



**KELLIHER PARENT-STUDENT HANDBOOK
2019-2020**

**Kelliher School: Developing leaders and lifelong learners in a community
that promotes rigor, relevance, and respect.**

KELLIHER SCHOOL MISSION STATEMENT	6
KELLIHER SCHOOL VISION	6
CORE BELIEFS	6
DISTRICT DIRECTIVE	6
Daily Class Schedule	6
BOARD OF EDUCATION	7
Kelliher School Staff:	8
PART I – INFORMATION	9
Arrival and Dismissal Hours	9
Assigned Classes	9
Cell Phones	9
Closed Campus	10
Complaints	10
Courtesy	10
Dances/Parties	10
Distribution of Non School-Sponsored Materials on School Premises [**]	10
Eighteen-Year-Old Students	10
Employment Background Checks (*)	10
Equal Access to School Facilities	11
Fees	11
Field Trips/Class Trips	11
Fire Drills/Emergency Drills	11
Food in the Classrooms	11
Fundraising	11
Gifts to Employees	11
Gold Cards	12
Graduation Ceremony	12
Hallways/Hallway Passes	12
Interviews of Students by Outside Agencies [*]	12
Library and Media Center	12
Lockers, Desks & Personal Possessions within a Locker and/or Desk [*]	12
Meals	12
Messages to Students	13
Nondiscrimination [*]	13
Notice of Violent Behavior by Students [**]	13
Parent-Teacher Conferences	13

Parent Volunteers/Visitors	13
Parking on School District Property/Patrols/Searches**	13
Students	14
Personal Possessions and Student's Person	14
Pledge of Allegiance [*]	14
Posters/Advertising	14
Recess	14
Records	14
Restrooms	14
Schedule	14
School Activities	14
Student Conduct	15
School Closing Procedures	15
School-Sponsored Student Publications Materials	15
Senior Class Trip/ Senior Year	16
Snowmobiles and ATV's	16
Student Surveys [*]	16
Student Visitors	16
Tardies	16
Telephones	16
Textbooks/School Property	16
Transportation of Public School Students	16
Video- and Audio-Taping on School Buses	17
Video & Audio Taping Places Other Than Buses	17
Visitors Parking	17
PART II — ACADEMICS	17
Alternative Educational Opportunities	17
Cheating and Plagiarism	17
Class Load Requirements	17
Class Rank/Academic Standing	18
Extended School Year Opportunities	18
Grades	18
Graduation Requirements [*]	19
Course Credits Required	19
Minnesota Academic Standards	20
Homework	20
Honor Student/Graduate Status	20
Online College Enrollment Options	20
Parent Right to Know [*]	21

Promotion - Retention Policy	21
Summer School	22
PART III — RULES AND DISCIPLINE	22
Attendance [**]	22
Bullying Prohibition [**]	24
Buses—Conduct on School Buses and Consequences for Misbehavior [**]	24
Discipline [**]	25
Specific Behaviors and Consequences	25
Mustang Pride Behavior Referral Procedure	27
SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION (SW-PBIS)	28
CODE OF STUDENT CONDUCT (Policy 506-4)	29
Detention Policy	29
Dress and Appearance	29
Drug-Free School and Workplace	30
Harassment and Violence Prohibition [*]	30
Hazing Prohibition [*]	30
Internet Acceptable Use	30
Laptop/iPad/iPod Acceptable Use	31
Student Email Acceptable Use	31
Vandalism	31
PART IV — HEALTH AND SAFETY	31
Accidents & Medical Attention for Students	31
First Aid	31
Asbestos Management Update [*]	32
Automated External Defibrillators	32
Communicable Diseases	32
Crisis Management	32
Immunizations	32
Lice/Bed Bugs	32
Pink Eye	32
Pesticide Application Notice [*]	32
Safety	33
Tobacco-Free Schools [**]	33
Weapons Prohibition	33
Wellness	33
APPENDICES	34
BULLYING PROHIBITION POLICY	34

Orig. 2003	34
I.S.D. #36 REPORT OF STUDENT BULLYING	38
HAZING POLICY	39
INTERNET ACCEPTABLE USE POLICY MSBA/MASA Model Policy 524 – Adopted 9/14/00	39
Laptop Acceptable Use Policy	41
Kelliher Wellness Policy	43
Kelliher Public School Email Use Policy	46
2. NOTICES AND SELECTED DISTRICT POLICIES	47
Pesticide Notice	47
COMPLAINTS – STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS	47
EQUAL EDUCATIONAL OPPORTUNITY	48
THE PLEDGE OF ALLEGIANCE	48
RACIAL, RELIGIOUS AND SEXUAL HARASSMENT AND VIOLENCE	48
HARASSMENT AND VIOLENCE	49
TOBACCO-FREE ENVIRONMENT	52
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM	53
KELLIHER PUBLIC SCHOOL – PROCEDURES FOR COMPLAINTS	54
COMPLAINT FORM	54
506 STUDENT DISCIPLINE	55
PARENT-GUARDIAN LEGAL NOTICES	61
Notice of School wide Title I Program Eligibility	61
Annual Parent Notice - Right to Request Teacher Qualifications	61
What Every Parent Should Know About - No Child Left Behind Act of 2001	62
More information about Title I of NCLB	63
McKinney-Vento Act	64
Notice of Educational Services - For Homeless Children and Youth	64
Family Educational Rights and Privacy Act (FERPA) - Annual Notice of Student Education Record Privacy	64
Annual Notice for Disclosure of School Directory Information - High School	66
Protection of Pupil Rights Amendment (PPRA) - Annual Notice to Parents	67
Protection of Pupil Rights Amendment (PPRA) - Scheduled Activities and Surveys	67
Parent Consent and Opt-Out Response - Student Participation in Scheduled Activities/Surveys	68
Access to Student Information by Military or College Recruiters	69
HOME LANGUAGE SURVEY	70

KELLIHER SCHOOL MISSION STATEMENT

Developing leaders and lifelong learners in a community that promotes rigor, relevance, and respect.

KELLIHER SCHOOL VISION

To be the first choice of district patrons for a rigorous and safe education by consistently promoting our directive, mission, and goals.

CORE BELIEFS

- Learning is a lifelong process.
- All people, birth through adulthood, can succeed at learning.
- A positive, secure, and supportive climate allows quality education to occur.
- Respect for self, others, and property is fundamental to all interpersonal interactions.
- Partnerships and open communication among students, staff, parents, and community members create a cooperative and success-filled environment.
- Appreciation and acceptance of diversity strengthen and enrich the community.
- All learners are members of an increasingly interdependent and interconnected world-wide community.

DISTRICT DIRECTIVE



Daily Class Schedule

Daily Bell Schedule – Grades 7-12

Hour 1	Hour 2	Hour 3	Hour 4	Hour 5	Hour 6	Hour 7	Power Hour
8:25	9:15	10:05	10:55	12:15	1:05	1:55	2:45
9:12	10:02	10:52	11:42	1:02	1:52	2:42	3:15

Introduction

Welcome to the Kelliher School District. This handbook has been prepared for students and parents in an effort to outline expectations while the student is enrolled in the Kelliher District. Many of the topics covered in the Kelliher Student/Parent Handbook are rules and prohibitions.

In addition, this handbook covers a number of opportunities for growth and involvement in many activities and events during the school year. We urge all students to take advantage of the many opportunities the Kelliher School has to offer, both in academics and extracurricular activities.

The Kelliher School Board, administration and staff are dedicated to providing the best possible education for our students. We believe this education can best happen in a safe, productive environment. Such an environment is the goal of this handbook.

By working together as parents, school and community, we believe we can make a difference in the lives of our students. Thank you for your trust.

New information may be added to this handbook from time to time. If any questions arise pertaining to the operation of the school, we encourage parents to contact the administration for assistance in addressing their concerns.

BOARD OF EDUCATION

District 36 Board Members:

Frank Duresky

Kevin Waldo

Rachel Jorgensen

Dawn Jensen

Tessa Koisti

Dan Persons

Chairman

Vice-chairman

Clerk

Treasurer

Director

Director

The Kelliher Student/Parent Handbook is comprised of four parts:

1) *Information;*

2) *Academics;*

3) *Rules and Discipline; and*

4) *Health and Safety.*

[Topics within these categories are alphabetized.]

Policy Information

Many rules and guidelines within this handbook are predicated upon district policies. Full copies of district policies can be found on the district website, or high school office.

Kelliher School Staff:

Administration	Bus Drivers
Alto, Dan – Athletic Director, Science and Dean of Students Geerdes, Steve - Executive Director Lundin, Aliza – Business Manager Mayers, Calvin - Building and Grounds Director Nelson, Carver- Transportation Director Wax, Malcolm – Superintendent	Andersen, Danny Hillman, Earl Jansen, Paul Koisti, Mary Koisti, Rob Mostad, Leon Nistler, Dave

Cooks	Custodians
Lempart, Billie Jo - Cook Nistler, Justine - Head Cook Swanson, Angie - Cook	Adams, Glenda Adams, Ron Barthel, Tim Mayers, Steven

Elementary Staff	Middle Level & High School Staff
Dreher, Shana – Primary Special Education Teacher Hand, Jamie – Third Grade - Teacher Holter, Rita – Early Childhood Special Education Teacher Lundin, Justin – Fifth Grade - Teacher Mostad, Jennifer – Reading Coordinator Neft, Rachael – Early Childhood/Head Start - Teacher Pink, Kristi – Sixth Grade - Teacher Pollard, Renee – Kindergarten -Teacher Poxleitner, Ann -Special Education Teacher, Second Semester Stomberg, Kristi - Pre-Kindergarten Teacher Thomason, Lara – Fourth Grade - Teacher Wachtler, Susan – Second Grade - Teacher Wax, Ethel – First Grade – Teacher Webb, Joalah - Intermediate Special Education Teacher	Carlson, Eric – Art Dahl, Sherri - English/Language Arts Erickson, Stephanie-English/Language Arts, First Semester Kindem, Miriam – Choir/Music Krueth, Sheila-Secondary Special Education and Credit Recovery Kuleta, Betsy – Secondary Special Education Kupcho, Clare – FACS/Consumer Education Lindsey, Jackson - English/Language Arts, Second Semester Mastin, Amy- Science Nissen, Teri – Band/Music Nord, Eric – Industrial Arts Norman, Carly – Math Rory, Chelsey – Math Rude, Pennie – Social Studies Shogren, Gus – Spanish Waldo, Sarah – Physical Education

Paraprofessionals	Secretaries
Binkley, Amanda - Special Education Connelly, Annette - Special Education Frenzel, Regina – Kindergarten Gehlert, Dawn – Early Childhood-Head Start Jahnke, Laurie – Special Education Jansen, Dawn- Special Education Jean, Jeannie – Title I Elementary Johnson, Caitlin – Early Childhood-Head Start Persons, Nicole – Media Center Poxleitner, Stasha - Early Childhood Special Education Nistler, Cathy – Special Education Schiver, Wendy -Title I Elementary Swanson, Renae - Special Education Swenson, Marie - Early Childhood Special Education Thomas, Tiffany – Special Education Talberg, Lori-Special Education Waldo, Jody – Transitional Secondary	Olson, Linda – Secretary/Transitional Aide Poxleitner, Mary - Secretary <hr/> <p style="text-align: center;">Support Service</p> <hr/> Amsden, Carly – Success for the Future Coordinator Celandier, Cynthia – Counselor Hillman, Colleen – Nurse/School-Home Interventionist Notsch, Solveig - School Psychologist Pink, Chase– Tech. Coordinator/Testing Coordinator

PART I - INFORMATION

Arrival and Dismissal Hours

Hours for School District Buildings and Facilities

The school building will be open from 7:45 until 3:30 during the school year. The building is often open later during days when extra-curricular activities are scheduled or when community education classes are offered in the building. Instructional hours are from 8:25 a.m. to 3:15 p.m.

Assigned Classes

The assignment and scheduling of classes are within the school district's discretion. Whenever possible, the Kelliher School will try to allow students to register for classes they wish to take. However, all students are required to meet requisite coursework as determined by Minnesota statute and district policy.

The district recommends a minimum of 7 classes each day. All classes operate on a semester basis for students in grades 9-12. A maximum of three days at the beginning of the semester is allowed for students to drop or add classes and must be approved by the school administration after the Class Drop/Add form has been completed and approved by all teachers involved, and signed by a student's parent/guardian. Exceptions to this rule may be granted at the discretion of the administration. Students enrolled in OCHS classes will be given 1 class period for each OCHS class.

Cell Phones

Students are prohibited from using cell phones, and other electronic communication devices during instructional class time. Students in grades 7-12 may use cell phones before and after school, during breaks between classes, during lunch time, and as well as when a teacher allows such use. Students in grades preK - 6 may use cell phones before and after school, and when a teacher allows such use. Students are also prohibited from using a cell phone or other electronic communication device to engage in conduct prohibited by school district policies including, but not limited to: cheating, bullying, harassment, gang activity, taking pictures, recording audio and video, etc. If the school district has a reasonable suspicion that a student has violated a school rule or law by use of a cell phone or other electronic device, the school district may search the device. The search of the device will be reasonably related in scope to the circumstances justifying the search. Students who use an electronic device during the school day and/or in violation of school district policies may be subject to disciplinary action pursuant to the school district's discipline policy. Student cell phones or electronic devices may be confiscated by the school district and, if applicable, provided to law enforcement. Cell phones or other electronic devices that are confiscated and retained by the school district will be returned in accordance with school building procedures.

Consequences for unauthorized use of an electronic device by a student:

1st Offense: Device confiscated, turned into the office, and returned at the end of the day.

2nd Offense: Device confiscated, turned into the office, and returned after a phone call with a parent.

3rd Offense: Device confiscated, turned into the office, and returned to a parent after a conference at the School.

Subsequent Offenses of this policy will be treated as: habitual/severe abuse of rules and policies, see page 28 for consequences.

Closed Campus

Kelliher School operates a closed campus. Once school is in session, no student may leave school grounds unless approved to do so by school administration. Therefore, students will not be able to leave the school grounds from the time they arrive until the school day is complete at 3:15 p.m. THIS POLICY APPLIES TO LUNCH HOUR. The student also needs to be picked up by a parent/guardian in the office, not the classroom. If the student leaves school without permission from the school office, the absence will be regarded as unconfirmed. If a student leaves the building without authorization, he or she may not be allowed back into the building. Should a student leave school grounds without permission, administration may call local law enforcement officials to locate and pick up the student in order to safely return the student home or to bring the student to a social service agency.

A student may be permitted to run an occasional errand for a parent/guardian during lunch hour provided he or she brings a signed note from his/her parent or guardian dated for that day, or the parent calls the office by 8:30 a.m. The note must be approved by the office by 8:30 a.m. that day. No other student will be excused to leave with that same student on the errand. Exceptions must be approved by the principal or superintendent.

The exception to the closed campus is for Juniors and Seniors who are on the honor roll, have a Gold Card and a signed permission form from their parent. The students who meet the criteria will be allowed to leave school during lunch. However, they may not have passengers if they drive home for lunch.

A student who drives to school must leave his/her vehicle parked in the school parking lot until school has been dismissed at 3:15 p.m. All students driving are expected to drive safely and follow all appropriate driving rules posted on school property. They may not drive during school or their lunch hour without permission from the school office. Students participating in extracurricular activities must ride school transportation to and from an extracurricular event or practice unless a prior school approved written notice form has been presented and accepted by the coach or activity director (this is covered in the extracurricular handbook and the blue extracurricular form parents sign off on)

Complaints

Students, parents/guardians, employees, or other persons may report concerns or complaints to the school district. Complaints may be either written or oral. People are encouraged, but not required, to file a written complaint when appropriate. The appropriate administrator will respond in writing to the complaining party regarding the school district's response to the complaint.

Courtesy

Courtesy is the key to good manners. School personnel and students will work together in a positive manner to promote a productive, safe, and friendly school environment. Courtesy and manners will be topics promoted in the Kelliher School character education programs.

Dances/Parties

Any school dance will be planned by the student council or other school group under the direction and guidance of the school administration, class advisors, or the activity director. All school rules apply at school dances. No individual who is 21 years of age or older will be permitted to attend a dance as a participant at any school-sponsored dance or party. To attend prom, a student must be a freshman or older, but not older than the age of twenty.

Distribution of Non School-Sponsored Materials on School Premises [**]

The school district recognizes that students and employees have the right to express themselves on school property. This protection includes distributing non school-sponsored material, subject to school district regulations and procedures, at a reasonable time and place and in a reasonable manner.

Eighteen-Year-Old Students

The age of majority for most purposes in Minnesota is 18 years of age. All students, regardless of age, are governed by the rules for students provided in school district policy and Minnesota statute. However, regardless of age, all students may be governed by a single set of rules provided the rules are reasonably applied to all students to achieve a legitimate school purpose. Minn. Stat. §120A.20, Subd. 1.

In general, in the case of 18 year olds, if a rule is directed to apply to parents, the 18 year old should be treated as parents are treated; if the rule is directed to apply to students, 18 year olds should be treated as all other students are treated. For example, when regarding student conduct rules, school authorities may continue to promulgate reasonable rules and regulations regarding student conduct, and need not generally distinguish between those students over and under 18. General prohibitions against smoking and drinking can be imposed against all students when they are under the supervision of school authorities. Minn. Stat. §120A.20, Subd. 1 states in part: ...Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the school board.

Employment Background Checks (*)

The school district will seek criminal history background checks for all applicants who receive an offer of employment with the school district. The school district also will seek criminal history background checks for all individuals, except enrolled student volunteers, who are offered the opportunity to provide athletic coaching services or other extracurricular academic coaching services to the school district, regardless of whether compensation is paid. These positions include, but are not limited to, all athletic coaches, extracurricular academic coaches, assistants, and advisors. The school district may elect to seek criminal history background checks for other volunteers, independent contractors, and student employees.

Equal Access to School Facilities

The school district has created a limited open forum for secondary students to conduct non-curriculum related meetings during non-instructional time. The school district will not discriminate against or deny equal access or a fair opportunity on the basis of the religious, political, philosophical, or other content of the speech at such meetings. These limited open forum meetings will be voluntary and student initiated; will not be school sponsored; employees or agents of the school will be present at religious meetings only in a non-participatory capacity; the meetings will not interfere with the orderly conduct of educational activities within the school; and non school personnel will not direct, control, or regularly attend activities of student groups. All meetings under this provision must follow the procedures established by the school district.

Fees

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

- Cost for materials for a class project that exceeds minimum requirements and is kept by the student.
- Security deposits for the return of materials, supplies, or equipment.
- Field trips considered supplementary to the district's educational program.
- Admission fees or costs to attend or participate in optional extracurricular activities and programs.
- Voluntarily-purchased student health and accident insurance.
- Use of musical instruments owned or rented by the school district.
- A driver education training course.

Students may be charged for textbooks, workbooks, and library books that are lost or destroyed. Students may also be responsible to pay for any damages to iPads and computers. For more information, contact the district office.

Field Trips/Class Trips

If there is a need for a class trip, parents/guardians will be informed by the classroom teacher or activity director. All class trips/field trips must be approved by school administration. A class trip/field trip form must be completed and on file, and the trip must be chaperoned by school personnel. All school rules apply during a class trip/field trip.

Fire Drills/Emergency Drills

The state requires that public schools hold fire drills, tornado drills, & lockdown drills. All drills are conducted in the interest of safety for all students. A buzzer, tone, or signal will be given; students will proceed in an orderly manner out of the building and follow all directions given by staff members. The school will also hold other emergency drills. Staff members will review these drills with students at appropriate times during the school year. Evacuation plans are posted in all classrooms and other areas of the building. **IT IS IMPORTANT THAT STUDENTS FOLLOW ALL STAFF DIRECTIONS WHEN EVACUATING.**

Food in the Classrooms

The Kelliher School has adopted a Wellness Policy that promotes the healthy eating of all students and staff. The district promotes a healthy school by supporting healthy eating practices as a part of the total learning environment. Therefore, unless allowed by a classroom teacher and abiding by the guidelines of the district wellness policy, students are not allowed to bring food into classrooms without the prior permission of their classroom teacher. Students may be allowed to have water in the classroom, as long as it is in a clear plastic/ glass bottle that closes. No energy drinks or pop are allowed during the school day.

Fundraising

All fundraising activities conducted by student groups and organizations and/or parent groups must be approved in advance by school administration. Participation in non-approved fundraising activities is a violation of school district policy. Solicitations of students or employees by students for non school-related activities will not be allowed during the school day. If students wish to engage in a fundraiser, they should apply by completing a *fundraising form* from the office for permission and to place the fund raising activity on the master calendar.

Gifts to Employees

Employees are not allowed to solicit, accept, or receive a gift from a student, parent, or other individual or organization of greater than nominal value. Parents/guardians and students are encouraged to write letters and notes of appreciation or to give small tokens of gratitude.

Gold Cards

"Mustang Pride" Gold Cards will be used by grades 7-12 students. Students who demonstrate 'Mustang Pride' attributes in their classrooms will be eligible for a Gold Card. Special programs will be announced during the year. Gold Cards: At the end of each quarter staff will rate students in their class. Students will be rated using the criteria of PBIS, as well as their attendance that quarter

Graduation Ceremony

Student participation in the graduation ceremony is a privilege, not a right. Students who have completed the requirements for graduation are allowed to participate in graduation exercises, unless participation is denied for appropriate reasons, which may include discipline or failure to meet state and/or district guidelines in a timely manner. Graduation exercises are under the control and direction of school administrators.

Hallways/Hallway Passes

Instructional hours are from 8:25 a.m. to 3:15 p.m. each day. Please have your child at the school no earlier than 7:45 a.m. Students should not remain on campus later than 3:30 p.m. unless they are participating in a supervised activity. Supervisors will not be provided for students who arrive before 7:45 or remain later than 3:30 p.m. The above procedures are designed for the safety and well being of students. When students enter the building in the morning, they should go to the commons area, a gym, or a classroom. These areas will be supervised. We expect that students will use appropriate language and courtesy when they are meeting friends at locker areas or walking along the hall areas. Hats are to be removed when entering the building and should be placed in lockers until the school day has ended.

Each student needs to have a signed pass if they are to be in the halls once the school day has started. These passes can be secured from the office or from classroom teachers. If a student is in a hall without a pass after a class period has started he/she will be directed to the office. At the discretion of school administration, senior privileges may begin sometime during the last two weeks of school. A list of responsibilities that attend senior privileges will be discussed with the seniors during fourth quarter. Parents will receive copies of this information. *Please note that senior privileges must be earned and may be revoked. Senior privileges are not rights and may not be awarded to every senior.*

Interviews of Students by Outside Agencies [*]

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

Library and Media Center

The library/media center is open during the school day. Students may use the library/media center during the school day and before and after school only when a supervisor is present. All students will be allowed to use the Media Center when dismissed by their teacher to conduct research, use the computers, or enjoy free reading. During study halls, a student who is not disrupting the study hall will be excused to use the Media Center when the student desires, except during the last ten (10) minutes of the period.

Lockers, Desks & Personal Possessions within a Locker and/or Desk [*]

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

Students' personal possessions within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. The search may include, but is not limited to, inspection of clothing, purses, wallets, backpacks, cell phones, and other personal property. Administration may use drug dogs for searches and will enforce district policy and/or refer offenders to legal officials.

Meals

Meals are to be eaten in designated areas only. Students will be notified of their assigned lunch time on the first day of school. Students may purchase lunch at school or bring a prepared lunch from home. Milk will be available for purchase for 25 cents to supplement lunches brought from home.

Students are expected to walk in an orderly manner to lunch, and to follow all cafeteria expectations that will be explained to them the first week of school. Meal prices for this school year are as follows:

	Student	Adult	Headstart
Breakfast	\$1.00	\$2.50	\$1.00
Hot lunch	\$2.00	\$4.25	\$2.00

Students may be eligible for free and reduced price lunches and/or breakfasts. Free and reduced price eligibility forms are available in the district office. For more information regarding eligibility for free and reduced price meals, contact Mary Poxleitner at 647-8286. *Only one carton of milk will be provided with meals. Additional milk may be purchased for 25 cents.* All food and drink items are to remain in the commons area.

Messages to Students

Office telephones are not for students' personal use. Students will not be called out of class to receive phone messages except in the event of an emergency. Personal cell phone use during the instructional day is prohibited. Students will be allowed to use cell phones before and after school and during their lunch hour. *Upon the first offense of unauthorized cell phone use, a student must forfeit his or her cell phone until the end of the school day. Upon the second violation, the cell phone will be held until a parent can come to the school for a conference.*

Nondiscrimination [*]

The school district is committed to inclusive education and providing an equal educational opportunity for all students. The school district does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation, or age in its programs and activities. The school board has designated Malcolm Wax, Superintendent (647-8286), as the district's human rights officer to handle inquiries regarding nondiscrimination.

Notice of Violent Behavior by Students [**]

The school district will give notice to teachers and other appropriate school district staff before students with a history of violent behavior and any disposition order which adjudicates the student as delinquent for committing an illegal act on school district property and certain other illegal acts, are placed in their classrooms. Prior to giving this notice, district officials will inform the student's parent or guardian that the notice will be given. The student's parents/guardians have the right to review and challenge their child's records, including the data documenting the history of violent behavior.

Parent-Teacher Conferences

Parent-Teacher conferences will be held twice during the school year. The first will be held in October. The spring conference will be held in March. Conference dates will be noted on the school calendar.

Parent Volunteers/Visitors

Parents/guardians are welcome in the schools and are encouraged to volunteer in their children's classrooms. To volunteer in the school district, parents/guardians should speak to the school administrators. To volunteer in the school building or classroom, parents/guardians should contact the classroom teacher. Parents/guardians who visit the school should sign in at the school office before entering a classroom. For more information, contact the school office. All entrances into the school are locked during the school day. Those wishing to seek admittance should ring the doorbell on the high school end. All adult and student visitors are asked to report to the office when entering the building to sign the visitor sheet. This allows school personnel to keep track of visitors throughout the day. Visitors must have the approval of school administration before visiting a classroom during instructional time. An individual or group may be denied permission to visit a school or school property, or such permission may be revoked, if the visitor does not comply with school district procedures or if the visit is not in the best interests of the students, employee, or the school district. To conduct a conference with a teacher, an appointment should be made in order to prevent disrupting the classroom environment.

Parking on School District Property/Patrols/Searches**

Students

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

- Parking a motor vehicle on school property during the school day is a privilege;
- Parking is permitted in designated areas only;
- Students are not permitted to use motor vehicles during the school day in any school district locations unless an emergency occurs and permission has been granted to the student by school administrators;
- Students are permitted to use motor vehicles on the high school campus(es) only before and after the school day;

- Unauthorized vehicles parked on school district property may be towed at the expense of the owner or operator.
- Snowmobiles and four-wheelers may be parked on school property in designated parking locations only. During the winter, students should park snowmobiles on the East side of the school building.

The school district may conduct routine patrols of school district properties and inspections of the exteriors of the motor vehicles of students. Interiors of students' vehicles, including glove & trunk compartments, in school district locations, may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule. If a search yields contraband, school officials may seize the item and may turn it over to legal authorities when appropriate. A student who violates, or refuses to open a locked vehicle or its compartments, this policy may be subject to withdrawal of parking privileges and/or discipline according to the school district's "Student Discipline" policy. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

Personal Possessions and Student's Person

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

Pledge of Allegiance [*]

Students will recite the Pledge of Allegiance to the flag of the United States of America at least once a week. Any person who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. Students must respect another person's right to make that choice. Students will also receive instruction in the proper etiquette toward, correct display of, and respect for the flag.

Posters/Advertising

Before students or student groups may put posters or advertising on school walls or lockers or anywhere else in or on school property, they must obtain prior approval from administration. Administration reserved the right to refuse permission or to remove said posters at any time.

Recess

Students in Grades K-6 will have recess before or after lunch. Students will go outside for their recess unless it is raining, or the temperature is 0.

Records

Each student has a student record on file at the school. For specific information on these please stop by the high school office. Student records are classified as public, private, or confidential. State and federal laws protect student records from unauthorized inspection or use and provide parents/guardians and eligible students with certain rights. For the purposes of student records, an "eligible" student is one who is 18 or older or who is enrolled in an institution of postsecondary education. For more complete information on the rights of parents/guardians and eligible students regarding student records, contact the school office.

The school district forwards education records on request to a school or post-secondary educational institution in which a student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment, including information about disciplinary action taken as a result of any incident in which the student possessed or used a dangerous weapon, suspension and expulsion information pursuant to 20 U.S.C. 7917, part of the federal Every Student Succeeds Act.

Restrooms

Students are asked to keep all bathrooms neat, clean, and orderly. Students needing to use the bathroom once class has started need a pass from their teacher; the bathroom is not a place to loiter at any time.

Schedule

A schedule is needed to ensure the smooth operation of the school. The daily school schedule is within the authority of the building administrators to determine. Information on daily class schedules and deadlines is available in the main office.

School Activities

The school district provides opportunities for students to pursue interests that contribute to their physical, mental, and emotional health; however, instruction is the school district's priority.

Students who participate in school-sponsored activities are expected to responsibly represent the school and community. All rules pertaining to student conduct and student discipline apply to school activities whether at the Kelliher School or while visiting other school sites.

All spectators at school-sponsored activities are expected to behave appropriately. Students and employees may be subject to discipline and parents/guardians and other spectators may be subject to sanctions for inappropriate, illegal, or unsportsmanlike behavior at these activities or events. Smoking is not permitted on district property or in vehicles parked on school property.

The Kelliher School District is a member of the Minnesota State High School League (MSHSL). Students who participate in MSHSL activities must also abide by the MSHSL rules. The district will enforce all MSHSL rules during the school year and in the summer where applicable.

Employees who conduct MSHSL activities will cover applicable rules, penalties, and opportunities with students and parents/guardians prior to the start of an activity. For more information about the MSHSL rules and student eligibility requirements, contact Mr. Dan Alto, Activities Director, or refer to the Kelliher School Extracurricular Activities Handbook.

Student Conduct

We believe that most forms of public displays of affection are inappropriate for a school. Forms of affection such as, but not limited to, caressing, kissing, leaning into each other at lockers will not be allowed.

School Closing Procedures

School may be cancelled when the superintendent believes the safety of students and employees is threatened by severe weather or other circumstances. The superintendent will make a decision about closing school or school buildings as early in the day as possible or the day/evening prior to the closing date. School closing announcements will be broadcast over local radio and television stations. In addition, School Reach will be sent to home phones, emails and cell phones to notify parents and students of school closures.

Notice of school closings, late starts, or early dismissals will be announced on the following:

Radio: KKBK 103.7, KB101.1, Public Radio

Television: WCCO, KSTP, KVLV - Channel 11

Parents may also sign up to receive messages from the School Reach system by phone, cell phone, text, or email.

School-Sponsored Student Publications Materials

The policy of the school district is to protect students' free speech rights while, at the same time, preserving the district's obligation to provide a learning environment that is free of disruption. All school publications are under the supervision of the building principal and/or sponsor. Non School-sponsored publications may not be distributed without prior approval.

The school district may exercise editorial control over the style and content of student expression in school-sponsored publications and activities. Faculty advisors shall supervise student writers to ensure compliance with the law and school district policies. "Official school publications" means school newspapers, yearbooks, or material produced in communications, journalism, or other writing classes as part of the curriculum. Expression in an official school publication or school-sponsored activity is prohibited when the material:

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

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

Senior Class Trip/ Senior Year

The senior class trip is an event that is planned on an annual basis and must be earned by the class as a whole. Members of the class must raise all funds for the trip and members must abide by rules in order to qualify for the trip. The senior class trip is a privilege, not a right and may be revoked at any time by the school district. Eligibility guidelines for individuals and for the class as a whole will be shared with the senior class at the beginning of the school year. Each individual student and the class as a whole must maintain attendance of at least 90%.

Seniors shall use any money they raise for their class trip, flower (only 2 flowers per student; 1 for graduation & 1 for Academic Banquet. If the student wants more than 2 they will need to purchase them). Any monies left after graduation will be donated to the Alumni Scholarship fund. If the student plans on decorating their mortar board, they may purchase it decorate. They will need their decorations approved by administration. For the senior group picture, if taken outside, the class may not travel more than a 5 mile radius from school.

Snowmobiles and ATVs

If students ride their snowmobiles and/or ATVs to school, they must be parked in a designated area as determined by the Head Custodian and the administration. Students must refrain from riding on the school lawns and sidewalks with their snowmobiles and ATVs.

Student Surveys [*]

Occasionally, the school district utilizes surveys to obtain student opinions and information about students. For complete information on the rights of parents/guardians and eligible students about conducting surveys, collection and use of information for marketing purposes, and certain physical examinations, contact the school office.

Student Visitors

Kelliher School administration strongly recommends that students do NOT bring student visitors to school. Visitors create a distraction during the school day and often do not have a place to stay during the school day. In addition, a student will not be allowed to visit Kelliher School if that student will be missing a day of school at his/her own school.

Tardies

Continual tardiness is a form of rudeness. Students who are continually tardy to school or class cause interruptions in learning for other students & seriously hamper their own learning. Getting to class on time is the responsibility of each student. Students are expected to be on time to all classes. Students coming to school late need to stop in the office. Tardies between classes will be reported by the teacher. If a student comes to class late without a pass from another staff person, or office, the classroom teacher will let the office know. Some tardiness cannot be avoided & can be excused. A student may have 2 late to school tardies; any others, unless accompanied by a doctor or dental note, will be unexcused. If a student comes to school after the school day has started, they will have an unexcused absence for the periods missed. Any doctor or dental notes are to be turned into the office when they arrive. The consequences for being tardy are listed in the Discipline Plan.

Telephones

School telephones are available for student use before and after school and during class passing time. Students should not expect to use office telephones unless during an emergency.

Textbooks/School Property

Any student will be charged for lost or destroyed textbooks, workbooks, library books, or other school property lost or destroyed. Students who intentionally damage school or other's property will be held financially responsible. Those who use graffiti as an artistic outlet will be responsible for the cleanup. Disciplinary measures will also be taken.

Transportation of Public School Students

The school district will provide transportation, at the expense of the school district, for all students. Students will be picked up and dropped off at their primary residence on established bus routes. **Students will only be dropped off at a the secondary or emergency residence through prior notification given to the school office in advance or before 1:30 p.m.** Transportation will be provided on all regularly-scheduled school days or make-up days. Transportation will not be provided during the summer school break, except in certain circumstances. The school district will not provide transportation for students whose transportation privileges have been revoked or have been voluntarily surrendered by

the student's' parent or guardian. The school district may provide transportation for students to and from extracurricular activities.

Video- and Audio-Taping on School Buses

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

Video & Audio Taping Places Other Than Buses

The school district buildings and grounds are equipped with video cameras. Video surveillance may occur in any school district building or on any school district property.

Visitors Parking

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

PART II — ACADEMICS

Alternative Educational Opportunities

Some students may be at risk of not completing their educational programs. The school district provides alternative learning options for students who are at risk of not succeeding in school. Alternative educational opportunities may include special tutoring, modified curriculum and instruction, instruction through electronic media, special education services, homebound instruction, and enrollment in an alternative learning center, among others. Students and parents/guardians with questions about these programs should contact the school office.

Full-time Alternative Learning: Students who opt to attend an off-campus alternative learning program on a full-time basis will be considered no longer enrolled as a student in the Kelliher School District. Therefore, they may not participate in activities such as school dances, homecoming, or prom, unless they are invited as a guest by a currently-enrolled Kelliher student who is in good standing. However, they may participate in the graduation ceremony at the end of the school year.

Cheating and Plagiarism

Cheating and plagiarism are prohibited. To plagiarize is to take ideas, writings, and other intellectual property from another and pass them off as one's own. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism or collusion including the use of picture phones or other technology to accomplish this end, will not be tolerated.

Plagiarism and cheating will be determined at the teacher's discretion, will be considered cheating, and will result in a zero for the assignment. Students may be disciplined in accordance with the school district's "Student Discipline" policy.

Class Load Requirements

Parents must approve all course changes and registrations. The school recommends a minimum of (7) classes per day. Band, along with another class, will count as a one-credit class; choir, along with another class, will count as a one-credit class; band and choir taken together, will count as a one-credit class. Any exception to this rule needs cooperation between parent and principal. Students 9-12 will not be allowed a study hall, unless they are taking an online class. They may also have a study hall opposite band & choir, if they are involved in only one of them. **Students in grades 9-12 who are in risk of losing credit may take a class period of Academic Seminar.**

Class Rank/Academic Standing

Provisions for recognizing class rank and awarding academic honors are local district decisions. The honor status of Valedictorian and Salutatorian will be awarded to the two top students in the senior class. The awards are based on academic achievement at Kelliher High School and are determined by the following criteria:

1. Must have been a full-time student at the school from the beginning of the junior year.
2. All credits earned by a student in mainstream unmodified classes from grade 10 through third quarter of his/her senior year will be used to determine a scholastic average.

3. In unusual circumstances, more than one Valedictorian or Salutatorian may be named. PSEO, as well as OCHS, classes are included in determining grade point average (GPA) or class rank. A PSEO student is considered a full time student of Kelliher School.

*All classes in grades 9-12 count for graduation credit totals and will be utilized to determine class rank.

*Students who earn 29 credits or more will be recognized at graduation

Extended School Year Opportunities

The school district provides extended school year opportunities to a student who is the subject of an Individualized Education Program (IEP) if the student's IEP team determines the services are necessary during a break in instruction in order to provide a free and appropriate public education. For more information on extended school year opportunities for students with an IEP, contact the school office.

Grades

Students' grades will be reported at the end of each quarter during the year. Report cards will be mailed to parents/guardians or eligible students and will be available online for review. Online grades and progress reports may be reviewed at any time through the *Parent Experience/Student Experience* portal in *Synergy*. Progress reports will be mailed to homes that do not have Internet access at the midpoint of every quarter.

After each nine-week grading period, the names of students who qualify for either the Distinguished, A, or B Honor Rolls will be compiled and made public. Any student with an incomplete grade at the end of the quarter will not be eligible for the honor roll.

To qualify for the Distinguished Honor Roll, a student must have earned no grade less than an "A-" in any class. Grade point averages will be carried out to the 1,000th of a point. To qualify for the "A" Academic Honor Roll, a student must earn a 3.50 average with no D's or F's or incomplete work. To qualify for the "B" Academic Honor Roll, a student must earn a 3.00 average with no D's or F's or incomplete work.

SPA Scale for online college classes is as follows:

- A-4.5
- B-3.5
- C-2.5
- D-1.5

GRADING - ALL TEACHERS MUST USE THE FOLLOWING GRADING SCALE -

Teachers will assign student grades based on the following grading scale:

A	93-110
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99
C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
F	59.99 & below

In all cases, when figuring grades, any percentage with a decimal will be rounded up.

In all cases, when figuring grades, any percentage with a decimal will be rounded up.

Semester tests will be administered at the discretion of each classroom teacher. When determining the final semester grade, teachers will weight grades according to the following scale:

Each quarter percentile grade will carry equal weight. For those students not required to take semester tests, each quarter grade will be 50%.

For students who take semester tests, the 1st quarter grade will be worth 40% the 2nd quarter grade will be 40%, and the semester test will be 20%.

Teachers will decide the weight of specific components for their classes. For example, the percentage weight for tests, homework, daily work and projects will determine the final grade for the quarter. This information will be put in writing, and given to students at the start of the class. A copy must also be turned into the office.

* Any credits earned from a regular education accredited high school will transfer to the Kelliher School under the Kelliher School District's point scale system; students will be granted credit in accordance with Kelliher School Policy. Any class not taken through a regular education accredited high school will be graded on a pass/fail basis and will not count towards class rank or the student's grade point average.

Graduation Requirements [*]

Students must meet all course credit requirements and graduation standards, as established by the state, in order to graduate from Kelliher School. All students must also pass any tests the district or state require.

Course Credits Required

To receive a diploma, students must successfully complete at least twenty-four (24) credits and comply with the following high school level course requirements:

High School Level Courses Required for Graduation		
Subject Area	Term	Explanation
Language Arts	4 years	A student must earn 1 English credit each year in grades 9 through 12.
Mathematics	4 years	Must include algebra, geometry, statistics, and probability. Algebra I will be required by the end of eighth grade. Algebra II will be required for students scheduled to graduate. A career and technical education course may fulfill a mathematics credit.
Science	3 years	Must include one credit of biology and one credit of physical science and one chemistry or physics. An agricultural science or a career and technical education course may fulfill a science credit.
Social Studies	4 years	9 th grade - Geography (1 credit) 10 th grade - US History (1 credit) 11 th grade - World History (1 credit) 12 th grade - Civics ($\frac{1}{2}$ credit) Economics ($\frac{1}{2}$ credit)
Arts	1 year	May be earned in the following areas: dance, music, media arts, theater, visual arts
Health & Phy Ed.	1 credit	$\frac{1}{2}$ credit in Health and $\frac{1}{2}$ credit in physical education must be earned between 9 th and 12 grade.
Elective Courses	7 credits	

Minnesota Academic Standards

All students must satisfactorily complete the following required Minnesota Graduation Standards:

Minnesota Academic Standards, Language Arts K-12
Minnesota Academic Standards, Mathematics K-12
Minnesota Academic Standards, Science K-12
Minnesota Academic Standards, Social Studies K-12
Minnesota Academic Standards, Arts K-12

Students with an individualized education program, Section 504 accommodation plan, or limited English proficiency needs may be eligible for testing accommodations, modifications, and/or exemption. For additional information, contact school administrators.

Homework

Homework assignments are made by the teachers. The amount of homework varies by teacher and subject area. The school district asks for parents/guardians to encourage their child(ren) to complete homework thoroughly and promptly.

Students are expected to complete all homework in a timely manner. Any work missed during an absence will be reported on an absentee slip that a student must pick up after an absence. Students not seeking an absentee slip upon return to school will be given a tardy. *Students have two days to complete makeup work for the first day of absence and one day for each successive day of absence.* Failure to do so or to make arrangements otherwise may result in a failing grade for the work not completed. Students who skip class will not receive an extension of time to complete missing work. *Assignments may be given no more than 50% credit when turned in one day late and zero credit when turned in two or more days late.*

Honor Student/Graduate Status

To be considered an honor student or honor graduate, a student must earn a cumulative GPA of at least 3.25. Modified Special Education grades will be calculated by using the regular education high school grading scale for honor roll status as well as to determine grade point averages (GPA) towards graduation honors and class rankings. *Other modifications, i.e.: modified testing, modified assignments, extra time to complete class assignments will also be taken into account when determining honor status.*

Online College Enrollment Options

- A. Tenth, eleventh and twelfth graders may apply to enroll in Online College in the High School options and other advanced enrichment programs. General information about the OCHS program will be provided to all 9th, 10th, and 11th grade students by March 1. Qualifying credits granted to a student through a OCHS course or program will be counted toward the graduation and credit requirements of the *Kelliher School that meets the state academic standards. Students must fulfill and complete their Kelliher High School graduation course requirements within the OCHS program parameters in order to receive a KHS diploma.* Interested students must fill out an application form and submit it by March 30 to the *Career Center Office* for enrollment the following school year. The application form must be signed by the student and his/her parent or guardian. Students wishing to take a OCHS course should contact High School Office to begin the application process.
- B. *OCHS credits will be counted as follows: Seven (7) quarter or four (4) semester college credits equal at least one full year of high school credit. Fewer college credits may be prorated. A district must also grant academic credit to a pupil enrolled in a course for postsecondary credit if secondary credit is requested by a pupil. 2009 Minnesota Statutes: 124D.09 POSTSECONDARY ENROLLMENT OPTIONS ACT, Subd. 12. Credits.*

For example: students are required to take English 12 in their senior year of Kelliher High School. This is a year-long class, 2 semesters, and equals 1 High School credit. In college, a student would take College Writing I the first semester, and College Writing II the second semester. Each semester they would receive 3 college credits. At the end of the year, they will have received their full 1 credit in English 12 for the Kelliher School, and 6 college credits. These six (6) college credits would then relate to 1 ½ H.S. credits in English, not 1.

(College credits are determined and assigned to each college course by the participating college, not the High School.)

A student who fails a post-secondary enrollment options course or program or who does not satisfactorily complete a post-secondary enrollment options course or program may be required to reimburse the school district for the cost of the course.

Requirements for acceptance into Online/On-campus College Classes

1. The high school must list a cumulative GPA that is at or above the minimum level for inclusion in college classes.
Seniors: Must have a GPA of at least 2.8 and be in the upper one-half of their class or at or above the 50th percentile on a nationally standardized, norm-referenced test.
Juniors: Must have a GPA of at least 3.2, and be in the upper one-third of their class or score at or above the 70th percentile on a nationally standardized, norm-referenced test.
Sophomores: Must have at least a 3.2 GPA, be in the upper 10% of the class, & be recommended by the High School Principal. **NOTE:** Eligible sophomores will be allowed to enroll in one Career & Technical Education (CTE) course provided they meet specific course requirements & prerequisites. In addition, they must successfully complete a full-term (16 week) course prior to enrolling in an accelerated (8 week) course offering.
2. H.S. GPA must not fall below 3.0 during PSEO courses or you will be dropped from the program by the High School. College GPA must not drop below 2.0 or you will be dropped from the program by the college.
3. Minimum ACCUPLACER scores to qualify: Reading Comprehension-78; Note: Students enrolling into a math course or a course with a math prerequisite must also attain an Elementary Algebra score of at least 85, OR an Elementary Algebra score of at least 78 AND a College Level Mathematics score of at least 50. Minimum ACT Scores: Reading subscore of 21. **NOTE:** Students enrolling into a math course or a course with a math prerequisite must attain a math sub score of at least 22.
4. It is suggested that students only take classes that are not offered within the Kelliher School.
5. It is suggested that juniors and seniors be allowed 2 online courses per semester, but they may take more online courses based upon the credit load allowed by the college of their choice. Students who want to take more courses per semester need to be pre-approved by administration, as well the college Dean.
6. Returning students: All registrations for students are contingent on previous semester grades/GPA. Students will be registered when high school rosters are received & grades will be reviewed at the end of the term. If a student does not meet the GPA criteria, that student will be removed from their registered course(s) and the proctor will be notified by the OCHS support center.
7. Students who fail a OCHS course, may be required to reimburse the school district for the cost of the course.
8. The Administration reserves the right to recommend or decline a student for acceptance into the program.
9. Concurrent enrollment, online honors courses, and all OCHS and AP courses will count toward a student's cumulative GPA.
10. Students will be on a weighted grading scale. Each college grade will be .5 higher than high school classes.

Parent Right to Know [*]

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

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

Promotion - Retention Policy

All students are expected to achieve an acceptable level of proficiency. Students who achieve at an acceptable level will be promoted to the next grade level at the completion of the school year. Retention of a student may be considered when professional staff and parents/guardians feel that it is in the best interest of the student. The administration's decision **will be** final. The district has a variety of services to help students succeed in school. For more information, contact the school administration.

The School Board has adopted a policy to alleviate social promotion in the Kelliher Public School. Therefore, the following guidelines will be followed for retention:

K-2nd students will be retained based on the joint decision of the parents and teacher based upon the best interest of the child. When a parent denies the recommendation of the teacher for retention, a waiver must be signed and dated by the parents to document this decision.

3rd - 6th grade students who receive 2 F's at the end of the school year in the core subjects of math and reading, which includes spelling, language arts and vocabulary, may be retained in their current grade. Students in danger of failing a core subject will be identified by the end of the first semester

and a personalized plan will be developed. This plan will provide a cohesive plan for remediation developed collaboratively by the teacher, student, parents, and the administration.

7th - 8th grade students who receive 1 or 2 F's at the end of the school year in the core subject areas of math, science, language arts, reading, or social will be considered for retention. ~~If either of the Fs assigned are the result of a percentile grade of 50% or below, retention is automatic.~~ Students earning 1 or 2 Fs (percentile of 50% or above) in core subject areas may be given a possible second chance for promotion through attendance in summer school. 7th /8th grade students **may** be required to repeat the entire grade if the student earns 3 F's in core subject areas at the end of the school year.

9th - 12th grade students failing required classes will be required to repeat those classes. Students may be required to complete one semester or both semesters of a class. Students failing required classes may need to repeat those classes through alternative opportunities.

The Board has developed a policy for promotion based on reading performance after completion of 3rd grade. A copy of the policy is available in the Office.

Summer School

The school district may provide summer school learning opportunities. If offered, summer school will be prescriptive and focus on individual needs to meet the curriculum for passing, not merely to meet seat-time goals.

For more information, contact the main office.

PART III — RULES AND DISCIPLINE

Attendance [**]

The Kelliher School Board, administration and staff believe that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students and establishes regular habits of dependability which are vitally important to the future of the student. We also believe that class attendance is a joint responsibility that is shared by the student, parent or guardian, teachers and administrators.

Minnesota State law requires that all persons under 17 years of age attend school. It is the student's right to be in school with the responsibility to attend all assigned classes and study halls every day that school is in session. The student also needs to be aware of and follow the correct procedures when absent from an assigned class or study hall. It is also the student's responsibility to request any missed assignments due to an absence.

It is the responsibility of the parent or guardian to ensure that the student is attending school, to inform the school in the event the student is absent, and to work cooperatively with the school to solve any attendance problems that may arise.

If a student is going to be absent, the parent/guardian is asked to call the school office by 9:00 a.m. on the day of absence. In addition, the parent should also ask for a list of assignments so that the student can begin working on homework prior to returning to school. If a phone call can't be made, the student should bring a signed note from the parent/guardian on the next day of school attendance. A failure to call or deliver a note will cause the absence to be considered as unexcused.

If a parent/guardian knows his/her child will be absent in advance, the parent should provide a signed note or call the office at least one day before the planned absence. Lack of phone call or signed note will indicate to the school that an absence should be counted as a truancy situation.

In cases where the attendance requirements are not met, the school will proceed with enforcement according to current State and School Board Policy. Specific admission requirements, restrictions, and enrollment options may be found in Policy 509 of the Kelliher School Board. If a student in grades 7-12 misses more than 10 days, or 10 class periods, during a semester, either confirmed or unconfirmed, he or she risks failing that class. Once a student has missed five days, or five class periods, a letter of concern will be sent home. When a student has missed ten days, or class periods, either confirmed or unconfirmed, the student's parent(s) must come to the school for a conference with administration. **A Student/Parent/School contract will be signed by parent, student, & principal or designee to all work cooperatively to ensure improved school attendance.** Students may also be required to bring a doctor's note if they are absent more than 10 days.

Policy 509 is entitled, "Enrollment of Nonresident Students". This policy states "it is the policy of the school district to accept students who are non-residents within the guidelines herein and also to provide a quality education to all students in the school. Non-resident students will be expected to follow all district policies (i.e. Discipline Policy, Attendance Policy, etc.) and will be subject to all rules and regulations of the district." Within this policy are the restrictions, time lines, and forms that are to be completed for Open Enrollment, Agreements between School Boards, Graduation Incentives, Waiting List, Parent Involvement, and school records that need to be provided under this policy. A copy of this policy is available in the Superintendent's Office.

The district may terminate enrollment of a non-resident student if that student meets the definition of a habitual truant under the amended M.S.124D.03 state statute and/or fails to meet the district threshold for attendance. Once the school year has begun, new students need to bring complete documentation to the school. New students will not start school until all previous school records are on file and a new student/parent orientation meeting has been held. New students should not expect to start school on the same day that an orientation meeting is held. If a student enrolled under the Policy 509 misses more than 10 days or 10 class periods during a semester, that student may lose his/her status as an open-enrolled student or a student attending under a board-to-board agreement in order to allow another student on the waiting list to attend Kelliher School.

Students between the ages of 18 and 21 are entitled to free educational services as outlined by Minnesota statute M.S. 120.06 which states, "Notwithstanding the provisions of any law to the contrary, the conduct of all students under 21 years of age attending a public secondary school shall be governed by a single set of reasonable rules and regulations promulgated by the school board." The regulations for 18-year-olds at Kelliher will be the same as for students under 18. Eighteen-year-olds will not be allowed to write their own excuses for absenteeism. This also includes passes. The only exception would be in the case of an "Emancipated Minor" (18-year-old head of household)

Students will be granted an excused absence by meeting at least one of the following criteria:

- Medical or dental appointment
- Family vacations
- Illness of self or serious illness in student's immediate family
- Legal emergency, court appearance by family or personal action
- Death in the student's family, a relative or close friend
- Religious instruction not to exceed three hours in any one week
- Family emergency such as work at home or other unavoidable circumstances
- Participation in activities related to school
- Additional requests are to be made to the principal and the request shall be evaluated on an individual basis.

For information on how the attendance of homebound students is recorded in terms of being absent from school, contact the high school office. Students who know well in advance that they are going to be absent from school for excusable reasons should contact the principal's office with a note from a parent, that they will be absent on a particular day. The student should also contact each of his/her teachers and obtain as many assignments ahead of time as possible.

It is the school's prerogative to determine whether an absence is labeled excused or unexcused. The District also retains the right to implement an intervention regarding acceptance of homework once a student is habitually truant. Such students may be given zeros or partial credit for days they are unexcused.

Specific Consequences of Absenteeism:

Students who attend the school prom need to be in school for a full day of attendance the day before the prom is scheduled.

Attendance during Field Trips:

When a field trip is scheduled, all students are expected to treat the field trip as a classroom away from the regular school building. Unless they have a valid reason for being absent, students should attend all regularly-scheduled field trips. *If a student cannot attend a field trip, he or she is still expected to be in school during the school day to continue with coursework and complete homework.*

Truancy and Educational Neglect:

"Habitual Truant" is defined in Minn. Stat. § 260C.007, Subd. 19 as:

1. a student under the age of 17 who is absent from attendance at school without lawful excuse for:

- a. seven school days if the student is in elementary school or
- b. one or more class periods on seven school days if the student is in middle school or junior high, or

2. a student under the age of 17, or between the ages of 17-18 if the student has not legally withdrawn from school, who attends high school, and who is absent from attendance without a lawful excuse for one or more class periods on seven school days

*Bullying Prohibition [**]*

The school district is committed to providing a safe and respectful learning environment for all students. Acts of bullying, in any form, by either an individual student or a group of students, is prohibited on school district property or at school-related functions. For detailed information regarding the school district's "Bullying Prohibition" Policy contact the school office.

*Buses—Conduct on School Buses and Consequences for Misbehavior [**]*

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

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

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

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

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

- Follow the driver's directions at all times.
- Remain seated facing forward while the bus is in motion.
- Talk quietly and use appropriate language.
- Keep all parts of your body inside the bus.
- Keep arms, legs, and belongings to yourself and out of the aisle.
- No fighting, harassment, intimidation, or horseplay.
- Do not throw any object.
- No eating, drinking, or use of alcohol, tobacco, or drugs.
- Do not bring any weapons or dangerous objects on the school bus.
- Do not damage the school bus.

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

Consequences for school bus/stop misconduct will apply to all regular and late routes. Decisions regarding a student's ability to ride the bus in connection with co-curricular and extracurricular events (for example field trips or competitions) will be in the sole discretion of the school district.

Consequences of Misconduct on Buses or at Bus Stops:

1st Offense - Verbal reprimands

2nd Offense - Warning; Parent contact

3rd Offense - 3-day suspension from riding the bus; parent meeting
 4th Offense - Removal of riding privileges for the remainder of the school year.
 Parents or guardians will be notified of any suspension of bus privileges.

Discipline [**]

Misbehavior by one student can disrupt the learning process for many other students. In addition, students must learn to practice good safety habits, value academic honesty, respect the rights of others, and obey the law. For detailed information on the Student Code of Conduct and consequences for violations, contact the office.

If a student is sent from any class or activity for a rule infraction, the teacher or activity leader will be asked to complete a Discipline Referral. This form will indicate the rule that was broken. The student will be given an opportunity to explain why they were removed from the class or activity, the parent/guardian will be informed by phone or mail of the referral, and the administrative decision will be indicated on the form. These forms will be kept on file.

The Discipline Guidelines used by the Principal are built on a progressive basis. These guidelines will be distributed and discussed in classes the first week of school. A form will be given to students to take home for their parent/guardian to sign after reviewing the discipline guidelines with their child/(ren). These forms will be kept on file in the school office. Because of their age difference, elementary students will be subject to a modification of the following set of Discipline Guidelines. After carefully reviewing all evidence and documentation, the Principal and/or Superintendent has the authority to make an exception to stated consequences when the circumstances indicate.

Specific Behaviors and Consequences

Rules of Behavior	Problem Behavior	Consequences
ATTENDANCE All students are to be in class. Students must have a pass to leave a class, the building, or school grounds.	Leaving school or grounds without permission. Skipping less than 1 hour Skipping 1-4 hours	$\frac{1}{2}$ or 1 day MLC 1-2 noon detention/ $\frac{1}{2}$ day MLC 1-day MLC / Parent conference
TARDIES Students are expected to be on time to all classes	Late for class 2-3 tardies per quarter 4- 5 or more tardies per quarter 6 or more tardies per quarter	Tardy pass 1 noon detention 1-2 day ASD and parent notification 1 day MLC & Refer to Truancy/Attendance Committee.
POSSESSION AND/OR CONSUMPTION OF AN ILLEGAL SUBSTANCE will not be permitted at any time. School Board policy does not permit the use or possession of tobacco, alcohol, narcotics or any other illegal substance on school premises, at school activities, or on school buses.	Tobacco in any form	<i>1st offense:</i> 1-2 days in the Modified Learning Center (MLC) and/or referral to Student Support Team and continuation of health ed. <i>2nd offense:</i> 3-5 days in the MLC and/or referral to Student Support Team and continuation of health ed. Possible referral to School Board for expulsion. Possible referral to law enforcement
	Use or possession of alcohol/illicit drugs and /or drug paraphernalia	Up to 10 days OSS/ When appropriate notification of law enforce. Referral to Student Support Team Possible referral to School Board for expulsion.
	Trafficking of drugs/alcohol	10 days OSS and referral to School Board for expulsion. Up to 5 additional days OSS Notification of law enforcement.

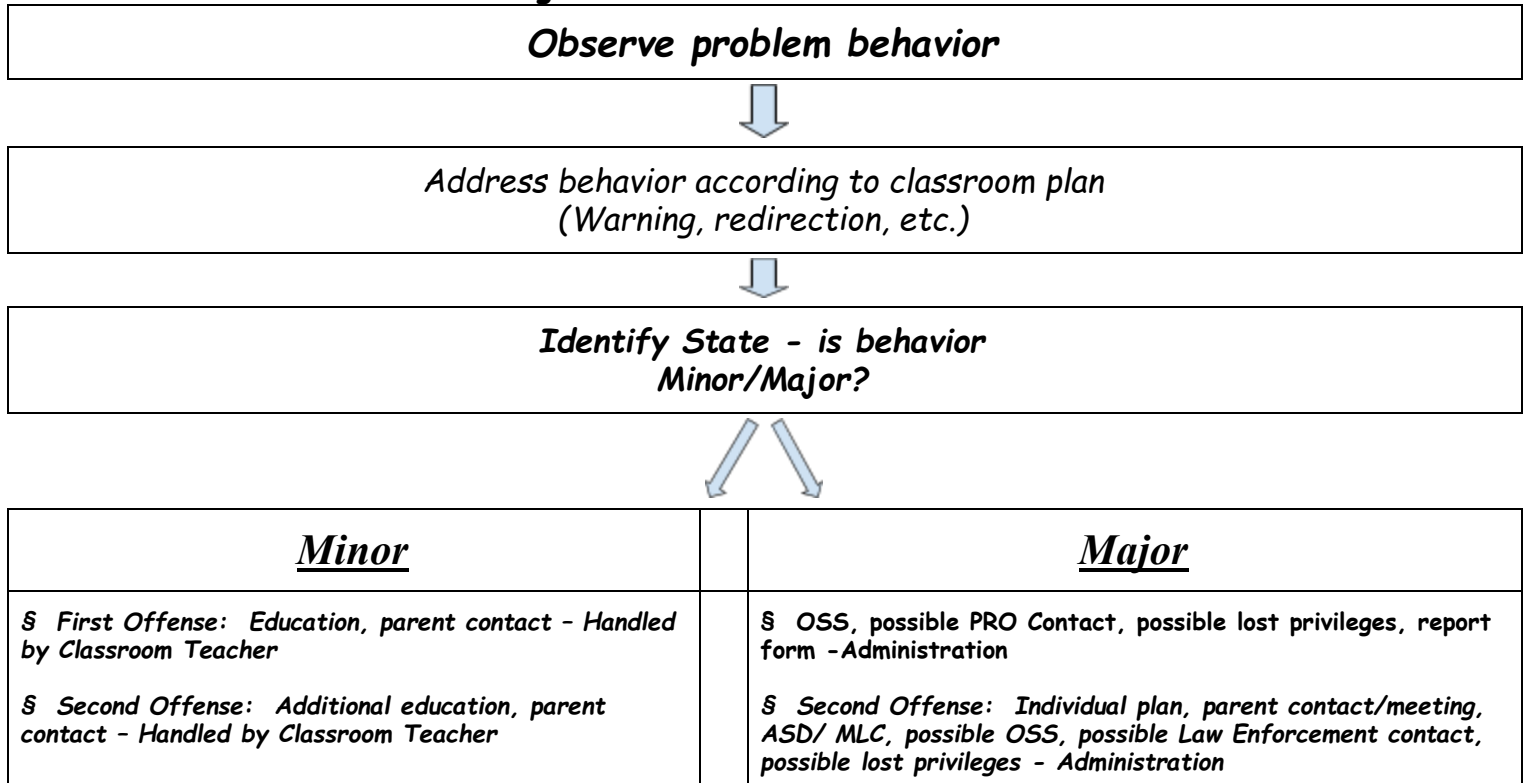
<p>POSSESSION OF AN ILLEGAL OR DANGEROUS WEAPON will not be tolerated. Violations will be reported to the police for legal action. Parent/guardian is also notified. Weapon will be confiscated.</p> <p>(Note: Possession refers to having in or on one's person, or in an area subject to one's control, or on school property or at a school activity.)</p> <p>**The new law says a person is guilty of a felony if he/she knowingly possesses, stores or keeps a dangerous weapon or uses or brandishes a replica firearm or BB gun.</p>	<p>Possession of a dangerous weapon, as determined by administrative discretion, that through its use is capable of doing bodily harm.</p>	<p>Immediate OSS Referred to School Board for Expulsion proceedings up to 1 year. Notification of law enforcement.</p>
<p>TERRORISTIC THREATS **ADMINISTRATION MAY REFER TO LAW ENFORCEMENT</p>	<p>Threats, directly or indirectly, to commit any crime of violence with the purpose of terrorizing others or to cause evacuation of a building, place of assembly, vehicle or facility.</p>	<p>Penalties may include the following:</p> <ol style="list-style-type: none"> 1. Parent notification 2. Possible MLC 3. Possible OSS 4. Possible referral to the school board for expulsion proceedings
<p>VULGAR LANGUAGE, ASSAULT, OR FIGHTING. Such behavior will not be tolerated.</p>	<p>Severe teasing/intimidation using vulgar language.</p> <p>Pushing/shoving-ready to fight</p> <p>Gestures/gang symbols</p> <p>Fist fighting or assault Severe assault or repeated assaults</p>	<p>1-2 ASD 1/2/- 1day MLC and possible parent notification.</p> <p>1 day MLC or OSS Possible Referral to law enforcement.</p> <p>3-5 days OSS Possible referral to law enforcement. Possible OSS and referral to School Board for expulsion proceedings</p>
<p>RELIGIOUS, RACIAL OR SEXUAL HARASSMENT will not be permitted.</p>	<p>Comments and insults, aggressive conduct, severe discrimination, criminal, physical misconduct</p>	<p>Consequences as per Board Policy.</p>
<p>All students will RESPECT THE RIGHTS AND PROPERTY OF OTHERS. This includes the school building and grounds. Depending on the cost of restitution, possible referral to County Law Enforcement.</p>	<p>Vandalism-includes defacing, damaging school property. Theft or possession of stolen property.</p>	<p>1-3 days MLC or OSS, a conference with parent and development of a plan for restitution of the damages to the school or individual. Law enforcement may be notified.</p>
<p>Students are expected to FOLLOW TEACHER/STAFF INSTRUCTIONS.</p>	<p>Insubordination and/or deceit, lying/cheating, etc.</p> <p>Verbal abuse/profanity directed at a teacher/staff member at any time</p> <p>Physical force/ attack used on a teacher or staff member</p>	<p>1-3 noon detentions and/or 1-2 days ASD OR 1-2 days MLC and Possible notification of parents.</p> <p>2-3 noon detentions or 2-3 ASD or 3-5 days MLC and parental conference with a re-admittance plan</p> <p>Immediate OSS with referral to School Board for expulsion proceedings. Utilize local law enforcement.</p>
<p>NON-CLASSROOM BEHAVIORS</p>	<p>Shouting Consuming candy/pop in restricted area Failure to remove cap/hat/jacket when asked Inappropriate dress code Inappropriate use of iPod/cell phone. Inappropriate hall behavior (goofing around, pushing/shoving/running) Illegal parking Unauthorized use of school room or materials</p>	<p>Noon detention/ or ASD</p> <p>Possible Parent notification. MLC/Conference with student, plan for restitution, if warranted.</p>
<p>INAPPROPRIATE BEHAVIORS AT LYCEUMS, DANCES, CONCERTS, EXTRACURRICULAR ACTIVITIES, PROGRAMS</p>	<p>Loud, disruptive noises Throwing items Disturbing others Rude behaviors</p>	<p>Removal from activity noon detention/ASD or MLC parent conference miss next event Removal from activities at the discretion of administration</p>

<p>CLASSROOM BEHAVIORS</p> <p>**When given MLC, the student is responsible to come in and pick up work before school. Student will discuss with Principal how to change their behavior.</p>	<p>Disruption</p> <p>SEE PBIS CHART ON PAGE 27.</p>	<p>Classroom teachers will have a classroom discipline system in place based on our PBIS expectations.</p> <p>1st Removal from the class where the behavior occurred to MLC room for up to 1-2 days. Parents will be notified.</p> <p>2nd Next removal up to 3-5 days in MLC. Or 3-5 ASD. Parent Meeting. Student, parent, will discuss with administration the how to change their behavior.</p>
<p>HABITUAL/SEVERE ABUSE OF THE RULES AND POLICIES which hinder the smooth operation of the school and/or jeopardize the welfare of other students or adversely impede the learning environment.</p>		<p>Excessive disciplinary referrals will result in a conference with the student, parent, and Principal/Dean of Students. This may result in detention, MLC, OSS, or referral to School Board for a possible change of placement or expulsion proceedings.</p>
<p>INTERNET/COMPUTER VIOLATIONS Internet Agreement and Laptop Agreement violations</p> <p>Middle and High School Students - Grades 7-12</p>	<p>First Offense</p> <p>Second Offense</p> <p>Third Offense</p>	<p>1 day loss of laptop</p> <p>3 day loss of laptop/ipad and subject to further discipline by the Administration.</p> <p>Loss of laptop/ipad for 10 days or possible loss for 4 weeks or for remainder of quarter (whichever is longer).</p>

Days in which school is closed due to emergency situations, natural disaster, and inclement weather, will not be counted as "school days" for students serving MLC or OSS.

Any student suspended for more than 1 day, excluded, or expelled from school, must have a student/parental meeting with the administration before the student will be readmitted to classes.

Mustang Pride Behavior Referral Procedure



<p><i>§ Third Offense: Individual plan, parent contact, MLC -ASD - Handled by Administration</i></p> <p><i>§ Additional Incidents: Review plan, parent meeting, MLC, possible OSS, other consequences - <u>Handled by Administration</u></i></p> <p><i>Defiance/Disrespect</i> <i>Disruption</i> <i>Dress Code Violation</i> <i>Inappropriate Language</i> <i>Lying</i> <i>Non Compliance</i> <i>Physical Contact</i> <i>Property misuse</i> <i>Tardy</i> <i>Teasing/Taunt</i> <i>Chronic Disruption</i></p>	<p><i>§ Third Offense: Review plan, parent meeting, MLC, possible expulsion, possible PRO contact, possible lost privileges, other consequences - Administration</i></p> <p><i>§ Additional Incidents: Review plan, parent meeting, MLC, possible OSS, possible expulsion, possible PRO contact, possible lost privileges, other consequences - Administration</i></p> <p><i>Alcohol/Drugs</i> <i>Abusive Language</i> <i>Arson</i> <i>Bomb Threat</i> <i>Bullying - Cyber</i> <i>Bullying - Non Cyber</i> <i>Cheating</i> <i>Combustibles</i> <i>Fighting/Physical aggression</i> <i>Forgery/Theft</i> <i>Harassment - Non sexual</i> <i>Harassment - Sexual</i> <i>Tobacco</i> <i>Vandalism/Property Damage</i> <i>Weapons</i> <i>Other</i></p>
--	--

SCHOOL-WIDE POSITIVE BEHAVIOR INTERVENTION (SW-PBIS)

School and district support for character education and behavioral intervention is very strong and therefore, the district will support implementing SW-PBIS to continue to further achieve the goals of the district to remove all barriers to education. The district supports the effort to build its capacity to identify clear behavioral *outcomes* for all staff and students, utilize evidence-based practices to achieve those outcomes, and understand data/information use to support sustainable, safe and positive learning environments.

The flowchart and Office Discipline Referral forms on the previous pages outline the procedures and consequences associated with various behaviors and the outcomes of problematic behaviors. All staff members from classroom teachers to bus drivers and support staff will be encouraged to follow the same protocols, as outlined on flow chart, when encountering problem behavior from students.

CODE OF STUDENT CONDUCT (Policy 506-4)

The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property; school sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school related functions. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees:

- Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- Violation of any local, state, or federal law, as appropriate;
- Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radio, and phones, including picture phones;
- Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
- Possession or distribution of slanderous, libelous or pornographic materials;

- Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
- Criminal activity;
- Falsification of any records, documents, notes or signatures;
- Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
- Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
- Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
- Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
- Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades others;
- Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
- Violation of school rules, regulations, policies, or procedures;
- Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

Detention Policy

Detention rules are as follows: be on time, no talking during detention, bring enough work to keep busy throughout the entire time, and no food, beverages or music allowed in ASD/MLC. Students failing to serve detention time may be assigned additional days of detention. Parents may be notified of the suspension, if chronic. Students who fail to serve the required detention or makeup time will be placed in ASD/MLC until a parent/student conference is held. A Saturday detention period may also be imposed. ASD (After School Detention) will be held from 3:30-5:30

Modified Learning Center (MLC)

Purpose: To provide an isolated, but educational environment for students who choose not to function appropriately in the classroom.

Rules:

- Be on time. Report to Modified Learning Center room by 8:25 a.m.
- Come prepared with books, paper, assignments, sharpened pencils.
- Remain in seat at all times. Bathroom breaks will be provided in the mid-morning, after lunch, and mid-afternoon.
- Respect the quiet of others-no talking, except to staff/supervisor.
- No sleeping. No pop, gum, candy, music devices, or cell phones.
- Respect authority and property-no graffiti, follow directions, speak with courtesy.
- Students will be escorted to the Commons to obtain their lunch and then to their eating place each day.
- Parents will be contacted by student and staff member concerning MLC and student behavior as needed.

Progression of Consequences if Rules Are Not Followed:

- Additional assignments.
- Additional 1/2 day of MLC.
- One additional day of MLC.
- The student will be removed from the in school suspension room, sent to the High School Office and may be placed by administrator on OSS for remainder of the day.

Dress and Appearance

Students are encouraged to be dressed appropriately for school activities and in keeping with community standards.

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

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

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, and other clothing that is not in keeping with community standards.
- Clothing bearing a message that is lewd, vulgar, or obscene.
- Jackets and coats designed for outdoor wear.
- Apparel promoting products or activities that is illegal for use by minors.
- Objectionable emblems, badges, symbols, signs, words, objects, or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences gang membership or affiliation, or approves, advances, or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals as defined in school district policy.
- Any apparel or footwear that would damage school property.
- Hats and hoods are not to be worn in the building except with the approval of building administrators (i.e., student undergoing chemotherapy, medical situations & designated school theme day).
- Pajamas & sleepwear (Unless designated as part of a theme day.
- Students with hickeys will be considered in violation of the dress code and will be asked to cover their necks.
- **Blankets: Students may not carry/have a blanket during the school day.**

If the administration believes a student's appearance, grooming, or mode of dress interferes with or disrupts the educational process or school activities or poses a threat to the health or safety of the student or others, the student will be directed to make modifications or may be sent to MLC for the day. A parent or guardian will be notified.

Drug-Free School and Workplace

The possession and use of alcohol, controlled substances, and toxic substances are prohibited at school or in any other school location (including school grounds, playing fields, and parking lots) before, during, or after school hours. Paraphernalia associated with controlled substances also is prohibited. The school district will discipline or take appropriate action against anyone who violates this policy.

Students cannot possess, sell, consume, or be under the influence of alcohol, tobacco, or unauthorized drugs; or possess or sell equipment intended for use in connection with the consumption of alcohol, tobacco, or unauthorized drugs. This rule applies to school buildings and grounds, before, during, and after school hours, in school vehicles, or at school-sponsored events and activities.

District policy is not violated when a person brings a controlled substance which has a currently accepted medical treatment use onto a school location for personal use if the person has a physician's prescription for the substance. Students who have prescriptions must comply with the school district's "Student Medication" policy. The school district will provide an instructional program in every elementary and secondary school on chemical abuse and the prevention of chemical dependency.

Harassment and Violence Prohibition [*]

The school district strives to maintain learning and working environment that is free from religious, racial, or sexual harassment and violence. The school district prohibits any form of religious, racial, or sexual harassment and violence. For detailed information on the school district's "Harassment and Violence Prohibition" policy, contact the office or locate the policy in the appendices section of this handbook.

Hazing Prohibition [*]

Hazing is prohibited. No student will plan, direct, encourage, aid, or engage in hazing. Students who violate this rule will be subject to disciplinary action pursuant to the school district's "Student Discipline" policy. For detailed information on the school district's "Hazing Prohibition" policy, contact the office or locate the policy in the appendices section of this handbook.

Internet Acceptable Use

All school district students have conditional access to the school district's computer system, including Internet access, for limited educational purposes, including use of the system for classroom activities, educational research, and professional and career development. Use of the school district's system is a privilege, not a right. Unacceptable use of the school district's computer system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including, but not limited to, suspension, expulsion, or exclusion; or civil or criminal

liability under other applicable laws. A copy of the school district's "Internet Acceptable Use" policy is available in the district office and is located policy in the appendices section of this handbook.

Students will receive a copy of the school district's "Internet Acceptable Use" policy and are expected to understand and agree to abide by the policy as a condition of use of the school district's computer system. All students who wish to use the school district's computer system must sign the Internet Use Agreement form once every school year.

Kelliher School will provide age-appropriate training for students who use the School's Internet facilities. The training provided will be designed to promote the School's commitment to:

- The standards and acceptable use of Internet services as set forth in the School's Acceptable Use Policy;
- Student safety with regard to:
 - safety on the Internet;
 - appropriate behavior while on online, on social networking Web sites, and in chat rooms; and
 - cyberbullying awareness and response.
- Compliance with the E-rate requirements of the Children's Internet Protection Act ("CIPA").

Laptop/iPad/iPod Acceptable Use

The use of school laptops and electronic tablets is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kelliher School reserves the right to review any material on user accounts and to monitor filespace in order to make determinations on whether specific uses of the network are inappropriate. Students are subject to a random check of the history and activity on their computers. Decisions of Kelliher School administration regarding unacceptable computer use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Kelliher School. The Kelliher School Acceptable Use Policy for Laptops can be found in the appendices section of this handbook.

Student Email Acceptable Use

The use of student email accounts is also a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kelliher School reserves the right to review any material on user accounts and to monitor filespace in order to make determinations on whether specific uses of email services are inappropriate. Students are subject to a random check of email messages both received and sent. Decisions of Kelliher School administration regarding unacceptable email use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Kelliher School. The Kelliher School Student Email Acceptable Use Policy for Laptops can be found in the appendices section of this handbook.

Vandalism

Vandalism of any district property is prohibited. Violators will be disciplined and may be reported to law enforcement officials.

PART IV — HEALTH AND SAFETY

Accidents & Medical Attention for Students

The Kelliher School provides a school nurse to ensure the health and wellness of students. Students must possess a pass from class to visit the nurse's office. Parents/guardians will be informed if a student is too ill to remain in school or has become injured. All medications must be registered with the nurse's office. The nurse will determine if the medication should be left in the nurse's office, or if the student will be allowed to maintain possession of their medication. All student injuries that occur at school or school-sponsored activities should be reported to the Kelliher School nurse. Parents/guardians of an injured student will be notified as soon as possible. If the student requires immediate medical attention, the principal or other district leader will call 911 or seek emergency medical treatment and then contact the parent(s).

First Aid

The nurse's office is equipped to handle minor injuries requiring first aid. If the nurse's office is not open, assistance can be sought from the building's administrative office. If a student experiences a more serious medical emergency at school, 911 will be called and/or a parent/guardian will be contacted depending on the situation.

Students who become sick at school should notify their teacher that they wish to see the nurse. The school nurse will arrange for students who become sick at school to go home early. A parent/guardian should notify the school if his/her child is unable to attend school because of illness.

Asbestos Management Update [*]

The school district has developed an asbestos management plan. A copy of this plan can be found in the district offices and is available on the district's website.

Automated External Defibrillators

The district has installed automated external defibrillators (AEDs) in the commons next to the Media Center doors.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his/her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Students with certain communicable diseases will not be excluded from attending school in their usual daily attendance settings as long as their health permits and their attendance does not create a significant risk of transmitting the illness to other students or school district employees. The school district will determine on a case-by-case basis whether a contagious student's attendance creates a significant risk of transmitting the illness to others.

Crisis Management

The school district has developed a "Crisis Management" policy. Each school building has its own building-specific crisis management plan. Students and parents will be provided with information as to district- and school-specific plans.

The "Crisis Management" policy addresses a range of potential crisis situations in the school district and includes general crisis procedures for securing buildings, classroom evacuation, campus evacuation, sheltering, and communication procedures. The school district will conduct lockdown drills, fire drills, and a tornado drill. Building plans include classroom and building evacuation procedures.

Immunizations

All students must be properly immunized or submit appropriate documentation exempting them from such immunizations in order to enroll or remain enrolled. Students may be exempted from the immunization requirement when the immunization of the student is contraindicated for medical reasons; laboratory confirmation of adequate immunity exists; or due to the conscientiously held beliefs of the parents/guardians or student. The school district will maintain a file containing the immunization records for each student in attendance at the school district for at least five years after the student reaches the age of 18. For a copy of the immunization schedule, or to obtain an exemption form or information, contact the school nurse, Colleen Hillman at 218-647-8286 (ext. 1108).

Lice/Bed Bugs

If a student has been determined to have lice, the school nurse or representative will be notify the parent/guardian, that the child needs to be treated before returning. When returning to school, the child must have the school nurse inspect him or her for any continuing signs of lice. If lice are still present, the student must be treated again.

Bed bug infestations at school are uncommon. If bed bugs are found at school, the student's parent/guardian will be notified by the school nurse.

Pink Eye

If a student has pink eye, the student must not come to school until her or she has been on appropriately prescribed medication for a minimum of 24 hours.

Pesticide Application Notice [*]

The school district may plan to apply pesticides) on school property. To the extent the school district applies certain pesticides; the school district will provide a notice by September 15 as to the school district's plan to use these pesticides. A parent may request to be notified prior to the application of certain pesticides on days different from those specified in the notice. Additional information regarding what pesticides are used, the schedule of pesticide applications, and the long-term health effects of the class of pesticide on children can be requested by contacting district offices.

Safety

The safety of students on campus and at school-related activities is a high priority of the district. While district-wide safety procedures are in place, student and parent cooperation is essential to ensuring school safety.

The Kelliher School maintains a crisis prevention policy that requires practicing a number of safety drills (fire, tornado, intruder lock-downs, etc.) to be conducted at various times throughout the year. In the event of a real crisis, parents and guardians will be notified as soon as safely possible through a number of communication methods available to the district.

Tobacco-Free Schools [**]

School district students and staff have the right to learn and work in an environment that is tobacco free. School policy is violated by any individual's use of tobacco or tobacco-related devices in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Students may not possess any type of tobacco or tobacco-related device in a public school, on school grounds, in any school-owned vehicles, or at any school events or activities. Any student who violates this policy is subject to school district discipline. For detailed information on the school district's "Tobacco-Free Environment" policy, contact the office Contact school administrators if you have questions or wish to report violations.

[*Note: A limited exception to the tobacco prohibition exists for adult members of an Indian tribe, as defined under Minnesota law, who may light tobacco on school district property as a part of a traditional Indian spiritual or cultural ceremony.*]

Weapons Prohibition

No person will possess, use, or distribute a weapon when in a school location except as provided in school district policy. A "weapon" means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; numchucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. A weapon also includes look-alike weapons. Appropriate discipline and action will be taken against any person who violates this policy. The school district takes a "zero tolerance" position in regard to the possession, use, or distribution of weapons by students. Discipline of students will include, at a minimum: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and recommendation to the superintendent of dismissal for a period of time not to exceed one year. A student who brings a firearm to school will be expelled for at least one year, subject to school district discretion on a case-by-case basis. For a copy of the "School Weapons" policy, contact the school office.

Wellness

The Kelliher Public School district school board and staff believe that the ability to learn is enhanced in an environment that promotes the mental and physical health of each student. In order to afford students the opportunity to fully participate in the education process, the district shall promote a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The district shall support a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the school contributes to the basic health status of children. Improved health optimizes student performance and helps ensure that no child falls behind academically. For detailed information on the school district's Wellness policy, contact the office. The district Wellness Committee will meet twice a year to review the wellness policy and its applications.

APPENDICES

1. KELLIHER SCHOOL BOARD POLICIES

BULLYING PROHIBITION POLICY

Adopted: 8/14/2014 MSBA/MASA Model Policy 514

Orig. 2003

Revised: _____

Rev. 2014

514 BULLYING PROHIBITION POLICY

[Note: School districts are required by statute to have a policy addressing bullying.]

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

III. DEFINITIONS

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

- A. "Bullying" means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:
1. an actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
 2. materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.
- The term, "bullying," specifically includes cyberbullying as defined in this policy.
- B. "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 cyberbullying as defined in this policy or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about bullying.
- G. "Remedial response" means a measure to stop and correct prohibited conduct, prevent prohibited conduct from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of prohibited conduct.
- H. "Student" means a student enrolled in a public school or a charter school.

IV. REPORTING PROCEDURE

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

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

V. SCHOOL DISTRICT ACTION

- A. Within three days of the receipt of a complaint or report of bullying or other prohibited conduct, the school district shall undertake or authorize an investigation by the building report taker or a third party designated by the school district.
- B. The building report taker or other appropriate school district officials may take immediate steps, at their discretion, to protect the target or victim of the bullying or other prohibited conduct, the complainant, the reporter, and students or others, pending completion of an investigation of the bullying or other prohibited conduct, consistent with applicable law.
- C. The alleged perpetrator of the bullying or other prohibited conduct shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines that bullying or other prohibited conduct has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited conduct. Remedial responses to the bullying or other prohibited conduct shall be tailored to the particular incident and nature of the conduct and shall take into account the factors specified in Section II.F. of this policy. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; the student discipline policy (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 cyberbullying; and
 5. Internet safety and cyberbullying.
- 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 school's primary contact person;
 5. Teach students to advocate for themselves and others;
 6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
 7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

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

IX. POLICY REVIEW

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

Legal References:

Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
 Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definition of Public School)
 Minn. Stat. § 120B.232 (Character Development Education)
 Minn. Stat. § 121A.03 (Sexual, Religious and Racial Harassment and Violence)
 Minn. Stat. § 121A.031 (School Student Bullying Policy)
 Minn. Stat. § 121A.0311 (Notice of Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
 Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
 Minn. Stat. § 121A.69 (Hazing Policy)
 Minn. Stat. § 124D.10 (Charter School)
 Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
 20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
 34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

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

I.S.D. #36 REPORT OF STUDENT BULLYING

Kelliher School maintains firm policies prohibiting bullying toward students. Use this form to report an incident where you have reasonable grounds to believe a student has violated the policy.

Date of incident: _____ Time: _____ Location: _____ Bus: _____
Name of person filing complaint: _____ Grade: _____
Name of person allegedly violating the policy: _____ Grade: _____
Witness(es) who saw the incident: _____

1. Describe the incident stating facts clearly. Describe any physical force. Write down any verbal statements as exactly as possible. _____

(Continue on separate sheet of paper if necessary)

Telephone #: _____ Signature: _____

2. The outcome of the investigation determined that violation of our policy: ___did ___did not occur.

3. Discipline Action: (date - action)

_____ education on District Policy & verbal warning

* this education method will not be repeated (progressive discipline)

_____ dismissal for remainder of the day

_____ suspension for ___ days

_____ parents notified ___ phone ___ letter

_____ conference with student

_____ conference with student and parents

_____ meeting with classroom teacher and request that behavior be monitored

_____ referral to ___ social worker ___ counselor

_____ I.E.P. / Special Education meeting scheduled

4. Notes: _____

Date received: _____ Teacher

Date received: _____ Principal

Date received: _____ Counselor

Date received: _____ Other _____

Send a copy to: District #36, Superintendent, P.O. Box 259, Kelliher, MN 56650

Principal's Signature (required on all reports)

218-647-8286

HAZING POLICY

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

General Statement:

- 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.

Definitions:

A. Hazing means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance which 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.

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

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.

Reprisal: The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged hazing or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such hazing.

Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

INTERNET ACCEPTABLE USE POLICY MSBA/MASA Model Policy 524 - Adopted 9/14/00

The purpose of this policy is to set forth policies and guidelines for access to the school district computer system and acceptable use of the internet.

General Statement of Policy:

In making decisions regarding student access to the school district computer system and to the Internet the school district considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the school district computer system and to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. The school district expects that faculty will blend thoughtful use of the school district computer system and the Internet throughout the curriculum and will provide guidance and instruction to students in their use.

Limited Educational Purpose:

The school district is providing students and employees with access to the school district's computer system, which includes Internet access. The purpose of the system is not merely to provide students and employees with general access to the Internet. The school district system has a limited

educational purpose, which includes use of the system for classroom activities, professional or career development, and limited high-quality, self-discovery activities. Users are expected to use Internet access through the district system to further educational and personal goals consistent with the mission of the school district and school policies. Uses which might be acceptable on a user's private personal account on another system may not be acceptable on this limited purpose network.

Use of System is a Privilege:

The use of the school district system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the school district system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school district policies, including suspension, expulsion, exclusion or termination of employment; or civil or criminal liability under other applicable laws.

Unacceptable Uses:

A. The following uses of the school district system and Internet resources or accounts are considered unacceptable:

1. Users will not use the school district system to access, review, upload, download, store, print, post or distribute pornographic, obscene or sexually explicit material.
2. Users will not use the school district system to transmit or receive obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language.
3. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that are inappropriate in the educational setting or disruptive to the educational process and will not post information or materials that could cause damage or danger of disruption.
4. Users will not use the school district system to access, review, upload, download, store, print, post, or distribute materials that use language or images that advocate violence or discrimination toward other people (hate literature) or that may constitute harassment or discrimination.
5. Users will not use the school district system to access, review, upload, download, store, print, or post personal information, contact information, personal web pages or personal websites without permission from the school administration.
6. Users will not use the school district system to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.
7. Users will not use the school district system to engage in any illegal act or violate any local, state or federal statute or law.
8. Users will not use the school district system to vandalize, damage or disable the property of another person or organization, will not make deliberate attempts to degrade or disrupt equipment, software or system performance by spreading computer viruses or by any other means, will not tamper with, modify or change the school district system software, hardware or wiring to take any action to violate the school district system's security, and will not use the school district system in such a way as to disrupt the use of the system by other users.
9. Users will not use the school district system to gain unauthorized access to information resources or to access another person's materials, information or files without the implied or direct permission of that person.
10. Users will not use the school district system to post private information about another person or to post personal contact information about themselves or other persons including, but not limited to, address, telephone numbers, school addresses, work addresses, identification numbers, account numbers, access codes or passwords, and will not repost a message that was sent to the user privately without permission of the person who sent the message.
11. Users will not attempt to gain unauthorized access to the school district system or any other system through the school district system, attempt to log in through another person's account, or use computer accounts, access codes or network identification other than those assigned to the user.
12. Users will not use the school district system to violate copyright laws or usage licensing agreements, or otherwise to use another person's property without the person's prior approval or proper citation, including the downloading or exchanging of pirated software or copying software to or from any school computer, and will not plagiarize works they find on the Internet.
13. Users will not use the school district system for the conduct of a business, for unauthorized commercial purposes or for financial gain unrelated to the mission of the school district. Users will not use the school district system to offer or provide goods or services or for product advertisement. Users will not use the school district system to purchase goods or services for personal use without authorization from the appropriate school district official.
14. If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate school district official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy. A user may also in certain rare instances access otherwise unacceptable materials if necessary to complete an assignment and if done with the prior approval of and with appropriate guidance from the appropriate teacher.

Consistency with Other School Policies:

Use of the school district computer system and use of the Internet shall be consistent with school district policies and the mission of the school district.

Limited Expectation of Privacy:

- A. By authorizing use of the school district system, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect only limited privacy in the contents of personal files on the school district system.
- B. Routine maintenance and monitoring of the school district system may lead to a discovery that a user has violated this policy, another school district policy, or the law.
- C. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.
- D. Parents have the right at any time to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.
- E. School district employees should be aware that data and other materials in files maintained on the school district system may be subject to review, disclosure or discovery under Minnesota Statutes, Chapter 13 (the Minnesota Government Data Practices Act).
- F. The school district will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district system.

Internet Use Agreement:

- A. The proper use of the Internet, and the educational value to be gained from proper Internet use, is the joint responsibility of students, parents and employees of the school district.

- B. This policy requires the permission of and supervision by the school's designated professional staff before a student may use a school account or resource to access the Internet.
- C. The internet Use Agreement form must be read and signed by the user, the parent or guardian, and the supervising teacher. The form must then be filed at the school office. As supervising teacher change, the agreement signed by the new teacher shall be attached to the original agreement.

Limitation on School District Liability:

Use of the school district system is at the user's own risk. The system is provided on an "as is, as available" basis. The school district will not be responsible for any damage users may suffer, including, but not limited to, loss, damage or unavailability of data stored on school district diskettes, tapes, hard drives or servers, or for delays or changes in or interruptions of service or misdeliveries or non deliveries of information or materials, regardless of the cause. The school district is not responsible for the accuracy or quality of any advice or information obtained through or stored on the school district system. The school district will not be responsible for financial obligations arising through unauthorized use of the school district system or the Internet.

User Notification:

- A. All users shall be notified of the school district policies relating to Internet use.
- B. This notification shall include the following:
 - 1. Notification that internet use is subject to compliance with school district policies.
 - 2. Disclaimers limiting the school district's liability relative to:
 - a. Information stored on school district diskettes, hard drives or servers.
 - b. Information retrieved through school district computers, networks or online resources.
 - c. Personal property used to access school district computers, networks or online resources.
 - d. Unauthorized financial obligations resulting from use of school district resources/accounts to access the Internet.
 - 3. A description of the privacy rights and limitations of school sponsored/managed Internet accounts.
 - 4. Notification that, even though the school district may use technical means to limit student Internet access, these limits do not provide a foolproof means for enforcing the provisions of this acceptable use policy.
 - 5. Notification that goods and services can be purchased over the internet that could potentially result in unwanted financial obligations and that any financial obligation incurred by a student through the Internet is the sole responsibility of the student or the student's parents.
 - 6. Notification that should the user violate the school district's acceptable use policy, the student's access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action may be taken.
 - 7. Notification that all provisions of the acceptable use policy are subordinate to local, state and federal laws.

Parent Responsibility: Notification of Student Internet Use:

- A. Outside of school, parents bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other possibly offensive media. Parents are responsible for monitoring their student's use of the school district system and of the Internet if the student is accessing the school district system from home or a remote location.
- B. Parents will be notified that their students will be using school district resources/accounts to access the Internet and that the school district will provide parents the option to request alternative activities not requiring Internet access. This notification should include:
 - I. A copy of the user notification form provided to the student user.
 - II. A description of parent/guardian responsibilities.
 - III. A notification that the parents have the option to request alternative educational activities not requiring Internet access and the material to exercise this option.
 - IV. A statement that the Internet Use Agreement must be signed by the user, the parent or guardian, and the supervising teacher prior to use by the student.
 - V. A statement that the school district's acceptable use policy is available for parental review.

Implementation: Policy Review:

- A. The school district administration may develop appropriate guidelines and procedures necessary to implement this policy for submission to the school board for approval. Upon approval by the school board, such guidelines and procedures shall be an addendum to this policy.
- B. The administration shall revise the student and aren't notifications, if necessary, to reflect the adoption these guidelines and procedures.
- C. The School district's Internet Policies and procedures are available for review by all parents, guardians, staff and members of the community.
- D. Because of the rapid changes in the development of the Internet, the school board shall conduct an annual review of this policy.

Laptop Acceptable Use Policy

Kelliher School provides students in grades ten through twelve with laptop computers for the entire school year. The purpose of this policy is to provide students with the requisite technological support to assist them in learning and developing to their fullest potential in accordance with the district's mission statement: *Developing leaders and lifelong learners in a community that promotes rigor, relevance, and respect.* Each eligible student will be issued a laptop by serial number barcode through the media center. Laptops and backpacks will be marked and the labels are not to be removed. Laptops and backpacks will be checked in at the end of the school year and reissued at the beginning of the next school year contingent on continued funding of the laptop program.

If a student who has been issued a laptop computer leaves the district, the laptop and backpack is to be returned along with the textbooks upon withdrawal. All laptops issued to students are the property of Kelliher Public School District #36. If a laptop is lost, stolen, or damaged due to student neglect, the student may be liable for replacement or repair costs.

PRIVILEGES:

The use of school laptops is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Kelliher School reserves the right to review any material on user accounts and to monitor file server space in order to make determinations on whether specific uses of the network are inappropriate. Students are subject to a random check of the history and activity on their computer. Decisions of Kelliher School administration regarding unacceptable computer use are final. A student's use of the Internet and/or e-mail may be revoked, denied or suspended at the request of faculty and staff of Kelliher School.

NETWORK ETIQUETTE:

Kelliher School students are expected to abide by the generally-accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not become abusive in your messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
- Do not send or display offensive messages or pictures.
- Do not harass, insult or attack others.
- Do not send out bulk email. This includes chain letters, advertisements, or any other message that includes many different recipients without their consent. Students must receive prior approval before any e-mail is sent to the entire school or an entire class.
- Do not use the network in such a way that you would disrupt the use of the network by other users. Users shall not play games or use the computer resources for other non-academic activities during class. Students may not download large files over the Internet during school hours.
- Do not damage computers, computers systems or computer networks or engage in other acts of vandalism. Vandalism is defined as any malicious attempt to harm or destroy the equipment and/or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses. The use of intentionally harmful programs is strongly prohibited and will result in serious disciplinary consequences.
- The volume setting on the laptops should be muted when using the computer in a setting that would be distracting to others.

LOSS OF PRIVILEGES:

Students must maintain the privilege of using school laptops by following academic, behavioral, and attendance guidelines that are in accordance with Kelliher School student policies. All students will be provided with laptops at the beginning of the school year. If a student's midterm grades cause the student to become deficient, he or she will lose laptop privileges for two weeks. If the student is deficient in any class at the end of a grading period, the student will lose laptop privileges until the following midterm grading period provided his or her grades are no longer failing.

If a student is identified as a continuing truant (absent from school, as defined in Minn. Stat. 120A.05 without valid excuse for three or more class periods on three days during a school year), the student will lose laptop privileges until the end of the quarter.

If a student's behavior causes him or her to be given an out-of-school suspension, an in-school suspension, an after-school detention, or a noon detention, the student may lose computer privileges as follows:

Detention or loss of computer privileges

1. Noon detention or after-school detention
 - 1st offense - one-day loss of laptop privileges
 - 2nd offense - 3-day loss of laptop privileges
 - 3rd offense - 10-day loss of laptop privileges
2. In-school suspension
 - 1st offense - 3-day loss of laptop privileges
 - 2nd offense - 10-day loss of laptop privileges
 - 3rd offense - loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).
3. Out-of-school suspension
 - 1st offense - 10-day loss of laptop privileges
 - 2nd offense - loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).

Classroom behaviors:

1. Use of chat rooms, email, games, music, or browsers without permission during class
 - 1st offense - 3-day loss of laptop privileges
 - 2nd offense - 10-day loss of full laptop privileges
 - 3rd offense - loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).
2. Use of inappropriate language, offensive messages or pictures, harassment, insults, threats, or attacks on others.
 - 1st offense - 5 days loss of full laptop privileges
 - 2nd offense - 1 loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).
 - 3rd offense - loss of full laptop privileges for remainder of school year
3. Revealing a password to another user; using another user's password to gain access to the network, Internet, or laptop; trespassing onto another user's files; using another student's laptop without permission; defacing laptops or carrying cases with names or graffiti.
 - 1st offense - 1 loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).
 - 2nd offense - loss of full laptop privileges for rest of school year
4. Intentional damage to computers, computer systems or network, or other acts of vandalism
 - 1st offense - loss of laptop privileges for remainder of school year

SECURITY:

To protect the integrity of a computer system involving many users, Kelliher students are not permitted to:

- Reveal passwords to another user.
- Use another user's password to gain access to the network or Internet.
- Trespass into another user's files.
- Deface laptops or backpacks with names or graffiti.

RESPONSIBLE CARE OF LAPTOP COMPUTERS: Students are responsible for their own computers. They must keep their laptops with them or secured at all times. Students involved in after-school activities need to insure that their computers are secure. The computers must be kept in the approved/issued backpack or carrying case provided and not placed in conventional book bags. Students must notify the school immediately if a computer is missing. If the laptop is reported as stolen, the school district will require a police report to be filed. If the computer is lost, the school district will require a parent conference with the building principal, district technology coordinator, and/or a building teacher to determine if there was negligence in the loss of the laptop.

Students who leave laptop computers unattended will lose laptop privileges as follows:

Unattended computers

- 1st offense - 1 day loss of laptop privileges
- 2nd offense - 5 day loss of laptop privileges
- 3rd offense - 1 loss of laptop privileges for 1 month or for remainder of quarter (whichever is longer).

Violation of any of the procedures addressed in this document will result in disciplinary action.

Any student whose laptop has been confiscated will not be allowed to borrow a school laptop or use another student's laptop. The school reserves the right to institute additional disciplinary consequences or monetary fines should it be deemed necessary.

PRIVACY

The laptops are the property of Kelliher Public School. All information will be accessible to the support staff/faculty. Additionally, the school retains the right to look at a student's hard drive if there is a reasonable suspicion that the computer is being used inappropriately or dishonorably.

PARENT/STUDENT

Both Student and Parent must sign this Acceptable Use Policy for Laptop Program. Parents are responsible for monitoring their child's use and care of the laptop during off-school hours. Laptops may be used by other family members for educational purposes. All procedures set further in this policy apply to all users.

If laptops are damaged, they must be returned to the service provider for repairs. Students will be without the use of a laptop during that time.

Parent _____ Date _____

Student _____ Date _____

Kelliher Wellness Policy

Adopted: 7-10-06
MSBA/MASA Model Policy 533
Orig. 2005
8-14-2014

Revised:

533 WELLNESS

I. Purpose

The Kelliher Public School district shall strive to make a significant contribution to the general well being, mental and physical capacity and learning ability of each student. We will afford students the opportunity to fully participate in the educational process. The district shall promote a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The district shall support a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, the school contributes to the basic health status of children. Improved health optimizes student performance and helps ensure that no child is left behind.

II. GENERAL STATEMENT OF POLICY

Healthy eating and physical activity are demonstrably linked to reduced risk for mortality and a reduction in the development of many chronic diseases as adults. To help insure the health and well-being of all students, it is the policy of the Kelliher School Board to support a School-wide Wellness Plan that allows for the provision and teaching of an active school day and healthy eating habits that will become lifelong habits for students and staff as follows:

- A. Ensure that all children have access to adequate and healthy food choices on scheduled school days at reasonable prices. All meals or food sold to students at Kelliher School must:
 1. Be a "whole grain-rich" grain product; or
 2. Have as the first ingredient a fruit, a vegetable, a dairy product, or a protein food; or
 3. Be a combination food that contains at least $\frac{1}{4}$ cup of fruit and/or vegetable; or
 4. Contain 10% of the Daily Value (DV) of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber).*

*** On July 1, 2016, foods may not qualify using the 10% DV criteria**

- B. Ensure that food sales/parties for students are held during hours that will not conflict with the lunch and breakfast programs. The district operates under the National School Lunch, National School Breakfast and National Afterschool Snack program regulations.
- C. Support and promote proper dietary habits contributing to students' health status and academic performance. All food available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the **district nutritional guidelines**. Emphasis should be placed on foods that are nutrient dense per calorie. Food should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Staff should be encouraged to focus on **the Dietary Guidelines for Americans**.
- D. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue.
- E. Coordinate school food service with this policy to reinforce messages about healthy eating and to ensure that food offered promote good nutrition and contribute to the development of lifelong, healthy eating habits. Food service personnel shall adhere to all federal, state and local food safety and security guidelines while making every effort to eliminate any social stigma attached to, and prevent the overt identification of, students who are eligible for free and reduced-priced school meals.
- F. Regularly evaluate the effectiveness of this policy in promoting healthy eating and change the program as appropriate to increase effectiveness.
- G. The school district encourages the involvement of students, parents, teachers, food service staff, and other interested persons in implementing, monitoring and reviewing school district nutrition and physical activity policies.
- H. Qualified food service personnel will provide students with access to a variety of affordable, nutritious, and appealing foods that ensure that student access to foods and beverages meet or exceed all federal, state and local laws and guidelines; try to accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- I. The Kelliher School District requires that guidelines for reimbursable school meals shall not be less restrictive than regulations and guidance issued by the Secretary of Agriculture pursuant to the Child Nutrition Act (42 U.S.C. 1771 et seq.) and sections 9(f) (i) and 17 (a) of the Richard B. Russell National School Lunch Act (42 U.S.C. 1758 (f) (l), 1776(1), as those regulations apply to schools.
- J. The Kelliher School district will provide students access to handwashing or hand sanitizing before they eat meals or snacks.
- K. The Kelliher School District will make every effort to provide students with sufficient time to eat after sitting down for school meals and will schedule meal periods at appropriate times during the day.
- L. The Kelliher School District will discourage tutoring, club or organizational meeting or activities during mealtimes, unless students may eat during such activities.
- M. Provide School staff involved in nutrition education and in supporting a healthy school environment with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
- N. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of healthy eating lifestyles.
- O. All students in grades K-12 will have opportunities, support and encouragement to be physically active on a regular basis. The following opportunities for physical activity will be provided for all students:
 - a. Every-day physical education classes lasting 25 minutes for elementary students;
 - b. Supervised, unstructured recess for 30 minutes prior to lunch;
 - c. Two 10-minute classroom exercise activity breaks: aerobics, yoga, pilates and/or balance routines will be encouraged;
 - d. Provide opportunities for junior high and high school students to receive more access to the gym in the morning or after school for physical activity;
 - e. Provide more supervision for the weight room for better accessibility for students before and after school hours and during lunch;
 - f. Provide structured exercise sessions for students and staff (P90x, Aerobics videos, organized dance, etc.) before and after school;
 - g. Dental hygiene and personal hygiene information given to the students on a regular basis
- P. Require the Kelliher School Health Committee meet a minimum of twice yearly and report results of said meetings to the board.

III. GUIDELINES

The following nutritional guidelines shall apply to all students:

- A. Foods and Beverages
 - 1. Water Consumption

Staff should encourage increased consumption of water throughout the day. Staff members should be particularly sensitive to student needs for water during periods of hot weather. Teachers may need to call for extra water breaks too. Even during periods of moderate temperatures, staff members should remind students of the value of consuming water.

Water sales should be significant option through school vending and concession services. Water should be available during mealtimes, at least through water fountains.

2. Water Bottles

Each wing shall determine when students may bring water bottles for use during the school day and establish a policy for whether or not bottles may be refilled during school time.

- Water bottles should be clear and have secure caps.
- Students may not share water bottles.
- Empty bottles should on a regular basis be recycled (if appropriate), discarded or take home for sanitized reuse.
- Students misusing water bottles shall be subject to disciplinary actions.

3. Fat Content

Foods from reimbursable meals shall over the course of five days, derive no more than 30 percent of their total for calories from fat and less than 10 percent of their total calories from saturated fats. These recommendations are consistent with federal mandates.

4. Content from Added Sugars

No individual item served by food service as a part of a traditional meal, as an ala carte item, or as a snack item may contain more than one third of its weight from added sugar. An exception may be made periodically for a traditional meal treat.

5. Milk Products

Milk shall be promoted during all meals. Milk shall be available to students who bring sack lunches. Only unflavored milk shall be served during the school breakfast program. Both flavored and unflavored milk shall be made available during the school lunch program. No products shall be served which derive more than one-third of their weight from added sugars. Low-fat (one percent) and non-fat (Skim) forms of milk shall be featured in single serving sizes whenever possible. Whole milk or lactose free milk shall be available when medically indicated.

6. Juice-Based Drinks

Pure juice may be available as an additional beverage during the school breakfast time.

Other juice based drinks without added sugars (e.g., juice diluted with water or flavored waters) may be served. No sweetener-based "juice drinks" or sport drinks which derive more than one-third of their weight from added sugars shall be served at mealtimes.

In all cases, single-serving sizes shall be featured.

Children who bring sack lunches from home are encouraged to bring 100 percent juice or water with them instead of consuming heavily sweetened "juice drinks" and sport drinks.

7. Soda and Energy Drinks

Soda pop and energy drinks shall NOT be allowed during the school day including students bringing lunches or snacks or storing such drinks in lockers for later use.

8. Caffeine and Additives

Products containing caffeine shall not be available during mealtimes. An exception shall be made for chocolate.

The food service shall be sensitive to the presence of dyes, sulfites, MSG and other additives to food by limiting their use whenever possible or finding alternative products that have fewer additives. The food service shall follow federal guidelines regarding sodium content in all food.

9. Food and Beverages Offered to Students at Food Functions

Kelliher School may sell the following beverages:

- Plain water (with or without carbonation)
- Unflavored low fat milk
- Unflavored or flavored fat free milk and milk alternatives permitted by NSLP/SBP
- 100% fruit or vegetable juice and
- 100% fruit or vegetable juice diluted with water (with or without carbonation), and no added sweeteners.

Kelliher Elementary school may sell up to 8-ounce portions to its students, while Kelliher High School (grades 7-12) may sell up to 12-ounce portions of milk and juice to its students. There is no portion size limit for plain water.

The district encourages the use of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. At any school functions (e.g., parties, celebrations, feasts, sporting events) healthy food choice options should be available. Some suggested foods are listed below:

- Raw vegetables sticks/slices with low -fat dressing or yogurt dip
- Fresh fruit and 100 percent fruit juices
- Frozen fruit juice pops

- Dried fruits (e.g., raisins, banana chips)
- Trail mix
- Dry roasted peanuts, tree nuts and soy nuts (not coconut or palm nuts)
- Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Low-sodium crackers
- Baked Corn chips and fat-free potato chips with salsa and low-fat dips (e.g., ranch, French, onion, bean)
- Multi-grain granola bars
- Angel food and sponge cakes
- Flavored yogurt and fruit parfaits
- Jell-O and low fat pudding cups
- Frozen yogurts and sherbets
- Low-fat and skim milk products
- Pure ice cold water

9. Fund-Raising Activities and Concessions

To create a school environment that supports the promotion of healthy food and beverage choices for children, it is important to consider all venues where food and beverages are consumed or sold.

Any fund-raising requires administration approval. The following recommendations are made to promote healthy choices for children related to fundraising activities supported by the school:

- Offer only non-food items as the items that raise funds such as books, gift wrap, candles, plants, flowers and school promotional items.
- Whenever food and beverages are sold that raise funds for the school include at least some healthy food choices.

Organizations operating concessions at school functions should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

- Food items that meet nutrition requirements are not limited.
- The standards do not apply during non-school hours, on weekends and at off-campus fundraising events.

11. Learning Incentives

The use of foods of minimal nutritional value as learning incentives should be kept to minimum and healthy food choices or non-food items should be substituted.

Foods of minimal nutritional value as defined by the U.S. Food and Drug Administration (**USDA**) include:

- Soda Water - any carbonated beverage (even water). No product shall be excluded from this definition because it contains discrete nutrients added to the food such as vitamins, minerals and protein.
- Water Ices - any frozen, sweetened water such as "...sicles" and flavored ice with the exception of products that contain fruit or fruit juice.
- Chewing Gum - any flavored products from natural or synthetic gums and other ingredients that form an insoluble mass for chewing.
- Certain Candies - any processed food made predominantly from sweeteners or artificial sweeteners with a variety of minor ingredients.
- Hard Candy - a product made predominantly from sugar (sucrose) and corn syrup that may be flavored and colored, is characterized by a hard, brittle texture and includes such items as sour balls, lollipops, fruit balls, candy sticks, starlight mints, after dinner mints, jawbreakers, sugar wafers, rock candy, cinnamon candies, breath mints and cough drops.

Kelliher Public School Email Use Policy

1. Account security and safety.

It is the responsibility of students to maintain the confidentiality of the student email account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorized use of their accounts to a campus email monitor, teacher, or district official immediately. Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately. Students will not use email to share personal information, such as full names, locations, family information, phone numbers, etc.

2. Student use guidelines.

Student email accounts are to be used for the following purposes only:

- Teacher-student correspondence.
- Accessing/submission of classroom assignments or materials.
- Creation of accounts for classroom web-based tools, such as blogs, wikis, podcasts, etc.
- Correspondence with students/partners in collaborative class activities (e.g. pen pals).

- Occasional and reasonable personal use

Students may not use email accounts for:

- Bullying or harassment of other students.
- Forwarding of chain email, spam, or commercial content.
- Sending inappropriate or immoral content or language.

3. Privacy.

Student email accounts are the property of Kelliher Public School. Students should expect email to be subject to monitoring at all times and should not expect any email to be private. Additionally, active software-based filtering will monitor student email for content and dangerous/malicious programs.

4. Parent access to student accounts.

Kelliher Public School values parents' roles in educating their students and wants to facilitate open communication and participation between schools and families. Parents may, at any time, request and receive student email usernames, passwords, and access information from their students' campuses (valid identification required). Email accounts may be accessed via any Internet-enabled computer or device, and parents are welcome and encouraged to participate in educating their children in safe, proper, and ethical use of email communications.

5. Consequences of violation of acceptable use policies.

Students who violate student email policies are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student
- Communication only.
- Temporary or permanent loss of access to student email accounts.
- Disciplinary action as determined to be appropriate by School Administration.

6. End of Account.

The student will be removed from the system after graduation or leaving the school for reason.

Parent or Guardian Signature

Student Signature

2. NOTICES AND SELECTED DISTRICT POLICIES

The following school policy statements are attached as further documentation. Any person wishing to see complete policy statements should contact the Superintendent.

Pesticide Notice

General Notice for Parents, Guardians and Students

A Minnesota State law went into effect in year 2000 that requires schools to inform parents and guardians if they apply certain pesticides on school property.

Specifically, this law requires schools that apply these pesticides to maintain an estimated schedule of pesticide applications and to make the schedule available to parents and guardians for review or copying at each school office.

At this time, the Kelliher School does not plan any pesticide application. If any pesticides are to be applied in the future, a list will be maintained in each school office.

If you would like to be notified prior to pesticide applications made on days other than those specified in the estimated schedule (excluding emergency applications), please contact: Malcolm Wax, Superintendent. 218-647-8286

COMPLAINTS - STUDENTS, EMPLOYEES, PARENTS, OTHER PERSONS

MSBA/MASA Model Policy 103 - Adopted 4-13-00

I. Purpose

The school district takes seriously all concerns or complaints by students, employees, parents or other individuals. If a specific complaint procedure is provided within any other policy of the school district, the specific procedure shall be followed in reference to such a complaint. If a specific complaint procedure is not provided, the purpose of this policy is to provide a procedure that may be used.

II. General Statement of Policy

- A. Students, parents, employees or other individuals, may report concerns or complaints to the school district. While written reports are encouraged, a complaint may be made orally. Any employee receiving a complaint shall advise the dean/administrative assistant of the receipt of the complaint. The supervisor shall make an initial determination as to the seriousness of the complaint and whether the matter should be referred to the superintendent. An individual may file a complaint at any level of the school district; i.e., dean, superintendent or school

board. However, individuals are encouraged to file a complaint at the building level when appropriate. If the complaint is against the superintendent, it should be filed with the board chairman or clerk.

- B. Depending upon the nature and seriousness of the complaint, the supervisor or other administrator receiving the complaint shall determine the nature and scope of the investigation or follow-up procedures. If the complaint involves serious allegations, the matter shall promptly be referred to the superintendent who shall determine whether an internal or external investigation should be provided. In either case, the superintendents shall determine the nature and scope of the investigation and designate the person responsible for the investigation or follow-up relating to the complaint. The designated investigator shall ascertain details concerning the complaint and respond promptly to the appropriate administrator concerning the status or outcome of the matter.
- C. The appropriate administrator shall respond in writing to the complaining party concerning the outcome of the investigation or follow-up, including any appropriate action or corrective measure that was taken. The superintendent shall be copied on the correspondence and consulted in advance of the written response when appropriate. The response to the complaining party shall be consistent with the rights of others pursuant to the applicable provisions of Minn. Stat. Ch 13 (Minnesota Government Data Practices Act) or other law.

EQUAL EDUCATIONAL OPPORTUNITY MSBA/MASA Model Policy 102 - Adopted 4-13-00

I. Purpose

The purpose of this policy is to ensure that equal educational opportunity is provided for all students of the school district.

II. General Statement of Policy

- A. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.
- B. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
- C. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
- D. It is the responsibility of every school district employee to comply with this policy conscientiously.
- E. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent.

THE PLEDGE OF ALLEGIANCE

I. Purpose

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

II. General Statement of Policy

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

- A. By each individual classroom teacher or the teacher's surrogate: or
- B. Over the intercom system by a person designated by the school principal or other person having administrative control over the school.
- C. Students in grades five through twelve will be made to read the Bill of Rights, Constitution and Declaration of Independence to fully understand the importance of the flag.

III. Exceptions

Any student or staff member may decline to participate in recitation of the pledge of allegiance to the flag. All people must respect the choice not to recite the pledge, but those who opt not will be expected to unconditionally assume full responsibility for their actions.

IV. Instructions

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

Legal References:

Minn. Stat. 121A.11, Subd.3 (Pledge of Allegiance)

RACIAL, RELIGIOUS AND SEXUAL HARASSMENT AND VIOLENCE

Everyone at District 36 has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent racial, religious, or sexual harassment and violence of any kind.

- 1. A harasser may be a student or an adult. Harassment may include the following when related to race, religion, sex, or gender: name calling, jokes or rumors; pulling on clothing, graffiti; notes or cartoons; unwelcome touching of a person or clothing; offensive or graphic posters or book covers; or any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.
- 2. If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the Principal/Dean of Students, or the Human Rights Officer, Superintendent Malcolm Wax.
- 3. You may also make a written report. It should be given to a teacher, counselor, Principal/Dean of Students, or the Human Rights Officer.
- 4. Your right to privacy will be respected as much as possible.
- 5. We take seriously all reports of racial, religious or sexual harassment or violence and will take all appropriate actions based on your report.
- 6. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported.
- 7. This is a summary of the School District racial, religious or sexual harassment and violence. Complete policies are available in the Superintendent's office upon request.

**RACIAL, RELIGIOUS AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.
DISCRIMINATION IS AGAINST THE LAW**
Contact: Malcolm Wax, Human Rights Officer, ISD 36, P.O. Box 259, Kelliher, MN. 56650, 218-647-8286

HARASSMENT AND VIOLENCE
MSBA/MASA MODEL POLICY 413 - Adopted 7-10-97

(Note: This policy is required by statute. This form of policy has been reviewed and approved by the Department of Children, Families, and Learning in compliance with the mandatory legislation.)

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

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

III. RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE DEFINED

A. **Sexual Harassment; Definition**

1. Sexual harassment consists of unwelcome sexual advances, request for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

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

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

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

B. **Racial Harassment; Definition**

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct:

1. has the purpose or effect of creating an intimidating, hostile or offensive working or academic environment;

2. has the purpose or effect of substantially or unreasonably interfering with an individual academic performance; or
3. otherwise adversely affects an individual's employment or academic opportunities.

C. Religious Harassment: Definition

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

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

D. Sexual Violence: Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minn. Stat. 609.341, includes the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

2. sexual violence may include, but is not limited to:
 - a. touching, patting, grabbing, or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
 - b. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
 - c. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
 - d. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

E. Racial Violence: Definition

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

F. Religious Violence: Definition

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

G. Assault: Definition - Assault is:

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

IV. REPORTING PROCEDURES

A. Any person who believes he or she has been a 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/Dean of Students 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 Dean/Administrative Assistant is the person responsible for receiving oral or written reports of religious, racial or sexual harassment or violence at the building level. Any adult school district personnel who receives a report of religious, racial or sexual harassment or violence shall inform the building Dean/Administrative Assistant immediately.

C. Upon receipt of a report, the Principal/Dean of Students must notify the school district human rights officer immediately, without screening or investigating the report. The Principal/Dean of Students 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/Dean of Students to the human rights officer. If the report was given verbally, the Principal/Dean of Students 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/Dean of Students. If the complaint involves the building Principal/Dean of Students, 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 Malcolm Wax 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 school board.

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 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.

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.

V. 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 school district.

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

C. In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school district may take immediate steps, at its discretion to protect the 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 school district human rights officer shall make a written report to the superintendent upon completion of the investigation. If the complaint involves the superintendent, the report may be filed directly with the school board. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy.

VI. SCHOOL DISTRICT ACTION

A. Upon receipt of a report, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. School district action taken for violation of this policy will be consistent with the 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.

VII. 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 report 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.

VIII. RIGHT TO ALTERNATIVE COMPLAINT PROCEDURES

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

IX. HARASSMENT OR VIOLENCE AS ABUSE

A. Under certain circumstances, alleged harassment or violence may also be possible abuse under Minnesota law. If so, the duties of mandatory reporting under Minn. Stat. 626.556 may be applicable.

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

X. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to pupils and staff members.

B. This policy shall be given to each school district employee and independent contractor at the time of entering into the person's employment contract.

C. This policy shall appear in the student handbook.

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

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

Minn. Stat. 626.556 et seq. (Reporting of Maltreatment of Minors)

42 U.S.C. 2000e et seq. (Title VII of the Civil Rights)

CROSS REFERENCES: MSBA Model Policy 102 (Equal Educational Opportunity)

MSBA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)

MSBA Model Policy 406 (Public and Private Personnel Data)

MSBA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

TOBACCO-FREE ENVIRONMENT

MSBA/MASA Model Policy 419 - Adopted 4-25-00

I. Purpose

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

II. General Statement of Policy

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

III. Tobacco and Tobacco Related Devices Defined

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

419-1

- C. "Smoking" includes carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment.

IV. Exception

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

V. Enforcement

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

VI. Dissemination of Policy

- A. This policy shall appear in the student handbook.
- B. The school district will develop a method of discussing this policy with students and employees

INDEPENDENT SCHOOL DISTRICT #36
RELIGIOUS, RACIAL OR SEXUAL HARASSMENT AND VIOLENCE REPORT FORM

General statement of policy prohibiting religious, racial or sexual harassment:

Independent School District #36 maintains a firm policy prohibiting all forms of discrimination. Religious, racial or sexual harassment or violence against students or employees is discrimination. All persons are to be treated with respect and dignity. Sexual violence, sexual advances or other forms of religious, racial or sexual harassment by any pupil, teacher, administrator or other school personnel, which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances.

Complainant -

Home Address -

Work Address -

Home Phone -

Work Phone -

Date of Alleged Incident(s)

Circle as appropriate: Sexual / Racial / Religious

Name of person you believe harassed or was violent toward you or another person:

If the alleged harassment or violence was toward another person, identify that person: _____

Describe the incident(s) as clearly as possible, including such things as: what force, if any, was used; any verbal statements (i.e. threats, requests, demands, etc.); what, if any, physical contact was involved; etc. (Attach additional pages if necessary.)

Where and when did the incident(s) occur?

List any witnesses that were present:

This complaint is filed based on my honest belief that _____ has harassed or has been violent to me or to another person. I hereby certify that the information I have provided in this complaint is true, correct and complete to the best of my knowledge and belief.

(Complainant Signature)

(Date)

(Received By)
(Date)

KELLIHER PUBLIC SCHOOL - PROCEDURES FOR COMPLAINTS

In accordance with District Policy 103, complaints by students, employees, parents or other individuals are taken seriously. Complaints may be made orally or in writing. The following procedure will be followed:

1. Personally contact the person directly involved.
2. If you are unable to resolve the problem by contacting the person directly involved, contact the dean/administrative assistant or supervisor. Present the complaint in written form. The dean/administrative assistant or supervisor will make a written report within 5 school days.
3. If you feel the problem has not been resolved you may appeal the report to the superintendent of schools within 5 days or receipt from the dean/administrative assistant or supervisor. The superintendent will set a time to meet within 10 days of the receipt of the request. Within 5 days after the meeting, the superintendent shall issue a decision in writing.
4. If you feel the problem still has not been resolved, you may appeal to the School Board within 5 days of the receipt of the decision in step 3. The school board shall set a time to hear the appeal within 10 days. The school board may designate a committee or representative(s) of the board to hear the appeal and report to the full board. The school board will render its decision within 10 days after the meeting. Failure to file any appeal within the time periods provided will constitute a waiver of the complaint.

COMPLAINT FORM

Nature of the Complaint (Be specific)

Date of Incident:

Witnesses:

Signature: _____

Date: _____

Received by: _____

Action taken: _____

Adopted:
MSBA/MASA Model Policy 506
Orig. 1995
Revised: 2016

506 STUDENT DISCIPLINE

[Note: School districts are required by statute to have a policy addressing these issues.]

I. PURPOSE

The purpose of this policy is to ensure that students are aware of and comply with the school district's expectations for student conduct. Such compliance will enhance the school district's ability to maintain discipline and ensure that there is no interference with the educational process. The school district will take appropriate disciplinary action when students fail to adhere to the Code of Student Conduct established by this policy.

II. GENERAL STATEMENT OF POLICY

The school board recognizes that individual responsibility and mutual respect are essential components of the educational process. The school board further recognizes that nurturing the maturity of each student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others, and property. Proper positive discipline can only result from an environment which provides options and stresses student self-direction, decision-making, and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall decorum affects student attitudes and influences student behavior. Proper student conduct is necessary to facilitate the education process and to create an atmosphere conducive to high student achievement.

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

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school district administrators, teachers, employees, students, parents, community members, and such other individuals and organizations as appropriate, has developed this policy which governs student conduct and applies to all students of the school district.

III. AREAS OF RESPONSIBILITY

A. The School Board. The school board holds all school personnel responsible for the maintenance of order within the school district and supports all personnel acting within the framework of this discipline policy.

B. Superintendent. The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students, and parents responsible for conforming to this policy, and support all school personnel performing their duties within the framework of this policy. The superintendent shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents. Any guidelines or directives established to implement this policy shall be submitted to the school board for approval and shall be attached as an addendum to this policy.

C. Principal. The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final school board approval. The principal shall give direction and support to all school personnel performing their duties within the framework of this policy. The principal shall consult with parents of students conducting themselves in a manner contrary to the policy. The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents. A principal, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

D. Teachers. All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

E. Other School District Personnel. All school district personnel shall be responsible for contributing to the atmosphere of mutual respect within the school. Their responsibilities relating to student behavior shall be as authorized and directed by the superintendent. A school employee, school bus driver, or other agent of a school district, in exercising his or her lawful authority, may use reasonable force when it is necessary under the circumstances to restrain a student or prevent bodily harm or death to another.

F. Parents or Legal Guardians. Parents and guardians shall be held responsible for the behavior of their children as determined by law and community practice. They are expected to cooperate with school authorities and to participate regarding the behavior of their children.

G. Students. All students shall be held individually responsible for their behavior and for knowing and obeying the Code of Student Conduct and this policy.

H. Community Members. Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively acknowledged and fulfilled.

IV. STUDENT RIGHTS

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

V. STUDENT RESPONSIBILITIES

All students have the responsibility:

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

VI. CODE OF STUDENT CONDUCT

A. The following are examples of unacceptable behavior subject to disciplinary action by the school district. These examples are not intended to be an exclusive list. Any student who engages in any of these activities shall be disciplined in accordance with this policy. This policy applies to all school buildings, school grounds, and school property or property immediately adjacent to school grounds; school-sponsored activities or trips; school bus stops; school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school district purposes; the area of entrance or departure from school premises or events; and all school-related functions, school-sponsored activities, events, or trips. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting unacceptable behavior subject to disciplinary action at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events. This policy also applies to any student whose conduct at any time or in any place interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees.

- 1. Violations against property including, but not limited to, damage to or destruction of school property or the property of others, failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
- 2. The use of profanity or obscene language, or the possession of obscene materials;
- 3. Gambling, including, but not limited to, playing a game of chance for stakes;
- 4. Violation of the school district's Hazing Prohibition Policy;
- 5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
- 6. Violation of the school district's Student Attendance Policy;
- 7. Opposition to authority using physical force or violence;
- 8. Using, possessing, or distributing tobacco or tobacco paraphernalia;
- 9. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of alcohol or other intoxicating substances or look-alike substances;
- 10. Using, possessing, distributing, intending to distribute, making a request to another person for (solicitation), or being under the influence of narcotics, drugs, or other controlled substances (except as prescribed by a physician), or look-alike substances (these prohibitions include medical marijuana or medical cannabis, even when prescribed by a physician, and one student sharing prescription medication with another student);
- 11. Using, possessing, or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
- 12. Using, possessing, or distributing weapons, or look-alike weapons or other dangerous objects;
- 13. Violation of the school district's Weapons Policy;
- 14. Violation of the school district's Violence Prevention Policy;
- 15. Possession of ammunition including, but not limited to, bullets or other projectiles designed to be used in or as a weapon;
- 16. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
- 17. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
- 18. Using an ignition device, including a butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
- 19. Violation of any local, state, or federal law as appropriate;
- 20. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
- 21. Violation of the school district's Internet Acceptable Use and Safety Policy;
- 22. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones, including picture phones;
- 23. Violation of school bus or transportation rules or the school district's Student Transportation Safety Policy;

24. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
25. Violation of directives or guidelines relating to lockers or improperly gaining access to a school locker;
26. Violation of the school district's Search of Student Lockers, Desks, Personal Possessions, and Student's Person Policy;
27. Violation of the school district's Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches Policy;
28. Possession or distribution of slanderous, libelous, or pornographic materials;
29. Violation of the school district's Bullying Prohibition Policy;
30. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs, words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;
31. Criminal activity;
32. Falsification of any records, documents, notes, or signatures;
33. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
34. Scholastic dishonesty which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
35. Impertinent or disrespectful language toward teachers or other school district personnel;
36. Violation of the school district's Harassment and Violence Policy;
37. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
38. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
39. Violations against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
40. Verbal assaults or verbally abusive behavior including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating, or that degrades other people;
41. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
42. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin, or sexual orientation;
43. Violation of the school district's Distribution of Non School-Sponsored Materials on School Premises by Students and Employees Policy;
44. Violation of school rules, regulations, policies, or procedures, including, but not limited to, those policies specifically enumerated in this policy;
45. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstruct the mission or operations of the school district or the safety or welfare of students or employees.

VII. DISCIPLINARY ACTION OPTIONS

The general 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. At a minimum, violation of school district rules, regulations, policies, or procedures will result in discussion of the violation and a verbal warning. The school district shall, however, impose more severe disciplinary sanctions for any violation, including exclusion or expulsion, if warranted by the student's misconduct, as determined by the school district. Disciplinary action may include, but is not limited to, one or more of the following:

- A. Student conference with teacher, principal, counselor, or other school district personnel, and verbal warning;
- B. Confiscation by school district personnel and/or by law enforcement of any item, article, object, or thing, prohibited by, or used in the violation of, any school district policy, rule, regulation, procedure, or state or federal law. If confiscated by the school district, the confiscated item, article, object, or thing will be released only to the parent/guardian following the completion of any investigation or disciplinary action instituted or taken related to the violation.
- C. Parent contact;
- D. Parent conference;
- E. Removal from class;
- F. In-school suspension;
- G. Suspension from extracurricular activities;
- H. Detention or restriction of privileges;
- I. Loss of school privileges;
- J. In-school monitoring or revised class schedule;
- K. Referral to in-school support services;
- L. Referral to community resources or outside agency services;
- M. Financial restitution;
- N. Referral to police, other law enforcement agencies, or other appropriate authorities;
- O. A request for a petition to be filed in district court for juvenile delinquency adjudication;
- P. Out-of-school suspension under the Pupil Fair Dismissal Act;
- Q. Preparation of an admission or readmission plan;
- R. Saturday school;
- S. Expulsion under the Pupil Fair Dismissal Act;
- T. Exclusion under the Pupil Fair Dismissal Act; and/or
- U. Other disciplinary action as deemed appropriate by the school district.

VIII. REMOVAL OF STUDENTS FROM CLASS

A. The teacher of record shall have the general control and government of the classroom. Teachers have the responsibility of attempting to modify disruptive student behavior by such means as conferring with the student, using positive reinforcement, assigning detention or other consequences, or contacting the student's parents. When such measures fail, or when the teacher determines it is otherwise appropriate based upon the student's conduct, the teacher shall have the authority to remove the student from class pursuant to the procedures established by this discipline policy. "Removal from class" and "removal" mean any actions taken by a teacher, principal, or other school district employee to prohibit a student from attending a class or activity period for a period of time not to exceed five (5) days, pursuant to this discipline policy.

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

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

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

A student must be removed from class immediately if the student engages in assault or violent behavior. "Assault" is an act done with intent to cause fear in another of immediate bodily harm or death; or the intentional infliction of, or attempt to inflict, bodily harm upon another. The removal from class shall be for a period of time deemed appropriate by the principal, in consultation with the teacher.

B. If a student is removed from class more than ten (10) times in a school year, the school district shall notify the parent or guardian of the student's tenth removal from class and make reasonable attempts to convene a meeting with the student's parent or guardian to discuss the problem that is causing the student to be removed from class.

[Note: The following Sections C. - K. must be developed and inserted by each school district based upon individual district practices, procedures, and preferences.]

- C. Procedures for Removal of a Student From a Class.
1. Specify procedures to be followed by a teacher, administrator or other school district employee to remove a student from a class;
 2. Specify required approvals necessary;
 3. Specify paperwork and reporting procedures.
- D. Responsibility for and Custody of a Student Removed From Class.
1. Designation of where student is to go when removed;
 2. Designation of how student is to get to designated destination;
 3. Whether student must be accompanied;
 4. Statement of what student is to do when and while removed;
 5. Designation of who has control over and responsibility for student after removal from class.
- E. Procedures for Return of a Student to a Class From Which the Student Was Removed.
1. Specification of procedures;
 2. Actions or approvals required such as notes, conferences, readmission plans.
- F. Procedures for Notification.
1. Specify procedures for notifying students and parents/guardians of violations of the rules of conduct and resulting disciplinary action;
 2. Actions or approvals required, such as notes, conferences, readmission plans.
- G. Disabled Students; Special Provisions.
1. Procedures for consideration of whether there is a need for further assessment;
 2. Procedures for consideration of whether there is a need for a review of the adequacy of the current Individualized Education Program (IEP) of a disabled student who is removed from class or disciplined; and
 3. Any procedures determined appropriate for referring students in need of special education services to those services.
- H. Procedures for Detecting and Addressing Chemical Abuse Problems of Students While on School Premises.
1. Establishment of a chemical abuse pre assessment team pursuant to Minn. Stat. § 121A.26;
 2. Establishment of a school and community advisory team to address chemical abuse problems in the district pursuant to Minn. Stat. § 121A.27; and
 3. Establishment of teacher reporting procedures to the chemical abuse pre assessment team pursuant to Minn. Stat. § 121A.29.
- I. Procedures for Immediate and Appropriate Interventions Tied to Violations of the Code of Student Conduct.
- J. Any Procedures Determined Appropriate for Encouraging Early Involvement of Parents or Guardians in Attempts to Improve a Student's Behavior.
- K. Any Procedures Determined Appropriate for Encouraging Early Detection of Behavioral Problems.

IX. DISMISSAL

A. Dismissal" means the denial of the current educational program to any student, including exclusion, expulsion and suspension. Dismissal does not include removal from class.

The school district shall not deny due process or equal protection of the law to any student involved in a dismissal proceeding which may result in suspension, exclusion or expulsion.

The school district shall not dismiss any student without attempting to provide alternative educational services before dismissal proceedings, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property.

B. Violations leading to suspension, based upon severity, may also be grounds for actions leading to expulsion, and/or exclusion. A student may be dismissed on any of the following grounds:

1. Willful violation of any reasonable school board regulation, including those found in this policy;
2. Willful conduct that significantly disrupts the rights of others to an education, or the ability of school personnel to perform their duties, or school sponsored extracurricular activities; or
3. Willful conduct that endangers the student or other students, or surrounding persons, including school district employees, or property of the school.

C. Suspension Procedures

1. "Suspension" means an action by the school administration, under rules promulgated by the School Board, prohibiting a student from attending school for a period of no more than ten (10) school days; provided, however, if a suspension is longer than five (5) school days, the suspending administrator shall provide the superintendent with a reason for the longer term of suspension. This definition does not apply to dismissal for one (1) school day or less where a student with a disability does not receive regular or special education instruction during that dismissal period.

2. If a student's total days of removal from school exceed ten (10) cumulative days in a school year, the school district shall make reasonable attempts to convene a meeting with the student and the student's parent or guardian before subsequently removing the student from school and, with the permission of the parent or guardian, arrange for a mental health screening for the student at the parent or guardian's expense. The purpose of this meeting is to attempt to determine the student's need for assessment or other services or whether the parent or guardian should have the student assessed or diagnosed to determine whether the student needs treatment for a mental health disorder.

3. Each suspension action may include a readmission plan. The plan shall include, where appropriate, a provision for implementing alternative educational services upon readmission which must not be used to extend the current suspension. A readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School administration must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening, or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect, or medical or educational neglect. The school administration may not impose consecutive suspensions against the same student for the same course of conduct, or incident of misconduct, except where the student will create an immediate and substantial danger to self or to surrounding persons or property or where the school district is in the process of initiating an expulsion, in which case the school administration may extend the suspension to a total of fifteen (15) days.

4. A child with a disability may be suspended. When a child with a disability has been suspended for more than five (5) consecutive days or ten (10) cumulative school days in the same year, and that suspension does not involve a recommendation for expulsion or exclusion or other change in placement under federal law, relevant members of the child's IEP team, including at least one of the child's teachers, shall meet and determine the extent to which the child needs services in order to continue to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals in the child's IEP. That meeting must occur as soon as possible, but no more than ten (10) days after the sixth (6th) consecutive day of suspension or the tenth (10th) cumulative day of suspension has elapsed.

5. The school administration shall implement alternative educational services when the suspension exceeds five (5) days. Alternative educational services may include, but are not limited to, special tutoring, modified curriculum, modified instruction, other modifications or adaptations, instruction through electronic media, special education services as indicated by appropriate assessments, homebound instruction, supervised homework, or enrollment in another district or in an alternative learning center under Minn. Stat. § 123A.05 selected to allow the student to progress toward meeting graduation standards under Minn. Stat. § 120B.02, although in a different setting.

6. The school administration shall not suspend a student from school without an informal administrative conference with the student. The informal administrative conference shall take place before the suspension, except where it appears that the student will create an immediate and substantial danger to self or to surrounding persons or property, in which case the conference shall take place as soon as practicable following the suspension. At the informal administrative conference, a school administrator shall notify the student of the grounds for the suspension, provide an explanation of the evidence the authorities have, and the student may present the student's version of the facts. A separate administrative conference is required for each period of suspension.

7. After school administration notifies a student of the grounds for suspension, school administration may, instead of imposing the suspension, do one or more of the following to strongly encourage a parent or guardian of the student to attend school with the student for one day:

- a. strongly encourage a parent or guardian of the student to attend school with the student for one day
- b. assign the student to attend school on Saturday as supervised by the principal or designee
- c. petition the juvenile court that the student is in need of services under Minn. Stat. Ch. 260C.

8. A written notice containing the grounds for suspension, a brief statement of the facts, a description of the testimony, a readmission plan, and a copy of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56, shall be personally served upon the student at or before the time the suspension is to take effect, and upon the student's parent or guardian by mail within forty-eight (48) hours of the conference. (See attached sample Notice of Suspension.)

9. The school administration shall make reasonable efforts to notify the student's parent or guardian of the suspension by telephone as soon as possible following suspension.

10. In the event a student is suspended without an informal administrative conference on the grounds that the student will create an immediate and substantial danger to surrounding persons or property, the written notice shall be served upon the student and the student's parent or guardian within forty-eight (48) hours of the suspension. Service by mail shall be complete upon mailing.

11. Notwithstanding the foregoing provisions, the student may be suspended pending the school board's decision in an expulsion or exclusion proceeding, provided that alternative educational services are implemented to the extent that suspension exceeds five (5) days.

D. Expulsion and Exclusion Procedures

1. "Expulsion" means a school board action to prohibit an enrolled student from further attendance for up to twelve (12) months from the date the student is expelled. The authority to expel rests with the school board.

2. "Exclusion" means an action taken by the school board to prevent enrollment or re-enrollment of a student for a period that shall not extend beyond the school year. The authority to exclude rests with the school board.

3. All expulsion and exclusion proceedings will be held pursuant to and in accordance with the provisions of the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§121A.40-121A.56.

4. No expulsion or exclusion shall be imposed without a hearing, unless the right to a hearing is waived in writing by the student and parent or guardian.

5. The student and parent or guardian shall be provided written notice of the school district's intent to initiate expulsion or exclusion proceedings. This notice shall be served upon the student and his or her parent or guardian personally or by mail, and shall contain a complete statement of the facts; a list of the witnesses and a description of their testimony; state the date, time and place of hearing; be accompanied by a copy of the Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56; describe alternative educational services accorded the student in an attempt to avoid the expulsion proceedings; and inform the student and parent or guardian of their right to: (1) have a representative of the student's own choosing, including legal counsel at the hearing; (2) examine the student's records before the hearing; (3) present evidence; and (4) confront and cross-examine witnesses. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from the Minnesota Department of Education (MDE).

6. The hearing shall be scheduled within ten (10) days of the service of the written notice unless an extension, not to exceed five (5) days, is requested for good cause by the school district, student, parent, or guardian.

7. All hearings shall be held at a time and place reasonably convenient to the student, parent, or guardian and shall be closed, unless the student, parent, or guardian requests an open hearing.

8. The school district shall record the hearing proceedings at district expense, and a party may obtain a transcript at its own expense.

9. The student shall have a right to a representative of the student's own choosing, including legal counsel, at the student's sole expense. The school district shall advise the student's parent or guardian that free or low-cost legal assistance may be available and that a legal assistance resource list is available from MDE. The school board may appoint an attorney to represent the school district in any proceeding.

10. If the student designates a representative other than the parent or guardian, the representative must have a written authorization from the student and the parent or guardian providing them with access to and/or copies of the student's records.

11. All expulsion or exclusion hearings shall take place before and be conducted by an independent hearing officer designated by the school district. The hearing shall be conducted in a fair and impartial manner. Testimony shall be given under oath and the hearing officer shall have the power to issue subpoenas and administer oaths.

12. At a reasonable time prior to the hearing, the student, parent or guardian, or authorized representative shall be given access to all school district records pertaining to the student, including any tests or reports upon which the proposed dismissal action may be based.

13. The student, parent or guardian, or authorized representative, shall have the right to compel the presence of any school district employee or agent or any other person who may have evidence upon which the proposed dismissal action may be based, and to confront and cross-examine any witnesses testifying for the school district.

14. The student, parent or guardian, or authorized representative, shall have the right to present evidence and testimony, including expert psychological or educational testimony.

15. The student cannot be compelled to testify in the dismissal proceedings.

16. The hearing officer shall prepare findings and a recommendation based solely upon substantial evidence presented at the hearing, which must be made to the school board and served upon the parties within two (2) days after the close of the hearing.

17. The school board shall base its decision upon the findings and recommendation of the hearing officer and shall render its decision at a meeting held within five (5) days after receiving the findings and recommendation. The school board may provide the parties with the opportunity to present exceptions and comments to the hearing officer's findings and recommendation provided that neither party presents any evidence not admitted at the hearing. The decision by the school board must be based on

the record, must be in writing, and must state the controlling facts on which the decision is made in sufficient detail to apprise the parties and the Commissioner of Education (Commissioner) of the basis and reason for the decision.

18. A party to an expulsion or exclusion decision made by the school board may appeal the decision to the Commissioner within twenty-one (21) calendar days of school board action pursuant to Minn. Stat. § 121A.49. The decision of the school board shall be implemented during the appeal to the Commissioner.

19. The school district shall report any suspension, expulsion or exclusion action taken to the appropriate public service agency, when the student is under the supervision of such agency.

20. The school district must report, through the MDE electronic reporting system, each expulsion or exclusion within thirty (30) days of the effective date of the action to the Commissioner. This report must include a statement of alternative educational services given the student and the reason for, the effective date, and the duration of the exclusion or expulsion. The report must also include the student's age, grade, gender, race, and special education status. The dismissal report must include state student identification numbers of affected students.

21. Whenever a student fails to return to school within ten (10) school days of the termination of dismissal, a school administrator shall inform the student and his/her parent or guardian by mail of the student's right to attend and to be reinstated in the school district.

X. ADMISSION OR READMISSION PLAN

A school administrator shall prepare and enforce an admission or readmission plan for any student who is excluded or expelled from school. The plan may include measures to improve the student's behavior, including completing a character education program consistent with Minn. Stat. § 120B.232, Subd. 1, and require parental involvement in the admission or readmission process, and may indicate the consequences to the student of not improving the student's behavior. The readmission plan must not obligate parents to provide a sympathomimetic medication for their child as a condition of readmission.

XI. NOTIFICATION OF POLICY VIOLATIONS

Notification of any violation of this policy and resulting disciplinary action shall be as provided herein, or as otherwise provided by the Pupil Fair Dismissal Act or other applicable law. The teacher, principal or other school district official may provide additional notification as deemed appropriate.

In addition, the school district must report, through the MDE electronic reporting system, each physical assault of a school district employee by a student within thirty (30) days of the assault. This report must include a statement of the alternative educational services or other sanction, intervention, or resolution given to the student in response to the assault and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the student's age, grade, gender, race, and special education status.

XII. STUDENT DISCIPLINE RECORDS

The policy of the school district is that complete and accurate student discipline records be maintained. The collection, dissemination, and maintenance of student discipline records shall be consistent with applicable school district policies and federal and state law, including the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13.

XIII. DISABLED STUDENTS

Students who are currently identified as eligible under the IDEA or Section 504 will be subject to the provisions of this policy, unless the student's IEP or 504 plan specifies a necessary modification.

Before initiating an expulsion or exclusion of a student with a disability, relevant members of the child's IEP team and the child's parent shall, consistent with federal law, conduct a manifestation determination and determine whether the child's behavior was (i) caused by or had a direct and substantial relationship to the child's disability and (ii) whether the child's conduct was a direct result of a failure to implement the child's IEP. If the student's educational program is appropriate and the behavior is not a manifestation of the student's disability, the school district will proceed with discipline - up to and including expulsion - as if the student did not have a disability, unless the student's educational program provides otherwise. If the team determines that the behavior subject to discipline is a manifestation of the student's disability, the team shall conduct a functional behavioral assessment and implement a behavioral intervention plan for such student provided that the school district had not conducted such assessment prior to the manifestation determination before the behavior that resulted in a change of placement. Where a behavioral intervention plan previously has been developed, the team will review the behavioral intervention plan and modify it as necessary to address the behavior.

When a student who has an IEP is excluded or expelled for misbehavior that is not a manifestation of the student's disability, the school district shall continue to provide special education and related services during the period of expulsion or exclusion.

XIV. OPEN ENROLLED STUDENTS

The school district may terminate the enrollment of a nonresident student enrolled under an Enrollment Option Program (Minn. Stat. § 124D.03) or Enrollment in Nonresident District (Minn. Stat. § 124D.08) at the end of a school year if the student meets the definition of a habitual truant, the student has been provided appropriate services for truancy (Minn. Stat. Ch. 260A), and the student's case has been referred to juvenile court. The school district may also terminate the enrollment of a nonresident student over the age of seventeen (17) enrolled under an Enrollment Options Program if the student is absent without lawful excuse for one or more periods of fifteen (15) school days and has not lawfully withdrawn from school.

XV. DISTRIBUTION OF POLICY

The school district will notify students and parents of the existence and contents of this policy in such manner as it deems appropriate. Copies of this discipline policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. This policy shall also be available upon request in each principal's office.

XVI. REVIEW OF POLICY

The principal and representatives of parents, students and staff in each school building shall confer at least annually to review this discipline policy, determine if the policy is working as intended, and to assess whether the discipline policy has been enforced. Any recommended changes shall be submitted to the superintendent for consideration by the school board, which shall conduct an annual review of this policy.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120B.02 (Educational Expectations for Minnesota Students)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.26 (School Pre Assessment Teams)
Minn. Stat. § 121A.29 (Reporting: Chemical Abuse)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.575 (Alternatives to Pupil Suspension)
Minn. Stat. § 121A.582 (Reasonable Force)
Minn. Stat. §§ 121A.60-121A.61 (Removal From Class)
Minn. Stat. § 122A.42 (General Control of Schools)
Minn. Stat. § 123A.05 (Area Learning Center Organization)
Minn. Stat. § 124D.03 (Enrollment Options Program)
Minn. Stat. § 124D.08 (Enrollment in Nonresident District)
Minn. Stat. Ch.125A (Students With Disabilities)
Minn. Stat. § 152.22 (Medical Cannabis: Definitions)

Minn. Stat. § 152.23 (Medical Cannabis: Limitations)
Minn. Stat. Ch. 260A (Truancy)
Minn. Stat. Ch. 260C (Juvenile Court Act)
20 U.S.C. §§ 1400-1487 (Individuals with Disabilities Education Improvement Act of 2004)
29 U.S.C. § 794 et seq. (Rehabilitation Act of 1973, § 504)
34 C.F.R. § 300.530(e)(1) (Manifestation Determination)
Cross References: MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person)
MSBA/MASA Model Policy 503 (Student Attendance)
MSBA/MASA Model Policy 505 (Distribution of Non School-Sponsored
Materials on School Premises by Students and Employees)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspections, and Searches)
MSBA/MASA Model Policy 610 (Field Trips)
MSBA/MASA Model Policy 709 (Student Transportation Safety Policy)
MSBA/MASA Model Policy 711 (Video Recording on School Buses)
MSBA/MASA Model Policy 712 (Video Surveillance Other Than on Buses)

PARENT-GUARDIAN LEGAL NOTICES

Kelliher School District Notice of School wide Title I Program Eligibility

School: Kelliher School

Date: 2019-20 School Year

Dear Parent/Guardian:

We have been notified that our school qualifies to receive federal funds under the *No Child Left Behind Act of 2001, Title I, Part A*, for the above indicated school year.

Our school is eligible for the following:

Schoolwide Title I Program: Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child, Please call the school if you have any questions or would like additional information.

Sincerely,

Malcolm Wax
Superintendent
Telephone Number - 218-647-8286
Email Address - mwax@kelliher.k12.mn.u

Kelliher School District Annual Parent Notice - Right to Request Teacher Qualifications

School: Kelliher School

Date: 2019-2020

Dear Parent or Guardian:

Our school receives federal funds for Title I programs that are part of the *No Child Left Behind Act of 2001*. Throughout the school year, we will continue to provide you with important information about this law and your child's education.

You have the right to request information regarding the professional qualifications of your child's classroom teacher(s). If you request this information, the district or school will provide you with the following as soon as possible:

- a. if the teacher has met state licensing requirements for the grade level and subjects in which the teacher is providing instruction;
- b. if state licensing requirements have been waived for the teacher on a temporary basis;
- c. the type of college degree major of the teacher and the field of discipline for any graduate degree or certificate; and

d. if your child is receiving Title I services from paraprofessionals and, if so, his/her qualifications.

If you would like to request this information, please contact your child's school.

Thank you for your interest and involvement in your child's education.

Sincerely,

Malcolm Wax
Superintendent
Telephone Number - 218-647-8286
Email Address - mwax@kelliher.k12.mn.u

Kelliher School District

What Every Parent Should Know About - No Child Left Behind Act of 2001

Our school district receives funds from the federal government to help improve student learning. These funds are provided under the rules and regulations of a federal law known as the No Child Left Behind Act (NCLB) of 2001.

This education law requires every state to determine academic standards for K-12 students and for every public school district to demonstrate successful academic achievement in order to receive federal funds. This law also requires public school districts to develop a parent notification process to inform them about student progress and encourage their involvement in their child's academic success.

The following are highlights of NCLB, our district and school's responsibilities and what they mean to you and your child.

Student Achievement

NCLB requires every state to establish academic standards for what students should know and be able to do. Each district and school is measured by how well students are progressing toward and meeting these standards. All students are required to make progress as measured by a state-developed test that is administered annually at specific grade levels.

Annually, the district will publish an easy-to-read and detailed "report card" identifying the progress of each school. Included in the report card is student achievement data separated into groups by:

Race	Ethnicity
Gender	English Language Proficiency
Migrant	Disability Status
Low-Income Status	All Students

Parents will also receive information about the professional qualifications of teachers. The annual district report card provides parents with important, timely information about the schools their children attend and how they are performing for **all** children, regardless of their background.

Adequate Yearly Progress

"Adequate Yearly Progress" (AYP) is the phrase used to describe progress toward achieving state academic standards. AYP is the minimum level of improvement that state departments of education, school districts and school must achieve each year. The state sets the AYP standard that every school must meet so that every student is proficient in reading, math and language arts by the school year 2013-2014. All groups of students must make the minimum level of improvement each year. Failure of any one group of students may result in a district or school not making Adequate Yearly Progress. In addition, at least 95% of students enrolled in each group must take the test each year.

Accountability

Our district receives funds under Title I of NCLB, known as "Improving the Academic Achievement of the Disadvantaged." More information about Title I is attached to this notice. Although progress toward AYP is reported for all schools, there are consequences for schools and school districts that receive Title I funds but do not achieve AYP. Depending upon the number of consecutive years AYP is not achieved, a district or school that receives Title I funds will be identified for needing improvement, corrective action, or restructuring. District and school staff, with the involvement of parents, must develop plans to improve student learning so that AYP is achieved by all students and by each group of students.

School Choice and Supplemental Educational Services

Any child attending a Title I school that has not made AYP for two or more consecutive years must be offered the option of transferring to a public school or public charter school, if available, in the district. The district will notify parents if their child is eligible for school choice no later than the first day of the school year following the year for which their school has been identified for improvement. The *No Child Left Behind Act* requires that priority for public school choice be given to the lowest achieving children from low-income families. If no opportunity for transfer to another school exists, the district will notify parents of alternatives and options.

Kelliher School District

Students from low-income families who attend Title I schools that do not make AYP for at least three years are eligible to receive additional academic help called "supplemental educational services." These services include tutoring and after-school services from agencies and organizations that have been approved by the state. The district will provide annual notice to parents about the availability of supplemental services for eligible students and information on state approved providers.

Teacher Qualifications

No Child Left Behind requires that all teachers hired to teach core academic subjects in a Title I school or program after the first day of the 2002-03 school year meet certain requirements. Core subjects include English, reading or language arts, mathematics, science, foreign languages, civics and government, economics, arts, history and geography. In general, teachers must have full certification, a bachelor's degree and demonstrated competence in subject knowledge and teaching. Parents of students in Title I schools are guaranteed annual notification of their "right to know" about teacher qualifications by the school district. This means parents may request and receive from the school district information regarding the professional qualifications of their child's classroom teacher(s). All teachers within the district teaching core academic subjects must meet these requirements by the end of the 2005-06 school year.

What schools receive funds from NCLB?

Each year, the district determines which schools are eligible to receive Title I NCLB funds. Priority is given to schools with enrollment of 35% or more students from low-income families. Schools with enrollment of 40% or more students are eligible to operate a school-wide Title I program. Schools that have school-wide Title I programs must involve parents in developing plans designed to raise the achievement of low-achieving students by improving instruction throughout the entire school (thus using Title I funds to benefit all children).

Parent Involvement

Research overwhelmingly demonstrates the positive effect that parent involvement has on their children's academic achievement. In the event a Title I school is identified as needing improvement, corrective action or restructuring, the district will notify parents and explain to them how they can become involved in school improvement efforts.

In addition, NCLB has other specific requirements for parent involvement that include:

- planning at the district and school levels
- writing policies/plans on parent involvement at the district and school levels
- planning and holding annual meetings with parents
- training
- coordination parent involvement strategies among various federal education programs.

Parent Notification

Throughout the year, notices will be sent to parents of children attending Title I schools. In addition, information will be made available to the community regarding progress each school and the district is making toward achieving high academic standards established by the district and state.

If at any time you have questions regarding these notices or information, please contact your child's school for clarification or assistance. Your active participation in your child's education and school is important and encouraged.

Malcolm Wax

Name

Superintendent

Title

218-647-8286

Telephone Number

mwax@kelliher.k12.mn.us

Email Address

Kelliher School District

More information about Title I of NCLB

For your convenience, we have provided you with the language directly from the *No Child Left Behind Act of 2001*.

"The purpose of Title I is to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging state academic achievement standards and state academic assessments. This purpose can be accomplished by:

1. ensuring that high-quality academic assessments, accountability systems, teacher preparation and training, curriculum, and instructional materials are aligned with challenging state academic standards so that students, teachers, parents, and administrators can measure progress against common expectations for student academic achievement;
2. meeting the educational needs of low-achieving children in our nation's highest-poverty schools, limited English proficient children, migratory children, children with disabilities, Indian children, neglected or delinquent children, and young children in need of reading assistance;
3. closing the achievement gap between high and low-performing children, especially the achievement gaps between minority and non-minority students, and between disadvantaged children and their more advantaged peers.
4. holding schools, local educational agencies, and states accountable for improving the academic achievement of all students, and identifying and turning around low-performing schools that have failed to provide a high-quality education to their students, while providing alternatives to students in such schools to enable the students to receive a high-quality education;
5. distributing and targeting resources sufficiently to make a difference to local educational agencies and schools where needs are greatest;
6. improving and strengthening accountability, teaching, and learning by using state assessment systems designed to ensure that students are meeting challenging state academic achievement and content standards and increasing achievement overall, but especially for the disadvantaged;
7. providing greater decision-making authority and flexibility to schools and teachers in exchange for greater responsibility for student performance;
8. providing children an enriched and accelerated educational program, including the use of school-wide programs or additional services that increase the amount and quality of instructional time;
9. promoting school wide reform and ensuring the access of children to effective, scientifically based instructional strategies and challenging academic content;
10. significantly elevating the quality of instruction by providing staff in participating schools with substantial opportunities for professional development;
11. coordinating services under all parts of this title with each other, with other educational services, and, to the extent feasible, with other agencies providing services to youth, children, and families; and
12. affording parents substantial and meaningful opportunities to participate in the education of their children;"

McKinney-Vento Act

Under the terms of the McKinney-Vento Act, Independent School District #36 has set aside Title I funds to inform stakeholders of the availability of supplemental services and activities for homeless and highly mobile students. For additional information, contact Malcolm Wax, Superintendent at 218-647-8286

Kelliher School District

Notice of Educational Services - For Homeless Children and Youth

Welcome to our school and school district. The following district staff member has been assigned to help introduce you to the various educational programs and services that are available. This person will also assist you in completing or requesting any paperwork or records we may need to have on file:

Local Liaison Name: Carly Amsden Telephone: 218-647-8286

School Address: PO Box 259 - 345 4th Street NW, Kelliher, MN 56650

Our school and school district provide equal access and comparable services to all students regardless of their home living situation. Homeless students are not required to attend a separate school for homeless youth and have the right to benefit from programs for which they are eligible. Some examples of these programs are for students who are disabled, gifted, limited-English proficient, or participate in vocational education and preschool programs.

You also have the right to be enrolled immediately in school and to participate in and benefit from such programs as:

- Free or reduced price school lunch program
- Title I services (that may include additional academic support such as before or after school programs, summer school, help in the regular classroom, etc.)
- Transportation services

School of origin *: _____

Most recent school attended: _____

Requested placement by student or parent: _____

Recommended placement at the following school: _____

Reason for placement at recommended school: _____

*School of origin is the school the student attended while permanently housed or the school in which he/she was last enrolled. The district will, to the extent feasible, keep children and youth at their school of origin unless doing so is contrary to the choice of the parent or guardian.

If you, your parent or guardian are not in agreement with this placement, you have the right to appeal this decision. The person named above will provide you with more information and assistance regarding the appeal process. You will be immediately enrolled in the school you or your parent requested while the appeal is pending. We look forward to having you as a member of our student body and encourage parents to become actively involved in their child's education and in our schools.

Welcome!

Malcolm Wax
Name
218-647-8286
Telephone Number

Superintendent
Title
mwax@kelliher.k12.mn.us
Email Address

Kelliher School District

Family Educational Rights and Privacy Act (FERPA) - Annual Notice of Student Education Record Privacy

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive federal funds.

FERPA gives parents certain rights with respect to their child's education records. When a student reaches the age of 18 or attends a postsecondary school or college, the parent's rights transfer to the student and the student is then an "eligible student" under the law.

Under FERPA, Parents and eligible students have the following rights:

1. To inspect and review the student's education records maintained by the school within 45 days of the school's receipt of a written request. The request should identify the record(s) being inspected. The school is not required to provide copies of records and may charge a fee if copies are requested. The following staff person may be contacted to seek access to your child's record:

Name of Staff: Malcolm Wax Telephone: 218-647-8286

Email Address: mwax@kelliher.k12.mn.us

You will be notified of the place and time the record(s) may be available for review

- 2. To request that a school correct records believed to be inaccurate or misleading. The request must be in writing and clearly specify: (a) the part of the record requesting to be changed, and (b) why it is inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student has the right to a hearing. After the hearing, if the school still decides not to amend the record the parent or eligible student has a right to place a statement in the record about the contested information. The school is not required to consider requests for grade or disciplinary decisions, opinions of school officials in the education record, or the child's special education determination. The following staff person may be contacted to request an amendment to your child's record:

Name of Staff: Malcolm Wax Telephone: 218-647-8286

Email Address: mwax@kelliher.k12.mn.us

- 3. To control the disclosure of their child's personally identifiable information from their education record. Parents may request that the school, with certain exceptions, obtain their written consent prior to the disclosure of student information. An exception which permits disclosure without consent is disclosure to school staff with legitimate educational interests, such as a person employed by the district; a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, or therapist); or a parent or student serving on an official committee, such as a grievance or disciplinary committee or assisting another school official; and/or an official of another school district in which a student seeks to enroll. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill a professional responsibility.
- 4. To file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirements of FERPA at the following address:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, DC 20202-4605
Family Educational Rights and Privacy Act (FERPA)
 Annual Notice for disclosure of School Directory Information
 Elementary/Middle School

Kelliher School District
 Family Educational Rights and Privacy Act (FERPA)
 Parent Request for Nondisclosure of School Directory Information
 Elementary/Middle School

Name of Student: _____ Date: _____

Name of Parent: _____ School: _____

Use a separate form for each child you are requesting non-disclosure of school directory information. Please return this form to:

School Name: _____

Attn: _____

Address: _____

City, State ZIP: _____

**Parent/Guardian: Please complete the section below and return the entire form to your child's school.
Parent: Select either 1, 2 or 3 from the list below**

I am requesting that my child's school take one of the following actions regarding the release of school directory information.

- 1. Do not release ANY information about my child, including name, telephone number, grade level, etc.
- Or
- 2. Do not release the following information about my child (select one or more):

- | | |
|---|---|
| <input type="checkbox"/> student name | <input type="checkbox"/> telephone number |
| <input type="checkbox"/> grade level | <input type="checkbox"/> awards or school recognition |
| <input type="checkbox"/> dates of attendance | <input type="checkbox"/> photograph |
| <input type="checkbox"/> participation in school activities | <input type="checkbox"/> weight and height of athletic team members |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

Or

- 3. Notify me for my prior written consent before any directory information is disclosed or released about my child.

Signature of Parent/Guardian: _____

Address: _____ City: _____ State: _____ ZIP _____

Telephone: _____ Email Address: _____

Preferred method for school to communicate with parent: telephone email

Kelliher School District
Family Educational Rights and Privacy Act (FERPA)
Annual Notice for Disclosure of School Directory Information - High School

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires the school district, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedures.

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications are:

- a playbill or program, showing your child's role in a drama or music production
- the annual yearbook
- honor roll or other recognition lists published at school or in the newspapers
- graduation programs
- sports statistics listed in programs, such as football which may include height and weight of team members
- school or district website

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- other schools the student is seeking to attend (transcripts, etc.)
- class ring manufacturer
- state or federal authorities auditing, evaluation programs or enforcing state or federal laws
- a court by order of a subpoena

The school district has designated the following as Directory Information:

Student Name	Degrees, honors and awards received	Major field of study	Grade level
Address	Most recent educational agency or institution attended	Dates of attendance	
Telephone number	Participation in school-sponsored activities and sports	Photograph	
Email address	Weight and height of members of athletic teams	Date and place of birth	

Two federal laws require school districts that receive assistance under the *No Child Left Behind Act of 2001* to provide military recruiters, upon request, with three Directory Information categories - names, addresses, and telephone listings - unless parents have notified the district that they do not want their child's information disclosed without their prior written consent.

If you do not want the district to disclose Directory Information about your child without your prior written consent, you must notify the district in writing by 9/15/2018. Please complete the lower portion of this form and return the entire form to your child's school if you **do not** want your child's directory information disclosed.

To: Malcolm Wax, Superintendent, 218-647-8286, mwax@kelliher.k12.mn.us

Parent: **ONLY** complete and return this entire form **IF** you **DO NOT** give your consent for release of School Directory Information. Use a separate form for each child and return it to their school.

I do not want my child's Directory Information disclosed and request one of the following:

- Do not release my secondary student's directory information at any time.
- Do not release my secondary student's directory information without my prior written consent.

Name of Student: _____ School: _____ Date: _____

Name of Parent/Guardian: _____ Signature of Parent/Guardian: _____

Address: _____ City: _____ State: _____ Zip: _____ Telephone: _____

Email Address: _____

Kelliher School District
Protection of Pupil Rights Amendment (PPRA) - Annual Notice to Parents

Dear Parent/Guardian:

It is very important to us to let you know of your rights regarding district surveys, collection and use of student information for marketing purposes, and certain physical examinations. These rights include:

1. **Consent** before students are required to complete a survey that concerns one or more of the following protected areas if the survey is funded in whole or in part by a program of the U.S. Department of Education.
 - Political affiliations or beliefs of the student or student's parent;
 - Mental or psychological problems of the student or student's family;
 - Sex behavior or attitudes;
 - Illegal, antisocial, self-incriminating or demeaning behavior;
 - Critical appraisals of others with whom respondents have close family relationships;
 - Legally recognized privileged relationships, such as with lawyers, doctors or ministers;
 - Religious practices, affiliations or beliefs of the student or parents; or
 - Income, other than is required by law to determine program eligibility.
2. **Receive notice and an opportunity to opt a student out of -**
 - Any other protected information survey, regardless of funding;
 - Any non emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 - Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
3. **Inspect**, upon request and before administration or use -
 - Protected information surveys of students;
 - Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.

When a student reaches the age of 18 or is an emancipated minor under State law, the parent's rights transfer to the student.

The district has adopted policies, in consultation with parents, regarding these rights as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales or other distribution purposes. Parents will be notified of these policies at least annually at the start of each school year after any substantive changes. The district will also inform parents at the beginning of the school year if the district has identified the specific or approximate dates of activities or surveys and will provide an opportunity for the parent to opt his or her child out of participation in a specific activity or survey.

For activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys and will be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. The following are specific activities and surveys covered under this requirement:

- Collection, disclosure or use of personal information for marketing, sales or other distribution;
- Administration of any protected information survey not funded by the U.S. Department of Education; and
- Any non emergency, invasive physical examination or screening as described above.

Attached, if scheduled at this time, is a "Scheduled Activities and Surveys" notice. For your convenience, we have also attached a "Parent Consent and Opt-Out Response" form that must be returned to the office.

To file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of PPRA, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Kelliher School District

Protection of Pupil Rights Amendment (PPRA) - Scheduled Activities and Surveys

Dear Parent/Guardian:

We want to keep you informed about activities and surveys scheduled for the upcoming school year. There are two types of activities:

- activities requiring the district to obtain your prior written permission for your child to participate; and
- activities for which the district must give you an opportunity to have your child participate (opt-out).

The following are activities scheduled at this time. For surveys and activities scheduled after the school year begins, you will receive notification and the right to opt your child out of such activities and surveys.

1. **Surveys/Activities Requiring Parent permission:** (Your child cannot participate unless you give your permission.)

Name of Survey or
Activity: _____

Summary of Information Collected:

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected: _____

Date: On or about _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected: _____

Date: On or about _____ Grades: _____

2. **Surveys/Activities with "Opt-Out" Provision:** *(Your child will participate unless you opt-out your child and notify us.)*

Name of Survey or Activity: _____

Summary of Information Collected: _____

Date: On or about: _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected: _____

Date: On or about: _____ Grades: _____

Name of Survey or Activity: _____

Summary of Information Collected: _____

Date: On or about: _____ Grades: _____

Kelliher School District
Parent Consent and Opt-Out Response - Student Participation in Scheduled Activities/Surveys

Dear Parent/Guardian:

Please complete, sign and return this form by _____. Please refer to the attached list of "Protection of Pupil Rights Amendment (PPRA), Scheduled Activities and Surveys" when completing this form.

If you have any questions regarding these activities or your rights, please contact.

_____ Malcolm Wax _____ at _____ 218-647-8286 _____.

Please complete one form per child and return to:

_____ Malcolm Wax, Superintendent _____
_____ Kelliher Public School _____
_____ P.O. Box 259 - 345 4th Street NW _____
_____ Kelliher, MN 56650 _____

1. Surveys/Activities Requiring Parent Participation:

I give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:

Name of Activity/Survey(s): _____

2. Surveys/Activities with "Opt-Out" Provisions:

I do not give my permission to the school district to allow my child to participate in the following activities/surveys scheduled for this school year:

Name of Activity/Survey(s): _____

Parent/Guardian/Adult Student: Please complete a separate form for each child and return the entire form to the address listed above.

I understand my rights regarding the district's conduct of surveys, collection and use of student information for marketing purposes, and certain physical exams. I also understand that there may be additional activities and surveys other than those included in this form and that I will be notified prior to my child's participation.

Name of Student: _____ Grade: _____ Date: _____

Name of Parent/Guardian or Adult Student: _____

Signature: _____

Telephone Number: _____ Email Address: _____

OFFICE USE ONLY		
Student ID	Date Distributed	Date Received

Kelliher School District

Access to Student Information by Military or College Recruiters

School: _____ Kelliher School _____

Date: 2019 - 2020 School Year

Dear Parent/Guardian and Secondary Students:

Our district receives funds from the federal government under the *No Child Left Behind Act of 2001*. These funds are used in a variety of ways to provide additional help to students in greatest academic need. The law also requires that districts receiving these funds must, upon request, provide to military recruiters, colleges and universities, access to the names, addresses and telephone listings of secondary students.

It is important for you to know that a secondary school student or his/her parent or guardian may request that the student's name, address, and telephone number **not** be released by the district *without prior written parental consent*. If you would like to make such a request, please complete the following and return it to your child's school.

Parent or Guardian: Please complete this section and return the entire form to your child's school.
Use a separate form for each child.

I am aware the district must provide access to military recruiters and colleges or universities of student names, addresses and telephone listings. I am aware the district will provide this information upon request, unless I require that such information not be given to the following groups without prior written parental consent:

Military Recruiters (please check one):

- Do not release my secondary student's information to military recruiters at any time.
- Do not release my secondary student's information to military recruiters until you have first obtained my *prior written parental consent* before doing so.

Colleges, Universities, or Institutions of Higher Learning (please check one):

- Do not release my secondary student's information to colleges, universities or other institutions of higher learning at any time.
- Do not release my secondary student's information to colleges, universities or institutions of higher learning until you have first obtained my *prior written parental consent* before doing so.

Name of Student: _____ Name of Parent/Guardian: _____

Parent Signature: _____ Date: _____

Adult Student Signature: _____ Date: _____

OFFICE USE ONLY		
Student ID	Date Distributed	Date Received

Kelliher School District
HOME LANGUAGE SURVEY

Date: _____ School: _____ Grade: _____

Child's Name: _____
First Name Middle Initial Last Name

Address: _____
Street City State Zip

Phone Number: _____
Home Work

1. Child's date of birth _____ (Month/Date/Year)
 Was your child born in the United States? Yes No
 If yes, in which state? _____
 If no, in what other country? _____
 If no, date child entered the United States: _____ (Month/Date/Year)

2. Has your child attended any school in the United States for any three years during their lifetime: Yes No
If yes, please provide school name(s), state, and dates attended:
 Name of School _____ State _____ Dates _____
 Attended _____
 Name of School _____ State _____ Dates _____
 Attended _____
 Name of School _____ State _____ Dates _____
 Attended _____

3. What is the language most frequently spoken at home: _____

4. If available, in what language would you prefer to receive communication from the school? _____

5. Please check if your child is:
 A. Native American Indian C. Native Pacific Islander
 B. Alaska Native D. Native U.S. Virgin Islander

6. Is your child's first-learned or home language anything other than English? Yes No
If you responded "Yes" to question number 6 above, please answer the following question:

7. In what country did your child most recently reside? _____
 8. Which language did your child learn when he/she first began to talk? _____
 9. What language does your child most frequently speak at home? _____
 10. What language do you most frequently speak to your child? (Father) _____
 (Mother) _____

11. Please describe the language understood by your child. (check only one)
 A. Understands only the home language and no English.
 B. Understands mostly the home language and some English.
 C. Understands the home language and English equally.
 D. Understands mostly English and some of the home language.
 E. Understands only English.

Parent or Guardian's Signature

Date

OFFICE USE ONLY		
Student ID	Date Distributed	Date Received

