ill must see the nurse or make arrangements through the principal's office if they need to go home.
B. Prescription medications must be given through the nurse’s office. If a student requires this medication, his/her family doctor must have a written order stating such necessity. If there is any question, see the school nurse. The nurse’s office or any staff member will not provide over-the-counter medications as Tylenol, Sucrets, etc.
C. Immediately report all personal injuries at school to the nurse's office so that timelines on insurance can be met.
D. It is a health rule that a student is not to go barefoot in the classrooms,corridors, or physical education classes at any time. This includes after school activities as well as during school hours.

Counseling/Social Work

Students may ask for, or staff may suggest, visits to a school counselor or social worker for minor social/emotional guidance. School counselors and social workers may provide information regarding family and community resources, including therapy from a partner organization.

Insurance

The school district does NOT provide any type of health or accident insurance for injuries incurred by your child at school. We have made arrangements for voluntary coverage with Student Assurance Services, Inc. of Stillwater, Minnesota, for coverage that is underwritten by Security Life Insurance Company of American. The premium for this coverage for both the athletics and school coverage is payable by the parent. An informational letter and enrollment forms are included in the parent mailing. Athletic team

members will be required to enroll in this program or sign a waiver form provided to them prior to the athletic season.

Playground/Outdoor Recess (Grades K-4)

Students in grades K-4 will go outside for recess when weather conditions permit. If it is raining or the temperature (including wind chill) is at -5 degrees or below, students will remain indoors. At all other times, students should be prepared to go outdoors. Appropriate clothing for the weather may include, but is not limited to, coats, hats, mittens, snow pants and boots. During the winter months, students are expected to have appropriate outdoor boots to participate in playground activities. Students without boots will be required to remain on paved or concrete areas. Students are taught Streeter Pride playground expectations at the beginning of the year. Streeter Pride playground expectations can be found on the Streeter Pride Expectations matrix (page 24).

Building use and supervised areas

School facilities are never to be used without permission from the school authorities. Facilities are to be used only when school personnel are supervising the activity. It is general policy that students will be under the supervision of a staff person while at school. This policy applies during vacations as well as over weekends. On school days students are not to be in the building prior to 7:30 a.m. or after 3:15 p.m. unless they have permission from a staff member or are involved in a supervised activity.

A. Certain areas such as the gym, weight room, fitness room, science labs, industrial technology labs, FACS labs, art room, etc. are considered to be hazardous areas if used without proper supervision and/or eye wear.

B. Students are forbidden to be in these areas without teacher supervision both during the normal school day and after school hours.

C. Students who refuse to follow reasonable safety rules of the classroom may be subject to suspension and/or expulsion proceedings from the class.

EMERGENCY DRILLS

Throughout the school year, several emergency drills will be scheduled.

A. When the fire signal is given, leave the room quickly, quietly, and orderly. Leave the building by the route explained to you by your teacher for the particular room in which you happen to be. Once outside the building, move a safe distance from the building and stay with the class you were in when the alarm sounded. Remain outside the building until the all-clear signal has been given.

a. Anyone found maliciously tampering with fire alarms will be subject to arrest.

b. If a fire drill should occur during passing time, the students should report to their previous teacher.

c. If an alarm is sounded during passing time, students and staff are to follow the same procedures as their previous class. If an alarm sounds prior to classes beginning for the day, procedures for Period I will be followed. If an alarm sounds during lunch, students should report to their homeroom teacher for grades 5-6 and their Advisory teacher for grades 7-12. Students shall exit the building first and then report to their teacher.

B. For severe weather drills, move quickly to the area on the first floor designated by staff. Remain in the assigned area until the all-clear signal is given.

C. In situations that require the securing of our schools, Sauk Centre Schools will use two types of procedures that are initiated by administration or a designee via the intercom. In the instance of a crisis such as an intruder or active shooter, we will implement an emergency plan that follows our A.L.I.C.E. training protocol. The school may also implement a “soft lockdown” when there is not an immediate threat inside the school.

a. ALICE Protocol (Hard Lock-Down):

At Sauk Centre Schools we have adopted the ALICE safety protocol to ensure everyone is prepared in the event of an emergency such as an intruder or active shooter. ALICE

stands for Alert, Lockdown, Inform, Counter, and Evacuate, and it empowers individuals to take proactive, options-based responses to enhance their chances of survival during a crisis. Each step in ALICE is designed to provide clear, actionable strategies, and we have thoroughly reviewed and trained our staff on what each option entails. ALICE strategies are taught and practiced with students in ways that are appropriate for their age and development.

b. Soft Lock-Down:

All students and staff should immediately report to a secure location, lock doors and continue with educational activity until an administrative “all clear” signal is given. doors, cover windows and cease educational activity until an administrative “all clear” signal is given.

b. Soft Lock-Down: All students and staff should immediately report to a secure location, lock doors and continue with educational activity until an administrative “all clear” signal is given.

Background checks

It will be the policy of Independent School District #743 to require a criminal history background check for all new employees and other volunteer individuals who provide educational services to students, including athletic coaching services or other extracurricular services, regardless of whether any compensation is paid. Background checks are required for ALL volunteers that have the potential to be a direct supervisor for students. This includes field trips, helping in classrooms, chaperones, coaching and foster grandparents. Background checks will be completed through Trusted Employees and facilitated through the District Office. The background check will be good for 4 years.

ACADEMIC EXPECTATIONS AND POLICIES

ACADEMIC INTEGRITY (Grades 7-12)

Integrity is essential to excellence in both education and life. Assessments and other school assignments are measures of a student’s academic performance. Teachers use these measures to obtain clear and accurate accounting of a student’s mastery and understanding of the academic material. Honesty is required to ensure an accurate measurement of a student’s academic knowledge. When a student chooses to act in a way classified as academic dishonesty, it is a behavior infraction. The teacher will need to find an alternative way to assess student knowledge. Teachers, parents, students, and administrators will work to identify the root cause of the behavior and help the student learn from the experience.

A. Classifications of Academic Dishonesty

As a guiding principle, academic dishonesty includes, but is not limited to, cheating on class assessments (formative or summative), plagiarism, or collusion.

A. Using Artificial Intelligence (AI) programs to present information as one's own (i.e. plagiarism) AI-assisted plagiarism occurs when a student submits an essay or written work generated entirely or substantially by an AI tool without proper attribution or original input. Excessive reliance on AI diminishes the student's own analytical and writing skills. AI-assisted plagiarism includes, but is not limited to:
    a. Submitting AI-generated text as one’s own work.
    b. Using AI to write entire essays without meaningful student revision or contribution.
    c. Paraphrasing AI-generated content without citation.
    d. Misrepresenting AI-assisted work as solely human-generated.
B. Copying homework or allowing someone to copy your homework.
C. Letting your partner do all the work and just putting your name on the final project.
D. Sharing test questions and/or test answers with other students.
E. Looking on another’s test/quiz or allowing another student to copy your test/quiz.

F. Substituting other's work as your own with or without the other person's knowledge. (i.e. plagiarism)
G. Working with others on an assignment that is designed to be completed individually.

B. Consequences for Academic Dishonesty

Academic dishonesty is considered a behavior infraction. All offenses are cumulative for all courses over the student's secondary school academic career. If the behavior warrants it, administration may increase the level of consequences based on the facts and violations of other policies.

A. Procedures for Reporting Academic Dishonesty
   a. If a teacher believes that a student has an academic dishonesty violation, he/she will discuss the incident with the student.
   b. The teacher will complete a discipline incident form and submit it to the principal or designee outlining the violation.
   c. The teacher will inform the parent(s) of the violation.
   d. The teacher will provide an alternate assessment for up to 50% credit. If the student fails to complete it within the timeframe established by the teacher (not to exceed 4 days beyond the violation), the teacher will issue a score of zero. Students enrolled in college courses may receive an automatic zero depending on the policies of the college.
   e. Repeated violations will result in the administration meeting with the student, and parent(s) if required, to review the incident and establish consequences.
   f. All violations will be entered into the student's discipline record.

CELL PHONES AND Related Devices

Grades 5-8:

Cell phones, Smart watches and earbuds/headphones will not be allowed from 8:20 am-3:00 pm unless allowed by a teacher. These items should remain in lockers during the school day and not be seen out in the halls. Cell phones should never be used in restrooms or in locker rooms. Students needing to make a call home or connect with a parent during the school day may request to go to the office. Students will be expected to comply with this policy. Any student who violates these expectations will be held accountable to the discipline policy which includes these steps:

- 1st offense - Cell phone brought to the 5-8 office, returned to student at the end of the day
- 2nd offense -Cell phone brought to the 5-8 office, parent must come pick it up
- 3rd offense - Cell phone brought to the 5-8 office, parent must come pick it up, parent meeting

Grades 9-12:

By following these guidelines, students will help maintain a focused and respectful learning environment.

General Guidelines

• Cell Phone Use: Students may NOT use cell phones or Smart watches during instructional time, including the hallways during instructional time.

• Device Storage: All electronic devices should be kept off and in a locker during instructional time.

School Responsibility

• Lost, Stolen, or Damaged Devices: The school is not responsible for, and is not required to investigate any lost, stolen, or damaged electronic devices brought onto school grounds or the bus.

Confiscation and Consequences:

- 1st offense - Cell phone brought to the 9-12 office, returned to student at the end of the day
- 2nd offense -Cell phone brought to the 9-12 office, parent must come pick it up
- 3rd offense - Cell phone brought to the 9-12 office, parent must come pick it up, parent meeting

Specific Restrictions for grades 5-12:

• 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.

Extenuating Circumstances

• Students who use their cell phone to monitor a medical condition (i.e. diabetes, epilepsy) may have their cell phone with them at all times.
• In the case of a medical necessity, a student should have a health plan or prior approval. Please contact school administration if there is an essential need for an approved phone or device.

Investigations and Inspections

• Device Disabling: Disabling a cell phone or computer to thwart an investigation of a disciplinary matter will result in disciplinary action.
• Device Inspection: The school, through proper legal channels, reserves the right to inspect a student's electronic device if there is reason to believe the student has violated school policies or engaged in misconduct while using the device.

Additional Rules

• Recording and Posting: Students may not use a device to record, transmit, or post photos or videos of a person or persons on school grounds or the bus without express permission of an administrator in addition to the individual or individuals that are the subjects of the recording.

BACKPACKS

The administration and/or teachers may restrict the use of backpacks or other carrying devices on the basis of health, safety, or educational disruption potential. Backpacks are to be stored in lockers during the school day.

PERSONAL COMPUTERS

Students will not be allowed to use personal computers as a replacement for the school provided device.

LOCKERS

Lockers assigned to students are the property of the school. Any locker is subject to periodic inspection for cleanliness and may be entered by the principal or his designated representative at any time should it be suspected of containing alcohol, tobacco, narcotics, explosives or other items unlawfully obtained or considered potentially harmful to others or to the school building. Lockers may also be entered by the administration to recover school property or to prevent disruption to the educational process.
Combination padlocks will be provided for students to secure their assigned locker for a deposit of $15. This will be refunded when locks are returned in good condition within 30 days of graduation. Students may only use school-issued padlocks. Combinations are not to be shared with anyone. Lost padlocks must be replaced at a cost of $5 which is assessed to the student. Lockers need to be kept tidy at all times. They will be thoroughly cleaned at the end of each school year.

GRADING (Grades K-4)

Report cards will be sent home with students or distributed at conferences to parents and/or guardians at the end of each quarter throughout the year.

GRADING (Grades 5-12) Grade reports will be available on PowerSchool and not mailed home.
The grade scale for grades 5-12 students is as follows:

A	94-100	A-	90-93		
B+	87-89	B	83-86	B-	80-82
C+	77-79	C	73-76	C-	70-72
D+	67-69	D	63-66	D-	60-62
F	0-59				

GRADUATION CEREMONY

To be invited to participate in the graduation ceremony, seniors must be enrolled on a full-time basis in Sauk Centre Secondary School, or equivalent to full time if participating in a post-secondary options program, an Area Learning Center, or taking classes part-time with Sauk Centre and Falcon View Online School. Students must have successfully completed 72 credits at the end of the third quarter. In addition, students must be in good standing and enrolled in five classes during the fourth quarter. Students with credit deficiencies must be enrolled in an ALC or approved correspondence coursework after the third quarter grade notification in order to qualify for an invitation to participate in the graduation ceremony. Students with less than 72 credits completed who wish to participate in the graduation ceremony must present a plan for completing graduation requirements to the administration by April 16. Area Learning Centers enrolling students who wish to participate in the graduation ceremony must submit a written request for the student to participate in the graduation ceremony by April 16. This request should be accompanied by a transcript showing courses completed, credits earned, and currently enrolled courses. The previous conditions must be met to participate in the graduation ceremony. Additionally, appropriate dress and decorum as determined by the principal, will be required for participation in the ceremony.

GRADUATION REQUIREMENTS

All students are required to be in 5 classes each quarter.

Subject Area	Class of 2027	Class of 2028-2030
English 9	4	4
SH Lang Arts	4	4
Comp Elective	2	2
Lit Elective	2	2
Math	11	11
Biology	4	4
Chem or Physics	2	2
Physical Science	2	2
Science Electives	2	2
American History	3	3
Economics	1	1
Geography	2	2
Government	2	2
World History	2	2
Personal Finance		1
Art	2	2
Career & Computer Exploration	1	
Career Exploration		1
Health	1	1
Physical Ed	2	2
Required Credits	**49**	**50**
Elective Credits	**28-31**	**27-30**
Total Credits[1]	**77-80**	**77-80**

[1]A “failure buffer” of 3 elective credits is allowed.

Grades 7-8 English and Math

If a student fails two or more quarters of Math or English during their 7th or 8th grade year, a meeting will be held with parents and administration to discuss the student repeating the full year of Math or English in their 8th or 9th grade year.

ZAP (Zeros Aren't Permitted) Program (Grades 6-8): NEW!

The purpose of the ZAP (Zeros Aren't Permitted) program is to teach students the importance of completing and submitting all assignments on time while developing the habits and responsibility needed for long-term academic success. Completing schoolwork allows students to practice essential skills, demonstrate their understanding of course concepts, and receive meaningful feedback from their teachers.

When assignments are not completed, teachers cannot accurately determine whether a student has mastered the learning objectives or identify areas where additional support is needed. The ZAP program ensures that every student has the opportunity to complete missing work, enabling teachers to better assess learning and provide targeted assistance when necessary.

Beyond improving academic performance, the ZAP program reinforces the values of responsibility, perseverance, and effort. By emphasizing the expectation that all work is completed, the program helps students build positive work habits that will benefit them throughout their education and beyond.

What are the consequences of a ZAP?

- Tier 1 - When a student receives a ZAP they must turn in their completed assignment or attend the next ZAP Zone (lunch or study hall - whichever comes first).
- Tier 2 - If a student fails to attend their required ZAP session, they will be assigned after school detention.
- Tier 3 - If a student receives 10 or more ZAPS per quarter, they will be assigned 2 hours of detention and required to attend a parent/admin meeting.

HONOR ROLL

The “A” honor roll will include students with a 3.667 average and above. Students with a 3.000 to 3.666 average will be named to the “B” honor roll. Students receiving a D, F, or Incomplete grade on the report card are ineligible for the honor roll. The honor roll will be published at the end of each quarter. Honor roll averages are to be computed according to the following guidelines.

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

Students in grades 5-6 have the opportunity to earn honor roll status. Students must maintain a 3.0 GPA throughout the school year. Grades are averaged based on the above scale. Students who have earned a D or F on their report card through the mid-quarter of 4th quarter of the current year are not eligible. Only core classes are included in the calculation.

HONOR STUDENTS

Honor students will be any senior student with a minimum of a 3.333 GPA for their high school career. High honor students will have a 3.667 GPA and above. Honor status is determined following third quarter grades. **To be considered, students must not have failed or received a “w” in any classes.** Any PSEO students wishing to be included as honor students at graduation must submit an updated transcript and a copy of current grades to the principal at the end of Sauk Centre Secondary’s third quarter.

RECOGNIZING STUDENT ACHIEVEMENT AND SUCCESS

A. (Grades K-4) - Tower of Pride

Students earn Streeter Pride slips by demonstrating Streeter Pride values - being respectful, responsible, and safe - throughout the school. All Streeter Pride slips are collected and added to the Tower of Pride. Together, all K-4 students work to fill the Tower of Pride with these slips. Once the Tower is filled, the entire school earns a reward, such as pajama day, hat day, Fancy Friday, extra recess, etc. If the Tower of Pride is filled three times, a school-wide celebration is held, which may include activities like a field trip to the movie theater, swimming, DJ Pete, bowling, and more.

B. Grades 5-6 Quarterly Incentives: Students in grades 5 and 6 have the opportunity to earn an incentive at the end of each quarter based on academic and behavior goals that teachers set for each quarter. Students earning this incentive may be required to pay a participation fee.

C. Grades 5-12 - Streeter Way Incentives: School wide incentives are earned when goals are met in the number of students earning Streeter Slips indicating practice of our positive expectations. These may include field trips or events planned at school.

D. Grades 5-12 Wall of Fame

Each quarter, secondary school faculty members nominate students for the Wall of Fame who do outstanding work or have shown great improvement. Students named as members of the Wall of Fame will be published at the end of each quarter.

E. Presidential Academic Awards

A. Presidential Education Awards are presented to sixth grade students at the end of the school year. Sixth grade students who have maintained a grade point average of “A-” fifth grade through 3rd quarter of sixth grade will receive a Presidential Academic Award.

B. Presidential Education Awards are presented to ninth grade students during a ceremony held in the spring of the year. Ninth grade students who have maintained a grade point average of “A-” in seventh and eighth grades and through 3rd quarter will receive a Presidential Academic Award.

SCHEDULE CHANGES

A. The curriculum at Sauk Centre Secondary School is designed to provide students a comprehensive education that can be enhanced by a variety of special interest and college-level courses classes. Sauk Centre Secondary School is committed to post-secondary planning. Many of our students choose to go on to some post-high school education.

B. The selection of classes is a process that should not be taken lightly. You are planning your future. Talk to your parents, a school counselor, teachers, or any adult who can help you make wise choices. When selecting your classes you must keep in mind college entrance requirements, some technical college programs, military specialties, or work programs may require additional classes beyond what Sauk Centre requires for graduation.

C. It is essential that students make thoughtful choices regarding registration for courses. Parents and students must understand that staffing decisions are based on student registration selections. Budgetary decisions are based on registration numbers, course sections are closed when enrollment numbers reach maximum allowance, and instructional supplies are ordered based on course enrollment. Once a student registers for a class and that class is scheduled, the student has a responsibility of remaining in the class and completing it.

D. During registration, students will select their primary and alternate choices for courses. Every attempt will be made to schedule the primary requests for each student. However, in the event that it is impossible to schedule a specific combination of student requested courses or a course is not offered due to lack of enrollment, alternative choices will be used to fill the student’s schedule. Students are encouraged to make their primary and alternative selections carefully.

E. Students will not be allowed to change classes simply because they have changed their mind. Schedule changes will be limited to the following reasons or situations. In most cases, a student cannot drop a class with fewer than 15 students enrolled. In order to ensure class loads remain consistent, requests for specific teachers cannot be honored. Any exceptions to these guidelines must be approved by the building principal with parent, teacher and counselor input.

a. A student needs to withdraw from a course due to medical reasons. The student must provide a doctor’s recommendation to have their schedule changed for medical reasons.

b. A student does not meet the requirements of the course or does not have a prerequisite completed.
c. A student has failed a class.
d. An obvious error is on the student's schedule (ie. two classes scheduled at the same time).
e. A student wishes to drop a Study Hall, On the Job or Youth Service to add a course.
f. A student needs to schedule a course required for graduation or for admission to a specific post-secondary school or program.
g. The change is a recommendation or requirement on a student's IEP.

COLLEGE IN THE SCHOOLS (CIS)

Sauk Centre Secondary School has partnered with Central Lakes College (CLC) in Brainerd and Alexandria Technical and Community College to be able to offer classes for college credit at no charge. All classes are taught at Sauk Centre Secondary by certified Sauk Centre staff. Students who earn college credit in these classes should be able to transfer the credits to the college of their choice upon graduation.

Prerequisites to be eligible for participating in CIS learning opportunities are listed below.

A. All students must take the Accuplacer test to receive college credit for CIS classes. Juniors must have a cumulative GPA of 3.0 and Seniors are required to have a cumulative GPA of 2.5.
B. Students must complete CLC paperwork, which includes application for admission, data enrollment form and authorization for the release of student information.
C. Students who do not meet these requirements can apply for an appeal through CLC. Grades and GPAs earned through CIS courses will be applied toward the student's cumulative GPA for Sauk Centre Secondary School. In addition, the GPA earned in college level courses will transfer to the student's post secondary school of choice after high school graduation.
D. For College in the Schools students, any absence beyond 6 days per quarter may result in a lower grade and/or loss of college credit.

ONLINE LEARNING OPPORTUNITIES

A. Sauk Centre Schools is partnered with Falcon View Online School. Students wishing to enroll part-time (up to 50%) in Falcon View Online will be working towards the Sauk Centre diploma and will be allowed to participate in our graduation ceremony.
B. Sauk Centre Schools works in partnership with Online College in the High School (OCHS). Each OCHS course requires two quarters, unless it is indicated as a full-year course. Students will be assigned to a work station during the day and will be able to leave campus only if demonstrating adequate progress and with parent approval. Students will be expected to complete coursework during their class period, however most OCHS courses require additional homework time spent outside of the school day. Due to the high rigor of these courses, students must be technology savvy, self-directed learners, problem solvers, intrinsically motivated, and independent thinkers. Prerequisites to be eligible for participating in OCHS are listed below:
    A. Teacher Recommendation
    B. Parent Permission
    C. Cumulative GPA for Juniors of 3.0 or above, and for Seniors 2.8 or above

POST SECONDARY EDUCATION OPTION (PSEO)

Sauk Centre Secondary School works in full cooperation with post secondary colleges and schools for students interested in pursuing this option. In the best interest of students and to ensure the likelihood of success for students enrolled in this program, the following guidelines will be used to determine eligibility for students wanting to enroll in a PSEO program.

A. Juniors must have a cumulative GPA of 3.0 and seniors are required to have a cumulative GPA of 2.5.

B. Completion of graduation requirements for the current year of enrollment at Sauk Centre Secondary School.
C. PSEO course registrations and enrollments must meet the graduation and diploma requirements for Sauk Centre Secondary School.
D. The student shall inform the district by May 30 of the student's intent to enroll in postsecondary courses for fall semester and October 30 for spring semester.

Grades and GPAs earned through PSEO courses will be applied toward the student's cumulative GPA for Sauk Centre Secondary School. In addition, the GPA earned in college level courses will transfer to the student's post secondary school of choice after high school graduation.

PSEO students registered for courses off our campus are expected to sign in at the office when they visit school. Any student who is enrolled in PSEO for 50% or more of their day is not eligible for Homecoming or Snow Week royalty.

BEHAVIOR EXPECTATIONS

ALCOHOL and DRUGS

Student possession or consumption of alcohol, mood altering chemicals, marijuana, drug paraphernalia, or any substance defined by law as a drug, unless specifically prescribed by a physician for the student's own use, is prohibited on school grounds, while attending a school function, or while traveling in an authorized school vehicle. Penalties are cumulative in grades 7-12. Penalties for violation of the school board's rule for student use or possession regulations are as follows:

A. 1st violation: The student will be suspended for 3 school days and referral made to the chemical awareness counselor.

B. 2nd and succeeding violations: The student will be suspended for 5 school days and referral made to the chemical awareness counselor.

C. Repeated violations may result in the initiation of expulsion proceedings.

TOBACCO

Students are not allowed to possess tobacco paraphernalia, including lighters, e-cigarettes or use tobacco products on school property or at school sponsored activities. Students found guilty of possessing tobacco paraphernalia and/or using tobacco products will be dealt with in the following manner:

A. 1st violation, the student will be suspended for no less than one school day and referral made to the chemical awareness counselor.

B. 2nd violation, the student will be suspended for no less than three school days and referral made to the chemical awareness counselor.

C. 3rd violation, the student will be suspended for 5 days. During the entire calendar year, regardless of quantity, a student found in violation of chemical or tobacco use will be referred to the chemical awareness counselor and participate in a program about the effects of mood altering chemicals or tobacco. When appropriate, the school may suggest a student seek an assessment from an outside agency for potential chemical abuse or misuse. All violations will be reported to the Sauk Centre Police Department. The above penalties are cumulative in grades 7-12.

BIKES AND ROLLERBLADES

Bikes may be used for transportation to school. However, they must be parked and secured in the spaces provided. Students using roller blades must remove them prior to entering the building. Roller blades are to be stored in student lockers. Skateboards, scooters, and wheelies are not to be ridden inside of the school building.

CLOSED CAMPUS

Our secondary school operates on a "closed" campus policy. From the time of arrival to dismissal students are not to leave school property without permission from the office.

A. Any student desiring to leave school during the school day, for any reason, must present a parental

excuse to the principal's office before school to get a permit to leave. All notes must state the reason for leaving, time of departure, and time of return.
B. If students leave or arrive during school hours they must check in or check out through the school office.
C. Any student leaving the school building without permission will be subject to disciplinary action.

DISCIPLINE POLICY

Rule 1: GENERAL POLICY

Students are entitled to fair treatment and recognition of their rights and privileges. In return, students are expected to comply with school board rules, to pursue a suitable course of study, and to submit to the lawful authority of school officials. The mutual aim of the school staff and students should be to create a sense of community where everyone is considerate of the rights of others so that all may develop to their fullest potential. It is the responsibility of the school board, administration, and teachers to safeguard the health and safety of each student. The school board and district administrators will support district personnel who, in dealing with students on disciplinary matters, act in accordance with state statutes, state board of education regulations, and this policy.

Rule 2: RULES OF CONDUCT

Students in the Sauk Centre Secondary School will be expected to conduct themselves, at all times, in a manner that will reflect credit upon themselves and their school. They will be expected to show respect for school personnel and fellow students and for both public and individual property. They will be expected to refrain from smoking, drinking alcoholic beverages, and the use of other illegal drugs on school grounds and at school functions.



The Streeter Way expectations serve as the foundation for the Secondary School. The Streeter Way is taught to all students in grades 5-12 to develop an understanding of appropriate behavior. This common understanding is intended to promote a positive learning environment.

THE STREETER WAY

	Be Respectful	Be Responsible	Be Ready
Bathroom/Locker Room	→ Respect people's privacy and belongings → Clean up after yourselves	→ Keep phones away → Be chemical free → Remember to flush → Use facilities appropriately → Report problems	→ Be timely → Wash your hands
Hallways	→ Walk in the hallway, keep to the right → Keep hands to yourself → Maintain appropriate volume levels → Use appropriate language	→ Take care of your locker → Clean up after yourself & others	→ Know your destination → Be timely
Events	→ Show good sportsmanship → Show respect for performers, officials and spectators	→ Use technology appropriately → Be chemical free → Being a good listener	→ Be present → Be a positive representative of our school
Cafeteria	→ Walk → Keep hands to yourself → Maintain appropriate volume levels → Stay in the cafeteria area until dismissal → Cooperate with adults and peers	→ Clean up after yourself → Make healthy choices → Use good table manners	→ Be timely → Be patient → Be prepared
Bus	→ Listen to the bus driver → Maintain appropriate volume levels → Use appropriate language	→ Keep aisle clear → Keep my hands and feet to myself → Keep the bus clean	→ Stay seated → Be timely → Know and follow all bus rules → Manage your own possessions

THE STREETER WAY

Classroom

	Be Respectful	Be Responsible	Be Ready
Arrival	→ Walk to your seat → Phones kept in locker → Appropriate language and voice volume	→ Homework completed → Be on time	→ Be on time → Have Chromebook charged → Have materials prepared
Whole Group Instruction	→ Active listening → Limit distractions → Participate appropriately	→ Focus on learning → Active participation → Follow directions → Use technology appropriately	→ Have materials prepared → Ask questions
Independent Work	→ Stay on task → Work quietly → Limit distractions	→ Try your best → Use time wisely → Do your own work	→ Have materials prepared → Ask questions
Small Group Work	→ Stay on topic → Be open to others' opinions → Include all group members	→ Do your part → Actively participate → Meet timeline	→ Have materials prepared → Ask questions
Departure	→ Follow dismissal procedures	→ Clean up area	→ Gather personal items → Know your homework → Take school materials home

Accountability for Behavior and Consequences

For infractions of school rules, the following procedures will be used as a guideline. More severe infractions will receive immediate office referral and immediate consequences.

- First incident = Warning issued
- Second incident = Behavior Improvement Plan, parent notified
- Third incident = Detention for one hour, parent notified
- Fourth incident = Detention for two hours, parent notified
- Fifth incident = In-School Suspension, parent notified
- Sixth incident = Administrative discretion regarding consequences

Office Managed Behaviors	**Classroom Managed Behaviors**
-Tardies	-Inappropriate Language
-Bullying	+Name Calling
*Aggressive Verbal	+Profanity
*Altercations/intimidation	+Put-downs
*Physical aggression	-Tattling
*Vandalism	-Non-academic discussions
Substance use	+blurting
*Weapons	+interrupting
-Harassment	+side conversations
*Skipping Class	-Unprepared for class
-Inappropriate use of technology	-Technology violation
-Chronic misbehavior	-Lying
-Truancy	-Cheating
-Major stealing	-Noncompliance
-Inappropriate dress code issue	-Disengagement
	-Property misuse
*Urgent Situation	-Invading personal space
	-Using negative tone of voice
	-Minor conflict between students

The following conduct by students in a school building or on the school grounds or at any school function or event off the school grounds is prohibited:
- Possession, use, or being under the influence of any controlled substance, marijuana, alcohol, drugs, tobacco, or intoxicant of any kind. The use of a drug authorized by a physician for use during school hours is not a violation;
- Willful destruction or damage to school property or property of individuals;
- Stealing of school property or stealing of private property belonging to other students or to any other person;
- Fighting shall be characterized by a violent aggressive behavior by two or more individuals with the intent of inflicting physical harm upon one another and differentiated from poking, pushing, shoving, or scuffling;
- Direct attack with a weapon will be handled in accordance with the weapons policy published in this handbook;
- Direct attack on another person will result in suspension and the student may be recommended to the Superintendent for expulsion;
- Conduct which endangers the health, safety, welfare, or morals of the students of the school district; Conduct which materially and substantially disrupts the rights of others to an education;
- Commission of any other crime, including the offender, and willful conduct which endangers the property

of the school;
- Unexcused absence from class or from school during normal school hours;
- Repeated patterns of tardiness to school and/or to class;
- Cheating of any kind is unacceptable. Consequences for cheating may include a grade reduction and possible further consequences. In all cases, the parent/guardian will be notified;
- Inappropriate touch or displays of affection;
- Insubordinate or disrespectful behavior towards school personnel;
- Verbal taunting of others, includes name-calling, teaching, and put-downs;
- Physical, verbal, or visual intimidation;
- Behaviors that are perceived as bullying, humiliating, or harassing toward students or staff;
- Failure to properly identify oneself;
- Conduct which includes the use of inappropriate, profane, obscene, or disrespectful language in verbal and/or written form, or gestures directed toward staff or other students;
- Willful violation of any other school board or administrative regulations which have been duly published;
- And, other inappropriate acts pursuant to administrative review.

C. A teacher, school employee, school bus driver, or other agent may use reasonable force in compliance with Minnesota Statute 121A.582 and other laws.

Rule 3: PENALTY FOR RULE VIOLATION

The school administration may, for willful violation by a student of any school board rule or regulation:
A. Dismiss the student for one school day or less.
B. Suspend the student from attending school for a period of no more than 10 school days.
C. Restrict the student to an in-school suspension.
D. Initiate proceedings to expel or exclude the student from school.
E. Impose detention before or after the normal school day.
F. Require a parental and/or student conference with an administrator, teacher and/or counselor.
G. Mandate loss of school privileges. (This includes lunchroom or pass privileges and passing times)
H. Any combination of the above.
Principals may adopt regulations to supplement these rules for their particular building as long as such regulations are consistent with these rules. In appropriate cases, the school administrator may refer to the proper law enforcement agencies.

Rule 4: PROCEDURES FOR REMOVAL FROM CLASS AND SUSPENSION

Refer to the Fair Pupil Dismissal Act of 1974 as revised.
A. Definition of terms:
a. Removal from class - excluding a student from one class period or modular unit, when their teaching/learning environment is disrupted.
b. One day dismissal - prohibiting the student from attending school for one day or less.
c. Suspension - prohibiting a student from attending school for a period of more than one day.
d. In-school suspension - prohibiting a student from attending classes for a period of one day but no longer than five days while the student is restricted to a particular room in school.
e. Detention - requiring a student to remain in school before or after normal school hours for disciplinary reasons. Students assigned detention will have two days to complete or suitable arrangements made with the principal or ISS will be assigned.

Removal from class:

a. Students removed from class remain in the school's custody and shall report directly to the principal's office and remain there until dismissed.
b. Students removed from class shall be the responsibility of the principal or his/her lawful designee.
c. The removal from class may be imposed at the teacher's recommendation for one class period.
d. The teacher and the principal shall meet on all removals from class and mutually agree on a re-entry plan.

The re-entry plan may include but is not limited to the following:

1.Completion of all make-up work.
2.Agreement to follow all classroom rules.
3.Detention before or after a normal school day.
4.Parental and/or student conference with an administrator, teacher or counselor.
5.Loss of school privileges.
6.Any combination of the above.

e. Parents will be notified of violations of rules of conduct resulting in removal from class by the classroom teacher.

Suspension or one day dismissal:

The above shall be imposed only through an informal administrative conference with the student. Exceptions occur when it appears that the student will create an immediate and substantial danger to persons or property.

In-school suspension

a. Students retained under in-school suspension shall be responsible to the principal.
b. Students will be provided class work and assistance from each of their instructors to be completed during the suspension time.
c. Notification procedure shall be the same for all suspensions listed above.
d. Parent Notification: Whenever possible, the parent or guardian should be notified by telephone and informed of the reasons for suspension. When a parent cannot be contacted, the decision to send the student home or to allow the student to remain on school premises or to refer to proper authorities shall take into account the student's age, safety, maturity, the misconduct involved, and other relevant circumstances.

Readmission

a. A readmission plan will be included in all suspensions.

Rule 5: PROCEDURES FOR EXPULSION AND EXCLUSION

A. Exclusion means prohibiting enrollment or re-enrollment of a student for no longer than one school year.
B. Expulsion means prohibiting an enrolled pupil from further attendance for a period no longer than the current school year.
C. A student may be excluded or expelled from school by action of the school board for willful violation of a school board rule or regulation.
An alternative educational program shall be provided. No exclusion or expulsion shall be imposed without a hearing as provided by the Pupil Fair Dismissal Act, unless the right to a hearing is waived in writing by the student and the parent or guardian.
D. A student may be suspended pending the board’s decision in any expulsion or exclusion hearing provided an alternative program shall be implemented to the extent that suspension exceeds 10 days.

Rule 6: STUDENT WITH SPECIAL NEEDS

Students with special needs shall have all responsibilities, rights, and privileges of regular education students under Rule # 1 of this policy. Additionally, for every student with a disability, the IEP team must determine whether the student is able to adhere to the School District 743 Student Discipline Policy. If the student is able to adhere to this policy, then the consequences will be the same as those for regular education students and the consequences are deemed to be exempted from MN Rule 3525.2925 (Use of Behavioral Interventions). If the student is unable to adhere to the district's Student Discipline Policy, then the behavior intervention plan will be included in the current IEP. A team meeting will be held to revise the IEP if the current plan is not appropriate.

Rule 7: PUBLICATION OF RULES
Copies of this policy together with the Pupil Fair Dismissal Act of 1974 shall be published in the Student Handbook and distributed to all students during the first month of the school year. Nothing in this policy is intended to conflict with the Pupil Fair Dismissal Act of 1974.

Dress Code
The following dress code will be enforced between the hours of 8:20-3:00 PM. Sauk Centre Public Schools respect students' rights to express themselves in the way they dress. Students have the right to be treated equitably. Dress code enforcement will not be more strictly enforced against students because of gender or gender identity, racial identity, cultural or religious identity, household income, or body size/type. All students who attend Sauk Centre Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment.

Minimum requirements:

1. Clothing must be modest and provide sufficient coverage.
    a. All students are expected to wear shirts that have shoulder straps and cover the midsection.
    b. All students are expected to wear clothing that sufficiently covers all private parts.
    c. Underwear must not be visible. Visible straps/waistbands under other clothing is not a violation.
2. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
3. It is a health policy that a student is not to go barefoot or without shoes in the classrooms, corridors, or physical education classes at any time. Shoes should be safe for the environment and not include wheels or roller blades.

Additional requirements:

1. Students may not wear clothing, jewelry, or personal items that depicts, implies, advertises, or advocates:
    a. illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
    b. pornography, nudity, or sexual acts
    c. vulgar, discriminatory, or obscene language or images
    d. hate group association or hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
    e. gang association/affiliation

Enforcement

1. Staff will use reasonable efforts to avoid dress-coding students in front of other students.
2. The student will be directed to cover, change, or remove the non-compliant attire.
3. If a student's mode of dress interferes or disrupts the educational process or poses a threat to the health and safety of other students, administration may remove the student from class.
4. Parent/guardian notification will be made if the student does not comply with the policy.

This policy allows for reasonable variation in required student attire for specialized activities or special events approved by administration.

Discrimination Procedure (Title IX)
It is the policy of the Board of Education of District Number 743 to comply with federal and state law prohibiting discrimination. No person shall be discriminated against on the grounds of race, color, national origin, creed, religion, sex, marital status, status with regard to public assistance, age, sexual preference, or disability. Any person who has a complaint alleging that the school district is not complying with this

policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the Title IX Coordinator, (the superintendent), whose office is located in the district office area.

Elementary Behavior Expectations (Grades K-4)

Streeter Pride expectations serve as the foundation for Sauk Centre Elementary behavioral standards. Streeter Pride expectations are taught and retaught to all students in K-4. Teaching school-wide expectations improves the school's capacity to teach and support positive behavior for all students. The goal of teaching (and re-teaching) expectations is to develop, in our students, an understanding of appropriate behavior, so that little external enforcement is required. When this takes root, it is our belief that a very positive and productive learning environment will result, enabling students to pursue excellence. Another important aspect of Streeter Pride is that it is school-wide and includes the entire school community.

The SCES Streeter Pride framework focuses on three areas.

- Be Respectful
- Be Responsible
- Be Safe

Below is the Streeter Pride School-Wide Matrix.



Streeter Pride School-Wide Matrix

	Playground	Cafeteria	Hallway	Bathroom	Bus and Bus Stop
Respectful	• Listen to the playground supervisors. • Use acceptable, non-threatening language. • Line up and go inside when the signal is given. • Come into the building quietly.	• Eat my own food. • Wait calmly in line. • Keep my hands, feet, and other objects to myself. • Use proper table manners. • Place my tray and silverware quietly and neatly in the appropriate areas. • Talk quietly.	• Remain quiet. • Keep my hands and feet to myself.	• Use a quiet voice. • Remember to flush the toilet. • Remain in my own stall and give others privacy. • Wait for my turn.	• Listening to and following the directions of the bus driver, adult, and/or substitute driver. • Using an inside voice and using appropriate language. • Keeping my hands and feet to myself. • Keeping the bus clean. • Keeping my belongings in my school bag and on my lap.
Responsible	• Pick up litter and place all garbage in the trash containers. • Put the playground equipment away. • Help others when needed.	• Take my time to eat. • Make healthy food choices. • Use two hands to hold my tray. • Throw my garbage away in the trash containers.	• Walk together on the right hand side of the hallway. • Keep a walking path when working in the hallway. • Pick up litter.	• Leave all writing materials out of the bathroom. • Return to class or join my class line. • Wash my hands after each bathroom use.	• Being on time for my bus. • Sitting down in my assigned/preferred seating area. • Bringing appropriate items for the bus. • Preparing myself to leave the bus. • Helping others when needed and reporting inappropriate behaviors.
Safe	• Play within the marked boundaries. • Use playground equipment appropriately. • Use my hands to play appropriately.	• Use cafeteria equipment properly. • Remain seated when eating and after trays are returned. • Wait to be dismissed by the supervisor. • Walk at all times.	• Walk at all times. • Keep my locker door closed. • Pass others carefully. • Pay attention to where I am walking.	• Place garbage in the trash containers. • Use the bathroom facility appropriately. • Keep the water in the sink.	• Staying out of danger zones. • Sitting appropriately in my seat. • Staying seated until the bus gets to my destination. • Keeping my entire body inside the bus at all times.

Non-Exclusionary Discipline Practices

Sauk Centre Elementary uses a variety of Non Exclusionary Discipline (NED) practices when addressing student incidents. NED practices are progressive and logical. Depending on the student incident, one or more of the following Non Exclusionary Discipline practices may be implemented:

- Fix It Ticket
- Office Discipline Referral (ODR)
- Conference with Student
- Alternative Recess Option
- Parent Contact
- Referral to School Social Worker / SEL Interventionist
- Referral to School Resource Officer

Talk, Walk, Tell

Students are taught three simple steps to help them solve various friendship problems. Students are encouraged to solve disagreements independently and then seek adult assistance if the issue is still not resolved. Posters with these steps are displayed within each classroom and throughout the school as reminders for the students. The problem-solving steps are summarized below.

Students can choose to do one of the following strategies within each step:

1. TALK - Use your words to tell the person to stop what he or she is doing. Ask the person to leave you alone. Tell the person how you feel when he or she treats you badly. Suggest Rock/ Paper/ Scissors.
2. WALK - Walk away from the person who is bugging/bothering you. Ignore the person. Play with someone else or a different group of students.
3. TELL - Tell a grown-up about the person who is bugging you. Ask the grown-up for help.

The steps are very easy to remember and can help students solve numerous problems in a respectful, responsible, and safe manner.

ACTIVITIES PARTICIPATION

ACADEMIC ELIGIBILITY AND ACTIVITY PARTICIPATION

The following rules govern academic eligibility for all students in grades 7-12:

A. A student who receives a failing grade at the academic eligibility check period (mid-quarter and end of quarter) will lose eligibility for a one week or one contest/performance, whichever is greater. This penalty will begin on the Monday following the mid-quarter or end of quarter grade posting. This period of eligibility applies to the current season, or the next season the student participates in. It also applies to fall activities if the student failed a course the previous fourth quarter.

B. Academic eligibility rules apply to each of the school sponsored activities listed below.
   Activities
   a. All athletics
   b. Band/Choir
   c. Speech/Drama/Theatre
   d. FFA

Physical Examination and Parent Permit:

A. Any student who intends to participate in high school interscholastic athletics must have on file in the school (Athletic Director's Office) a record of a physical examination performed by a physician within the previous three years. A health questionnaire shall be completed annually and could indicate the need for a physical examination prior to participation. The signature of the parent or guardian approving participation is required. All seventh graders, all new students who do not have records in our files, and all students who haven't had a physical within the last three years will be required to have a physical examination from the doctor of their choice before being able to participate in interscholastic athletics.

B. All students participating in school sponsored activities are subject to Minnesota High School League Rules. Please refer to the Minnesota High School League Manual located in the Athletic Director's Office.
C. Additional eligibility rules:
   a. No selling or distribution of any alcohol or drugs.
      Ist offense: Immediate dismissal from the team for the remainder of the season.
   b. Every athlete will meet the rules and requirements of the MSHSL.
   c. Any student in violation of the chemical possession rule on school property will be assessed the same penalties stated in the Eligibility Guidelines established by the local school board.
D. Other policies, related to student participation:
   a. The participation fee for all athletic activities must be paid.
   b. Equipment issue slips must be submitted to coaches before participating.
   c. Students must meet MSHSL and SCSS eligibility requirements.
   d. Students may switch to a different sport only during the first 2 weeks of practice and only 1 switch per season. Switches must be after consultation by the coaches involved and with the approval of the athletic director.
   e. Participation fees will be refunded only during the first 10 days of practice.
   f. Students on suspension programs are ineligible to attend as well as participate in extracurricular activity practices, games, meets, or events on those days.
   g. Students should report all injuries to their coaches as soon as possible.
   h. No student will be allowed to participate in more than one sport per season.
   i. Students in attendance at SCHS at the beginning of a sports season may not join any sport after 22 calendar days from the start of the season. Injury or illness is excluded.

ACTIVITY CARDS (K-12) $35.00

Each student may purchase an activity card. The cost of the activity card is $35.00 for all students, grades kindergarten through twelve. This card will entitle the student to the following:

A. Admission to all regular season home football, basketball, swimming, wrestling, volleyball, and hockey games (regular season).
B. Cards may be purchased in the District Office or Community Ed./Activities Office. The cards are non transferable, nonrefundable, and not replaceable. Admission is only good for regular season events and not for tournaments.

ACTIVITY FEES

ATHLETICS

Grades 9-12	$150.00
Grades 7-8	$ 95.00

NON-ATHLETIC FEES:

Grades 9-12	$ 60.00 per activity (FFA, Band/Choir contests, Drama, Speech, Robotics)
Grades 7-8	$ 40.00 (FFA, Drama, Speech, Robotics)

ACTIVITY PARTICIPATION AND LOSS OF ELIGIBILITY

The athletic department believes that by following the rules and procedures listed below, our athletes will create a positive self-image, gain peer acceptance, learn self-control and self-discipline, and establish a positive set of values for future involvement in society. Students in grades 7-9 participating at the varsity, junior varsity, or B squad level will be required to adhere to the Activity Participation rules established for grades 10-12.

Participation and Loss of Eligibility in Category I and II Extra-curricular Activities

This policy applies to all students involved in any extracurricular activity scheduled either during or outside the school day.

A. Any student that is absent for any portion of the school day is ineligible to practice or participate that afternoon or evening. The following exceptions apply:

a. Absences due to school activities will be accepted and participation permitted. (This DOES NOT include college visits.)
b. Absence due to illness will be allowed if the student is in attendance periods 4 and 5 and brings a doctor's permit to participate.
c. Absence due to a medical appointment will be allowed if the student attends a minimum of two (2) periods and brings a card from the appointment.
d. Activity participation will not be permitted for college visits unless the visit is deemed necessary by the building principal and prior permission is granted.

B. Any student absent or tardy the next day following an event in which they participated in will not be allowed to practice or participate that day.

C. Loss of Eligibility - Tobacco, Alcohol and/or Drug Violation
   a. Category I Activities, whichever is the greater penalty
      1. First Offense: 2 events or 14 days
      2. Second Offense: 6 events or 21 days
      3. Third Offense: 12 events or 28 days
   b. Category II Activities, whichever is the greater penalty
      1. First Offense: 1 event or 14 days
      2. Second Offense: 2 events or 28 days
      3. Third Offense: 3 events or 42 days
   c. Student Organizations and Homecoming/Snow Week Royalty
      1. Any offense: Loss of eligibility for one year

Category II Activities

A. During the calendar year or during the season of practice, play or rehearsal, regardless of quantity, a student shall not use or possess a beverage containing alcohol, use or possess tobacco, or use or consume, have in possession, buy, sell, or give away marijuana or any substance defined by law as a drug. It is not a violation for a student to be in possession of a legal defined drug specifically prescribed for the student's own use by his or her doctor.
   a. This applies to all students in grades 7-12
   b. Activities
      1. Band/Choir
      2. FFA
      3. Theatre/Drama
      4. Other appropriate activities as determined by principal
   B. Penalty for rules violations shall be loss of eligibility for one contest, event, and/or public performance or two weeks, whichever is greater. Penalties will be doubled for additional violations.
   C. Review of alleged violations - The building principal shall investigate for the facts and render a decision within a reasonable time of alleged violation(s).

*An appeals process can be considered and is defined in the MSHSL handbooks and available in the Activity Director's Office.

<u>Social Media</u>

Student Athletes are expected to use social media in an appropriate manner that reflects the goals and mission of the school. Penalties will be imposed for students who use social media to abuse staff, classmates and/or sports rivals. This policy also prohibits any photos or posts about alcohol, tobacco, drugs and bands racially or sexually explicit language/photos. Penalties will be applied through Code of Conduct Procedures.

<u>ATHLETIC LOCKS</u>

Locks for athletic activities will be issued in the athletic director's office. A $10.00 deposit will be required for each lock with a refund upon the return of the lock to the athletic director's office. The locks must be returned prior to June 15, and must be the same lock as was issued. All locks used must be school issued locks. Any non-school locks will be cut off for security reasons.

PROM
Any Sauk Centre Secondary School junior or senior is eligible to attend prom with a guest. Any sophomore who is escorted by a Sauk Centre junior or senior is also eligible to attend prom. All students attending prom must be at least a sophomore but no older than 20. Any attendee that is not currently a Sauk Centre sophomore, junior, or senior must have pre-approval of the senior high principal.

ANNUAL NOTICES AND INFORMATION

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance will be recited on the first school day of each week. This recitation will be initiated by the school office and will take place during the first period. This is in accordance with the laws of the state of Minnesota and it should be noted that anyone who does not wish to participate in reciting the pledge may elect not to do so and that students must respect another person's right to make that choice.

DATA PRIVACY
Notice is hereby given that Independent School District 743, pursuant to the U.S. General Education Provisions Act and Minnesota Government Data Practices Act, declares the following as "directory information" as said Act, and that information relating to students may be made public if said information is in any of the following categories:

- Student's name
- Date and place of birth
- Gender
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by a student
- Photos in the normal course of school activities
- And other similar information

Directory information does not include identifying data which references religion, race, color, social position, or nationality. Any parent of any student in the district may notify the district of their desire that some or none of the above information is to be released without their consent by contacting the building principal which said student attends. This notification must be given to the district within thirty (30) days of this publication notice.

DISCIPLINE COMPLAINT PROCEDURE
It is the goal of Independent School District #743 to maintain a learning and working environment that is safe for students and staff. All students have the right to an education and the right to learn.

The discipline policy of the school district is to utilize progressive discipline to the extent reasonable and appropriate based upon the specific facts and circumstances of student misconduct. The specific form of discipline chosen in a particular case is solely within the discretion of the school district.

Students, parents and other guardians, may file a Discipline 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 regarding their child.

When submitting a complaint, please follow the procedures listed below;

- Please complete the **Discipline Complaint Form**. (link to website)
- Sauk Centre Public Schools will begin an investigation into the complaint within three school days of receipt, and identify personnel who will manage the investigation and any resulting record and are responsible for keeping and regulating access to any record.
- After the investigation is completed, we will provide a written determination to the complainant that addresses each allegation and contains findings and conclusions.
- If the investigation finds the requirements of Minnesota Statutes, sections 121A.40 to 121A.61, including any local policies that were not implemented appropriately, contain procedures that require a corrective action plan to correct a student's record and provide relevant staff with training, coaching, or other accountability practices to ensure appropriate compliance with policies in the future; and prohibit reprisals or retaliation against any person who asserts, alleges, or reports a complaint, and provide procedures for applying appropriate consequences for a person who engages in reprisal or retaliation.

LOCKER/DESK & CANINE SEARCHES

Student lockers and desks are subject to search without notification for any reason, at any time and without student consent. Canine searches of anything on school grounds may occur without notice periodically throughout the school year. Any non-compliant item(s) found are subject to disciplinary action and any laws.

BULLYING PROHIBITION POLICY

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

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

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

D. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
E. False accusations or reports of bullying against another student are prohibited.
F. A person who engages in an act of bullying, reprisal, retaliation, or false reporting of bullying or permits, condones, or tolerates bullying shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures, including the school district's discipline policy (See MSBA/MASA Model Policy 506). The school district may take into account the following factors:
1. The developmental ages and maturity levels of the parties involved;
2. The levels of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.
Consequences for students who commit prohibited acts of bullying may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion. The school district shall employ research-based developmentally appropriate best practices that include preventative and remedial measures and effective discipline for deterring violations of this policy, apply throughout the school district, and foster student, parent, and community participation.
Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or Discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school district property and events.
G. The school district will investigate all complaints of bullying reported to the school district and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school district who iis found to have violated this policy.

III. DEFINITIONS
For purposes of this policy, the definitions included in this section apply.
A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
The term, "bullying," specifically includes cyber-bullying as defined in this policy.
B. "Cyber-bullying" means bullying using technology or other electronic communication, including, but not limited to, a transfer of a sign, signal, writing, image, sound, or data, including a post on a social network Internet website or forum, transmitted through a computer, cell phone, or other electronic device. The term applies to prohibited conduct which occurs on school premises, on school district property, at school functions or activities, on school transportation, or on school computers, networks, forums, and mailing lists, or off school premises to the extent that it substantially and materially disrupts student learning or the school environment.
C. "Immediately" means as soon as possible but in no event longer than 24 hours.
D. "Intimidating, threatening, abusive, or harming conduct" means, but is not limited to, conduct that does the following:
1. Causes physical harm to a student or a student's property or causes a student to be in reasonable fear of harm to person or property;
2. Under Minnesota common law, violates a student's reasonable expectation of privacy, defames a student, or constitutes intentional infliction of emotional distress against a student; or
3. Is directed at any student or students, including those based on a person's actual or perceived race, ethnicity, color, creed, religion, national origin, immigration status, sex, marital status, familial status, socioeconomic status, physical appearance, sexual orientation including gender identity and expression, academic status related to student performance, disability, or status with regard to public assistance, age,

or any additional characteristic defined in the Minnesota Human Rights Act (MHRA). However, prohibited conduct need not be based on any particular characteristic defined in this paragraph or the MHRA.
E. “On school premises, on school district property, at school functions or activities, or on school transportation” means all school district buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.
F. “Prohibited conduct” means bullying or cyber-bullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
G. “Remedial response” means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
H. “Student” means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE
A. Any person who believes he or she has been the target or victim of bullying or any person with knowledge or belief of conduct that may constitute bullying or prohibited conduct under this policy shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report bullying anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
B. The school district encourages the reporting party or complainant to use the report form available from the principal or building supervisor of each building or available in the school district office, but oral reports shall be considered complaints as well.
C. The building principal, the principal’s designee, or the building supervisor (hereinafter the “building report taker”) is the person responsible for receiving reports of bullying or other prohibited conduct at the building level. Any person may report bullying or other prohibited conduct directly to a school district human rights officer or the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as the primary contact on policy and procedural matters. The building report taker or a third party designated by the school district shall be responsible for the investigation. The building report taker shall provide information about available community resources to the target or victim of the bullying or other prohibited conduct, the perpetrator, and other individuals as appropriate.
D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute bullying or other prohibited conduct shall make reasonable efforts to address and resolve the bullying or prohibited conduct and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute bullying or other prohibited conduct or who fail to make reasonable efforts to address and resolve the bullying or prohibited conduct in a timely manner may be subject to disciplinary action.
E. Reports of bullying or other prohibited conduct are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and

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

V. SCHOOL DISTRICT ACTION
A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (See

MSBA/MASA Model Policy 506) and other applicable school district policies; and applicable regulations.
E. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students who are targets of bullying or other prohibited conduct and the parent(s) or guardian(s) of alleged perpetrators of bullying or other prohibited conduct who have been involved in a reported and confirmed bullying incident of the remedial or disciplinary action taken, to the extent permitted by law.
F. In order to prevent or respond to bullying or other prohibited conduct committed by or directed against a child with a disability, the school district shall, when determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not to engage in bullying or other prohibited conduct.

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

conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy.

VII. TRAINING AND EDUCATION

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

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

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

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

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

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

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

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

F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education

including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

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

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

HARASSMENT PROHIBITION
A. PURPOSE
The purpose of this policy is to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form religious, racial or sexual harassment and violence.

B. GENERAL STATEMENT OF POLICY
a. It is the policy of the school district to maintain a learning and working environment that is free from religious, racial or sexual harassment and violence. The school district prohibits any form of bullying, religious, racial or sexual harassment and violence.
b. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding religion and race as defined by this policy. (For purposes of this policy, school personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
c. It shall be a violation of this policy for any pupil, teacher, administrator or other school personnel of the school district to inflict, threaten to inflict, or attempt to inflict religious, racial or sexual violence upon any pupil, teacher, administrator or other school personnel.
d. The school district will act to investigate all complaints, either formal or informal, verbal or written, of religious, racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator or other school personnel who is found to have violated this policy.

C. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED
a. Sexual Harassment: Definition
i. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
i. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education; or
ii. submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
iii. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment.
ii. Sexual harassment may include but is not limited to:
i. unwelcome verbal harassment or abuse;
ii. unwelcome pressure for sexual activity;
iii. unwelcome, sexually motivated, or inappropriate patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators, or other school personnel to avoid physical harm to persons or property;
iv. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status;
v. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status; or unwelcome behavior or words directed at an individual because of gender.
b. Racial Harassment: Definition
Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:
i. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
ii. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
iii. otherwise adversely affects an individual's employment or academic opportunities.
c. Religious Harassment: Definition
Religious harassment consists of physical or verbal conduct which is related to an individual's religion when the conduct:
i. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;
ii. has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
iii. otherwise adversely affects an individual's employment or academic opportunities.
d. Sexual Violence: Definition
Sexual violence may include, but is not limited to:
1.touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2.coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3.coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4.threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.
f. Racial Violence: Definition
Racial violence is a physical act of aggression or assault upon another because of or in a manner reasonably related to race.
g. Religious Violence: Definition

Religious violence is a physical act of aggression or assault upon another because of, or in a manner reasonably related to, religion.
h. Assault: Definition
Assault is:
1.an act done with intent to cause fear in another of immediate bodily harm or death;
2.the intentional infliction of or attempt to inflict bodily harm upon another; or
3.the threat to do bodily harm to another with present ability to carry out the threat.

D. REPORTING PROCEDURES
a. Any person who believes he or she has been the victim of religious, racial or sexual harassment or violence by a pupil, teacher, administrator or other school personnel of the school district, or any person with knowledge or belief of conduct which may constitute religious, racial or sexual harassment or violence toward a pupil, teacher, administrator or other school personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school district office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to a school district human rights officer or to the superintendent.
b. 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 a building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building principal immediately.
c. Upon receipt of a report, the principal must notify the school district human rights officer immediately, without screening or investigating the report. The principal may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the human rights officer. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein will result in disciplinary action against the principal. If the complaint involves the building principal, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant,
d. In the District. The school board hereby designates Patrick Westby as the school district human rights officer(s) to receive reports or complaints of religious, racial or sexual harassment or violence. If the complaint involves a human rights officer, the complaint shall be filed directly with the Board Chairperson.
e. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
f. Submission of a good faith complaint or report of bullying, religious, racial or sexual harassment or violence will not affect the complainant or reporter's future employment, grades or work assignments.
g. Use of formal reporting forms is not mandatory, but strongly suggested.
h. The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

E. INVESTIGATION
a. By authority of the school district, the human rights officer, upon receipt of a report or complaint alleging religious, racial or sexual harassment or violence, shall immediately undertake or authorize an investigation. The investigation may be conducted by school district officials or by a third party designated by the superintendent.
b. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or

circumstances giving rise to the complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.
c. In determining whether alleged conduct constitutes a violation of this policy, the investigator should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.
d. In addition, the school district may take immediate steps, as its discretion, to protect the complainant, pupils, teachers, administrators or other school personnel pending completion of an investigation of alleged religious, racial or sexual harassment or violence.
e. The investigation will be completed as soon as practicable. The investigator shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

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

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

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

I. HARASSMENT OR VIOLENCE AS ABUSE
a. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat 626.556 may be applicable.
b. Nothing in this policy will prohibit the school district from taking immediate action to protect victims of alleged harassment, violence or abuse.
J. DISSEMINATION OF POLICY AND TRAINING
a. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.
b. This policy shall appear in the student handbook.
c. This policy will develop a method of discussing this policy with students and employees.
d. This policy shall be reviewed at least annually for compliance with state and federal law.

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

and are prohibited at all times.

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

III. DEFINITIONS
A. “Hazing” means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product, or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
B. “Student organization” means a group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES
A. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy.
B. The building principal, the principal’s designee, or the building supervisor (hereinafter building report taker) is the person responsible for receiving reports of hazing at the building level.
Any person may report hazing directly to a school district human rights officer or to the superintendent. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant.
C. Teachers, administrators, volunteers, contractors, and other employees of the school district shall be particularly alert to possible situations, circumstances, or events, which might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may

constitute hazing shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute hazing in a timely manner may be subject to disciplinary action.
D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, or work assignments.
E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION
A. Upon receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.
C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements, applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act, school district policies, and regulations.
D. The school district is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. School officials will notify the parent(s) or guardian(s) of students involved in a hazing incident and the remedial action taken, to the extent permitted by law, based on a confirmed report.

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

VII. DISSEMINATION OF POLICY
A. This policy shall appear in each school's student handbook and in each school's building and staff handbooks.
B. The school district will develop a method of discussing this policy with students and employees.

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

B. GENERAL STATEMENT OF POLICY
No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. However, this policy shall not restrict law enforcement personnel nor licensed persons in their legal possessions.

C. DEFINITION
a. "WEAPONS"
b. A "weapon" means any object, device or instrument designed as a weapon or through its use is

capable of threatening or producing bodily harm or which may be used to inflict self-injury including but not limited to, any firearm, whether loaded or unloaded; air guns, pellet guns, BB guns, all knives, blades, clubs, metal knuckles, 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.

1 .No student shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including but not limited to weapons listed above which are broken or non-functional, look-alike guns, toy guns, and any object that is a facsimile of a real weapon.

2. No student shall use articles designed for other purposes (i.e., belts, combs, pencils, files, scissors, rubber bands, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.

c. “School Location” includes a school building, school grounds, school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, and all school-related functions.

d. “Possession” means having a weapon on ones’ person or in an area subject to one’s control in a school location. A student who finds a weapon on the way to school or in the school building, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal’s office shall not be considered to possess a weapon.

D. CONSEQUENCES FOR WEAPON POSSESSION / USE / DISTRIBUTION

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

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

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

E. POLICY APPLICATION TO INSTRUCTIONAL EQUIPMENT OR TOOLS

While the school district and the school takes a firm “Zero Tolerance” position on the possessions, use or distribution of weapons by students, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rules against the possession use or distribution of weapons by students. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession any use will be treated as the possession and use of a weapon. ANY INSTRUCTIONAL USE OF SUCH EQUIPMENT OR TOOLS SHALL BE PRE-APPROVED BY THE SUPERINTENDENT IN WRITING.

F. ADMINISTRATIVE DISCRETION

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