

# Parent & Student Handbook

*Policies, Procedures, and Required Notices*



## 2025-2026

**C**ROOKSTON  
MIDDLE SCHOOL

**WE ARE COMMITTED  
TO EXCELLENCE**

402 FISHER AVENUE CROOKSTON, MINNESOTA 56716

TELEPHONE: (218) 281- 2144

FAX : (218) 281-4709

[www.crookston.k12.mn.us](http://www.crookston.k12.mn.us)

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# WE ARE Pirates!



## Welcome to Crookston Middle School Home of the Pirates!

Welcome to Crookston Middle School! We are proud to provide a safe, supportive, and engaging environment where every student can learn, grow, and thrive. This handbook serves as a guide to our expectations, procedures, and resources that help ensure success for all members of our school community.

Sincerely,

Lisa Conzemius  
Crookston Middle & High School Principal  
lisaconzemius@isd593.org

## Crookston Public Schools Core Values

**Communication:** Crookston Public Schools will excel in communicating with students, parents, staff, and community.

**High Expectations:** Crookston Public Schools will be a place in which high expectations are set for our students and staff.

**Relationships:** Crookston Public Schools will excel in building strong relationships with students, families, staff, and community.

**Exceptional Systems of Support:** Crookston Public Schools will provide a strong system of mental health and academic support for students and families.

### Crookston Middle School 101 -

School Hours 8:15 a.m. to 3:10 p.m.  
Passing time between classes is 4 minutes.  
Classes are offered by quarter and by semester.

## SCHOOL SONG

Crookston High School hats off to thee  
to our colors true we will ever be  
firm and strong united are we  
Rah Rah Rah for Crookston High  
Rah Rah Rah Rah . . . hats off to  
Crookston High!

**PRIDE**

**INDIVIDUALITY**

**RESPECT**

**ACTIVE**

**COMMUNITY**

**TEAMWORK**

**EQUALITY**

**SCHOOL SPIRIT**

# CONTACT INFORMATION

## CROOKSTON MIDDLE SCHOOL

**402 FISHER AVE, CROOKSTON, MN 56716**  
**(218) 281-2144 FAX: (218) 281-4709**

Lisa Conzemius, CMS & CHS Principal	lisaconzemius@isd593.org
Amy Luckow, Behavior Interventionist	amyluckow@isd593.org
Evan Pederson, Activities Director & Dean of Students	evanpederson@isd593.org
Lon Boike, Dean of Students	lonboike@isd593.org
Tara Klein, Counselor	taraklein@isd593.org
Kayla Snyder, Administrative Assistant	kaylasnyder@isd593.org
Kari Moe, Administrative Assistant	karimoe@isd593.org
Lori Morgan, Administrative Assistant	lorimorgan@isd593.org

## DISTRICT ADMINISTRATION

**402 FISHER AVE, SUITE 593 CROOKSTON, MN 56716**  
**(218) 281-5313 FAX: (218) 281-3505**

Randy Bruer, Superintendent	randybruer@isd593.org
Marilyn Wahouske, Exec. Assist. to the Superintendent	marilynwahouske@isd539.org
Blake Stoltman, Business Manager	blakestoltman@isd593.org
Wendy Ault, Payroll/Fiscal Services	wendyault@isd593.org
Rick Niemela, Transportation/Building/Grounds Director	rickniemela@isd593.org
Kathy Stronstad, Student Services Director	kathrynstronstad@isd593.org
Robin Reitimeier, Special Services Admin Assistant	robinreitmeier@isd593.org
Stacey Grunewald, Nurse	staceygrunewald@isd593.org
Kevin Weber, Informational Technology Director	kevinweber@isd593.org
Jill Carlson, School Psychologist	jillcarlson@isd593.org
Emily Scheresky, Food Services Director	emilyscheresky@isd593.org

## School Board

Tim Dufault, Chair, 2010-2026	timdufault@isd593.org	218-289-0457
Lorri Capistran, Treasurer, 2024-2028	lorricapistran@isd593.org	218-289-7407
Mike Theis, Clerk, 2019-2028	miketheis@isd593.org	218-280-1396
Patty Dillabough, Director, 2014-2026	pattydillabough@isd593.org	218-281-1156
Jaclyn Martin, Director, 2024-2028	jaclynmartin@isd593.org	218-280-1713
Marcia Meine, Director, 2023-2026	marciameine@isd593.org	218-289-4195



# Crookston High School

## 2025-2026 Time Schedules

### Middle School Daily Time Schedule

Warning Bell	8:10
1 <sup>st</sup> Hour	8:15-9:03
2 <sup>nd</sup> Hour	9:07-9:55
3 <sup>rd</sup> Hour	9:59-10:47
A Lunch	10:47-11:17
4A – Class	11:21-12:09
4B – Class	10:50-11:17
B Lunch	11:17-11:47
4B – Class	11:50-12:09
Advisory	12:12-12:34
5 <sup>th</sup> Hour	12:38-1:26
6 <sup>th</sup> Hour	1:30-2:18
7 <sup>th</sup> Hour	2:22-3:10

### High School Daily Schedule

Warning Bell	8:14
1 <sup>st</sup> Hour	8:19-9:07
2 <sup>nd</sup> Hour	9:11-9:59
3 <sup>rd</sup> Hour	10:03-10:51
4 <sup>th</sup> Hour (Intervention Check)	10:55-11:48
Intervention/Early Lunch	11:48-12:08
Lunch	12:08-12:38
5 <sup>th</sup> Hour	12:42-1:30
6 <sup>th</sup> Hour	1:34-2:22
7 <sup>th</sup> Hour	2:26-3:14

### Late Start Schedule

Warning Bell	10:10
1 <sup>st</sup> Hour	10:15-10:49
2 <sup>nd</sup> Hour	10:53-11:27
Lunch (6 <sup>th</sup> -8 <sup>th</sup> )	11:31-12:05
4 <sup>th</sup> Hour (6 <sup>th</sup> -8 <sup>th</sup> )	12:09-12:43
4 <sup>th</sup> Hour (9 <sup>th</sup> -12 <sup>th</sup> )	11:31-12:05
Lunch (9 <sup>th</sup> -12 <sup>th</sup> )	12:09-12:43
3 <sup>rd</sup> Hour	12:47-1:21
5 <sup>th</sup> Hour	1:25-1:59
6 <sup>th</sup> Hour	2:03-2:37
7 <sup>th</sup> Hour	2:41-3:15

# Crookston Public Schools

## 2025-2026

### Academic Year Calendar



Home of the Pirates!

August 25						
Su	M	Tu	W	Th	F	Sa
						1 2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

0/5

October 25						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19/22

February 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

17/19

June 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

17/19

November 25						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

18/18

March 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

21/22

December 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15/15

April 26						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

20/20

September 25						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

21/21

January 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

19/20

May 26						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

20/20

- Workshop Day
- No School - Break
- Parent/Teacher Conf.
- X

 P/T Conf-no school
- Compensation Day
- Staff Development Day
- End of Quarters

In the event that five days of non-emergency closure are needed, this calendar will be amended by the District 593 Board of Education. The date of graduation will remain unchanged. Day 1 Makeup = President's Day; Day 2 Makeup = Easter Monday  
Actual days: **170 Student Days, 183 Teacher Days**

### Important Dates

- Aug 14 Welcome Back to School Day
- Aug 27 Orientation for grades 6
- Aug 25-28 Workshop Days
- Aug 27 PK-5 Meet the Teacher 8am-7:30pm
- Aug 28 PK-5 Meet the Teacher 8 am-noon
- Aug 29 Staff Non-Work Day
- Sept 1 No School - Labor Day
- Sept 2 First Day of School K-12
- Sept 8 First Day of School PK
- Oct 14 Regular Dismissal - Parent/Teacher Conf. - 4:00 - 7:30 pm
- Oct 15 No School - Parent/Teacher Conf. - 8:00 am - 7:30 pm
- Oct 16 Ed MN - No School

- Oct 17 No School - Compensation Day
- Oct 31 No School - Staff Dev. Day
- Oct 31 End Qtr 1 (40 days)
- Nov 27 & 28 No School - Thanksgiving
- Dec 22 -Jan 2 No School-Winter Break
- Jan 16 End Qtr 2 (43 days)
- Jan 19 No School - SD
- Feb 16 No School - Presidents' Day
- Feb 18 Regular Dismissal - Parent/Teacher Conf. - 4:00 - 7:30 pm
- Feb 19 No School - Parent/Teacher Conf. - 8:00 am - 7:30 pm
- Feb 20 No School - Compensation Day

- Mar 16 No School - Staff Dev. Day
- Mar 27 End Qtr 3 (45 days)
- Apr 3-6 No School - Spring Break
- May 22 Graduation
- May 25 No School - Memorial Day
- May 29 End Qtr 4 (42 days)
- May 29 Last Day of Classes
- June 1 Workshop Day
- Addl Teacher Flex Day (1) worked in Aug

# STAY CONNECTED

Stay up to date with all of Crookston Public School news and information. From needing to know if school is closed to what exciting happenings are occurring at CMS, there are many ways to stay connected.

Keep track of grades and attendance. Crookston's online student management system provides parents/guardians access to vital information to support your child's success at CMS.

## SKYWARD

Stay up to day with social media accounts for snapshots of academics, important announcements and all the important events happening at CMS.



### TWITTER

@CrookstonPirate



### FACEBOOK

@CrookstonPirates



### INSTAGRAM

@crookstonpirates



### YouTube

Crookston Public Schools

Bookmark the following websites for CMS headlines and program details.



[www.crookston.k12.mn.us/crookston-high-school](http://www.crookston.k12.mn.us/crookston-high-school)

<https://www.crookston.k12.mn.us/departments-activities>

[www.region8mn.org/public/genie/58/school/1](http://www.region8mn.org/public/genie/58/school/1)

## PIRATE HAPPENINGS

*Pirate Happenings* is typically emailed by **Thursday of the week before** and provides the **next week's event schedule.**

## LOCAL NEWS

Also look to our local news for announcements and happenings.

KROX RADIO

CROOKSTON DAILY TIMES

# GENERAL INFORMATION

*This handbook is intended to serve as a guide. It is not an all-inclusive list of rules, but rather an outline of expectations and procedures which contribute to the operation of our high school. Students are responsible for knowing the contents contained within. A complete copy of the policy manual is available in the principal's office or by going to:*

*<http://www.crookston.k12.mn.us/schoolboard-policies>.*

*Further, this handbook may be changed or amended during the school year.*

*Changes will be posted in the office of the principal and available on the district website.*



## ADDRESSING CONCERNS

1. First, personally talk to the individual directly involved, whether that is a teacher, student, or coach.
2. If you are unable to resolve the problem by contacting the person directly, please contact the principal.
3. If you feel your problem has still not been resolved, you should contact the superintendent.
4. If the problem is not resolved after meeting with the superintendent, you may request a meeting with the appropriate committee of the school board.
5. In the event that you feel there is still a basis for your problem, you are invited to address your concern to the full school board for final resolution.

## BUS & TRANSPORTATION SERVICES

Transportation by school bus is a privilege, not a right; therefore, students are expected to display appropriate conduct and adhere to all safety procedures and rules. In the case of serious or habitual behavioral problems you can be referred to the principal and be assigned consequences through the school discipline code. It is possible that discipline may involve your bus privileges being revoked. The expectations for your conduct on any school trip or business must meet the general and specific expectations put forth in the behavioral code. This includes fan buses, field trips, or any time you are representing the school, whether or not you are on or off school property. The expectation is that you be a positive ambassador of the mission, purposes, goals, and high standards of Crookston Middle School. *\*\*For more information regarding bus stops, please refer to Policy 709 Student Transportation.*

## CELL PHONES AND OTHER ELECTRONICS

Cell phones and other electronic devices shall not be used by students or heard by faculty and staff during class or intervention. Students in grades 6-8 are expected to keep their devices powered off and in their lockers between the hours of 8:15 am and 3:10 pm. Devices must remain silent, with no sounds or vibrations. Devices that make noise will be considered a violation of this policy.

Electronic devices also include watches that act as cell phones and/or are connected to cell phones.

If a student chooses not to follow this expectation and is caught with their device, it will be confiscated and turned in to the high school office. The following consequences will apply:

- **First Violation:** The phone or device will be confiscated and must be picked up by a parent or guardian. It will not be returned directly to the student. If parents or guardians are not available, arrangements must be made with the principal or dean of students. The student will also receive a lunch detention.
- **Second Violation:** The phone or device will be confiscated and must again be picked up by a parent or guardian. The student will serve a lunch detention. In addition, the student will also receive a 45-minute after school detention. From this point forward, the student will either need to leave the phone at home or will be required to turn the device in to the office upon arrival each day and may pick it up after dismissal for the remainder of the school year.
- **Third Violation (and beyond):** The phone or device will be confiscated and must again be picked up by a parent or guardian. The student will serve five lunch detentions. In addition, the student will again receive a 45-minute after school detention. The student will also be subject to disciplinary action, which may include in-school suspension (ISS) or out-of-school suspension (OSS). The daily office check-in requirement will remain in effect.

*Students who attempt to turn in a different device instead of their actual cell phone will face additional consequences.*

## The best advice for students is not to bring their phone or device to school.

**Students with documented medical needs or other special circumstances must notify the school administration to arrange an exception to these procedures.**

Only corded headphones or earbuds may be used in class, BUT only with teacher permission. Wireless earbuds or headphones (e.g., AirPods, Bluetooth devices) are considered a violation of these procedures and will be confiscated and handled in the same manner as a cell phone or other electronic device.

Students are not permitted to take videos and/or pictures of others without their permission. Students in violation of this policy will be subject to disciplinary action. **The use of camera phones (or other recording devices) is strictly forbidden in private areas, such as locker rooms, restrooms, dressing areas, and any other area where there is an expectation of privacy. Such use may result in criminal charges per MN Statute 609.746.**

## CHEATING & PLAGIARISM

Cheating is an act of dishonesty. Copying other students' work is considered cheating. Cheating is NOT ONLY disrespectful; it defeats the purpose of learning. The **unauthorized use of artificial intelligence tools (e.g., ChatGPT or similar)** to generate, rewrite, or translate work and submit it as your own is also **cheating** and may constitute **plagiarism**. Plagiarism is defined as taking the ideas, writings, thoughts, etc. from someone else or another source and passing them off as your own. Plagiarism is unethical and illegal. Whenever you are using the writing of someone else, you must use quotation marks to identify the material you are citing and/or you must identify the source. If a teacher allows AI tools, you must follow their directions and clearly acknowledge that assistance. Engaging in cheating or plagiarism will result in disciplinary action including reduction of grade, loss of credit, or suspension. See your teacher if you have any questions.

## CLOSED CAMPUS

Crookston Middle School is a closed campus for all students in grade 6-8 at all times. Students must remain in designated areas in the building and/or in the immediate area outside the building during the school day. Students in grades 6-8 may not be in the parking lots, are not allowed to leave during lunch, and must stay in the commons until dismissed from lunch. Any student in grades 6-8 must have a parent come into the building and sign them out as well as drive them to leave for lunch each time. No food delivery services are allowed during school hours. Leaving campus without prior permission may be subject to disciplinary action.

## DANCES

All students are expected to follow all rules while attending dances and other night events. In a preventative measure all students will not be allowed to carry in any beverage or beverage container. Student's jackets, purses and other bags are subject to search when students arrive and will be stored in a secure area. A rule of thumb is to simply not bring any. Students may be subject to a breathalyzer before entrance to a school dance. No outside guests are allowed.

## DIRECTORY INFORMATION

Students must request, within 30 days of the first attendance day, to have their information removed from the directory list; if no request is made, information will be shared as appropriate (i.e., student publications, yearbook, newspaper). Information includes name, address, and phone number; parent's names; information on and pictures of school events; names of students participating in or attending extra-curricular activities, including MSHSL activities; height and weight of members of athletic teams; and awards received.

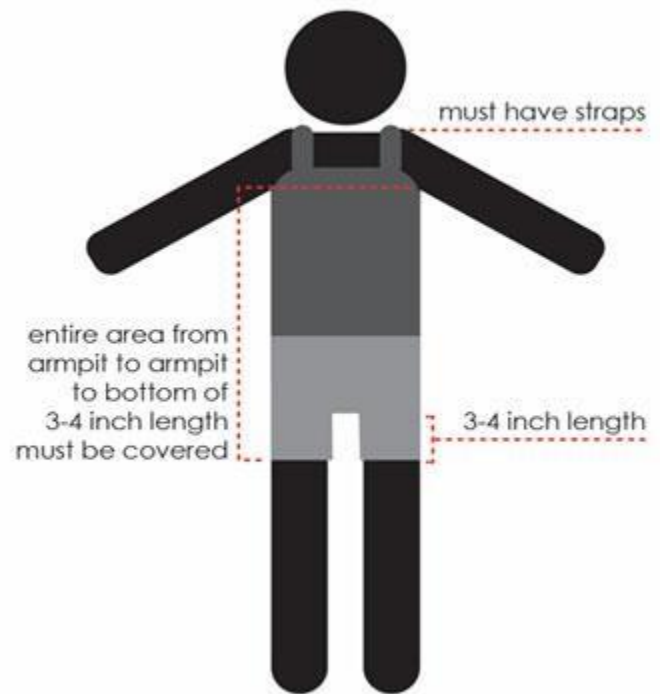
## DRESS CODE

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

Clothing should cover areas from one armpit across to the other armpit down to 3-4 inches in length on the upper thighs/inseam.

Inappropriate clothing includes, but is not limited to:

- Hoods and distracting headgear
- Clothing with lewd, vulgar, or obscene messages.
- Apparel promoting illegal products or activities.
- Apparel or footwear that would damage school property.
- Clothing that is not keeping with community standards.
- 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 approves, advances or provokes any form of religious, racial or sexual harassment and/or violence against other individuals.
- Students that refuse to modify their clothing as requested by administration are subject to disciplinary action.



## DISPLAYS OF INAPPROPRIATE MATERIALS ON SCHOOL GROUNDS

Students will be asked to remove anything considered objectionable (racist in nature, promoting drugs, alcohol, gangs, etc.). In cases of disagreement with school policy, the principal's decision is final.

## **FIRE, EVACUATION, & TORNADO DRILLS**

In the event of a fire drill or emergency, your teacher will lead you to the appropriate routes and exits. The directions are posted in each classroom. In the event of an evacuation, follow the directions of your teacher. In the event of a weather emergency (i.e. tornado) proceed to the safe area identified on the map in the classroom.

## **FOOD SERVICE**

Each student is provided with a 4 digit lunch code that they will type in at the end of the breakfast/lunch line. All students will receive one free breakfast and one free lunch per school day. Students must take the required breakfast/lunch items that make up an official breakfast/lunch. Any additional entrees will be charged accordingly. A deli is available for a la carte purchases during lunch time. Deposits can be made any time during the day. The management reserves the right to shut down deli privileges.

## **FUNDS AND FUNDRAISING**

All fundraising activities will be approved, in advance by the administration and school board by September 30<sup>th</sup> for the year. Money collected must be deposited in the office each day. Special exceptions after this date must be approved by the principal and superintendent.

## **HALL PASSES**

All students in the hallway are expected to have a pass from their classroom teacher, student services, or the administrative office. All students in grades 6 to 8 receive a card stock pass for each month. Students should request to have their cardstock pass signed anytime they leave the classroom. Students need to also sign out at the door of the classroom they are leaving and accurately record where they are going, when they are leaving. In addition, Students must sign back in if they return that class period.

## **HEALTH SERVICES**

Crookston Public Schools employs a full-time nurse that is available to meet with you and/or your child about any health concerns. Certain immunizations are required and you will be notified if you need them.

## **HOME & AWAY EVENTS**

Students are reminded that while attending both home and away events, they represent Crookston Public Schools. All school rules and policies concerning behavior apply at home and away events.

## **LOCKERS & SEARCHES**

Each student will be assigned a locker for personal belongings. Backpacks are to be kept in the student's locker during the day. Stickers, markers, etching, and other permanent decorations shall not be used on lockers; use only magnets to hold items in lockers. Students will be billed for cleaning or repair of locker damage. You should never assume that lockers are 100% secure. Staff will not be responsible for, nor investigate, the loss or damage of electronic equipment and related materials. Students should not share lockers. Decorations outside the locker are strictly prohibited except for decorations that are officially approved for school activities. All lockers must be emptied and cleaned at the end of each year.

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

Gym lockers are also property of the school district, regardless of student's own locks being placed on a locker, and the school district reserves the right to inspect these lockers in accordance with school policy. Unlike lockers in the hallways, lockers in the gymnasium are not under camera surveillance and students should not assume that they are secure regardless of whether there is a lock on it or not. Students MUST have their locker registered with their PE teacher. Any locks not registered with the PE teacher will be cut and the interior belongings will be stored in the PE office until the individual retrieves them and registers his lock. Please refer to School District Policy 502 for more details.

## **MEDIA CENTER**

It is the mission of the Media Center to provide all students and staff an environment in which to study, as well as opportunities to access, process, and communicate information. The school will:

- Provide print materials for reference and general materials.
- Provide electronic data bases and reference materials.
- Provide computers and other equipment for organizing and presenting information

In order to best serve those students and staff needs, the following must be observed:

- The Media Center is a quiet area, with no unnecessary visiting.
- Students from classes must have a pass.
- Classes must be accompanied by their teacher unless prior arrangements have been made.
- Violators of the above will be sent back to their classroom or office.
- Repeated offenses carry the possibility of suspended Media Center privileges.

## **P.A.T.C.H. – (Pirate Assistance Team Conquering Homework)**

P.A.T.C.H. is an after-school program at CMS and CHS for students in grades 6 to 12 to get support on assignments, finish projects, take a test or just have a quiet place to study. It is offered Monday through Thursday from 3:30 p.m. to 4:30 p.m. A snack is provided to students who attend. Transportation is also available for students who live in town through the Tri-Valley B.U. S. Snacks and Transportation are supported by: The United Way of Crookston.

## **PICK UP & DROP OFF**

Parents are to use the EAST parking lot for student drop off before school until 8:45 a.m. and pickup after 3:00 p.m.

**DO NOT** use the circle on the west side of the school during those times as it is reserved for bus loading.

During the school day between 8:45 a.m. and 3:00 p.m. student drop offs and pickups should be done on the west side of the school in the circle area as there is quicker access to the office.

## **PLEDGE OF ALLEGIANCE**

In order to honor our country and comply with state law, the Pledge of Allegiance will be recited each week. Teachers may elect to recite the Pledge more frequently in their classroom. Anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reason may elect not to do so. No student shall interfere with a student's choice to participate in the Pledge, nor shall any student interfere with a student's choice to not participate in the Pledge.

## **SCHOOL VISITORS**

All school visitors must sign in at the office. Visitors are usually not allowed in classes. Any student wishing to bring a guest/visitor for the portion of day must have prior approval from the principal. Parents/Guardians are considered visitors to the school and should adhere to the same stipulations as all other visitors.

## STUDENT MEDICATION

The following are the requirements in regard to the administration of medication to students:

- Administration of prescribed medication or drugs shall be by a licensed school nurse or other trained staff.
- Prescription and nonprescription medication or drugs require a completed signed request form from the student's parent or guardian and physician.
- Prescription medication must come to school in the original prescription container appropriately labeled for the student by the pharmacy. All medications must be brought to school by a parent/guardian.
- Nonprescription medications must come to school in the original container.
- **Medications are not to be carried by the student** (some exemptions may apply such as inhalers, EpiPens, etc.).

If you have any questions about this policy, please contact the school nurse at 218-281-5600.

## STUDENT SUCCESS & COUNSELING SERVICES

The student services offices offer many resources for students. Students can access career information and guidance, counseling (chemical dependency, conflict resolution, violence, personal issues, etc.), Indian education, social services, probation, mental health, and other services. Appointments with the behavior interventionist, counselor or school psychologist can be made with him/her directly. Students should obtain passes in advance between classes. No student should go to student services without a pass from one of the student services staff members, unless it is an emergency. Do not come to student services in groups.

## STUDENT SURVEYS

Periodically, the students are given surveys, including the Minnesota Student Survey (MSS), to obtain opinions and information about students. If you do not want your student to take a survey or wish to review one of the surveys, including the MSS, please call the principal at 218-281-2144.

## SUICIDE PREVENTION INFORMATION

Crookston Public Schools believe in the importance of prioritizing mental health and wellness in our schools. We are working to increase awareness of the mental health issues our students face. If you or someone you know is in a mental health crisis or at risk of suicide, call or text 988 or chat [988lifeline.org/chat](https://988lifeline.org/chat). The 988 Suicide & Crisis Lifeline (988-LIFELINE) is free and confidential and available 24/7. The Polk County Crisis Services can be contacted as well by calling Alluma at 800-282-5005.

## TELEPHONE & MESSAGES

The phone located in the commons is for personal calls. This phone is for local calls only; it does not work for long distance numbers. The office phone is reserved for school business. Messages taken for students during class time will be delivered as soon as possible, but most likely will not be delivered until the end of the school day. Parents/guardians should always call the school office to have their student released for appointments. **Do not call your child's cell phone during the school day expecting them to leave class. Call the office to have your student excused from class during the school day.** Any student leaving the building during the school day must have parent permission and must check out through the office.



## GRADE CLASSIFICATION/RETENTION POLICY

Your student's education is important to us. Middle school is a time of utilizing the foundational skills learned in elementary and building upon them in preparation for high school. Instruction in middle school places emphasis on the continued acquisition of those foundational skills. We want all students leaving Crookston Middle School having the ability, maturity, and competence to succeed in their upcoming years. Below are the listed requirements:

1. Any student who fails one or more semesters in their core classes may be required to repeat that particular semester course(s).
2. Any student failing both semesters in 3 of their 4 core classes, will be referred to the retention committee.
3. A summer school program may be required in lieu of retention.

\*Core classes are: Math, English, Science, and Social Studies

## RETENTION VIEW COMMITTEE

Grade level teachers will provide administration with a list of recommendations for retention and/or repeating specific classes. The administration along with the building leadership team will meet for the purpose of reviewing that list of recommendation(s). The final recommendation for retention and/or repeating a specific class will be made at the end of the school year by the administration. Parents and students will be notified as soon as possible if a student may potentially fail a class. Crookston Middle School will work with both the parent(s)/guardian(s) and the student(s) to help the student(s) successfully complete the course requirement for advancement.

## GRADING SYSTEM

The following is the grading system used by Crookston Middle School:

Grade A: Excellent; the student does more than is required and does it exceptionally well.

Grade B: Above Average; the student does all that is asked and does it well.

Grade C: Average; the student does what is asked and does it satisfactorily.

Grade D: Below Average; the student fails to do the required work, or the quality of the work is not satisfactory, though not poor enough for a failure.

Grade F: Failure; the student fails to do the required work, and what is done is of poor quality.

Grade I: Incomplete; the student fails to do the required work, but because of unusual circumstances, is allowed to make up the work for a grade. Incompletes must be made up within two weeks of the completion of the grading period, be it a quarter, semester, or the whole year. Exceptions must be approved by the principal.

Grade N: No credit; a no credit grade can be given to a student if that student has not been in attendance a sufficient number of days for the teacher to make an evaluation of his / her work.

Grade S: Satisfactory; some classes, such as Special Education, and others to be designated can be given a satisfactory grade rather than a regular letter grade.

Grade U: Unsatisfactory; some classes, such as Special Education, and others to be designated can be given a satisfactory grade rather than a regular letter grade.

## INCOMPLETE GRADES

All incomplete grades must be made up within two weeks after the end of the grading period, unless otherwise arranged with the instructor and principal. It is the student's responsibility to get and complete the work. If the work is not made up the "I" will be recorded as an "F" after two weeks.

## PROGRESS REPORTS & REPORT CARDS

Complete access to grades and academic progress (as well as behavior, attendance, lunch account, library usage, and other school related information) is available by visiting the district web page and logging on to Skyward Family Access using your login and password. Attendance is updated hourly and grades are updated weekly. Grades and progress reports are available online and will not be mailed unless specifically requested. If a student is in danger of failing, the teachers will contact the parent(s)/guardian(s) to ensure that they are aware of the situation. Report cards will be available online at the end of each quarter. Please contact the office if you need a Skyward login and password.

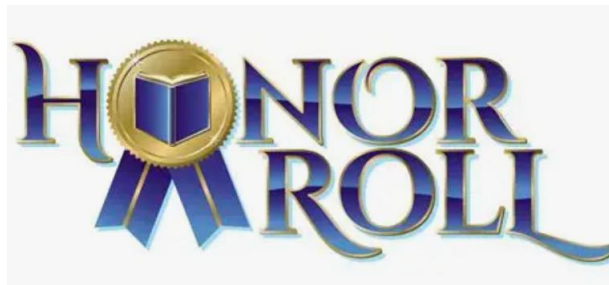
Class of 2028 and Beyond		
Grade Letter	Percentage	GPA
A	94-100	4.00
A-	90-93	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	Below 60%	0.00

## HONOR ROLL

To be eligible for the Honor Roll at the end of each semester, students must be enrolled in at least five half- credit classes (2.5 weighted credits) at CMS per semester.

"A" Honor Roll = student has a semester GPA of 3.667 to 4.0

"B" Honor Roll = student has a semester GPA of 3.00 to 3.666



# EXTRA & CO-CURRICULAR ACTIVITIES

*Crookston Public Schools believe that interscholastic activities are an integral part of our school's total educational program. The activities program is a complete extension of our basic educational philosophy of preparing students to become productive, contributing citizens of their community.*

*Crookston Public Schools believe that participation contributes to the development of health, happiness, physical skills, maturity, sportsmanship, decision-making skills, self confidence, and self-discipline of each participant.*

## ELIGIBILITY STANDARDS

The Crookston Schools provide a balanced variety of extra and co-curricular activities in which students are encouraged to participate. These activities are designed to furnish wholesome and entertaining experiences outside of the normal school day. They afford students an opportunity to achieve or excel in areas other than the traditional academic classroom. The philosophical and financial support for these programs is based on a belief that extra and co-curricular activities will help young men and women to develop healthy values, build leadership skills, learn responsibility, and acquire good character.

### **PARTICIPATION IN ANY OF THESE ACTIVITIES IS A PRIVILEGE AND BEARS WITH IT A RESPONSIBILITY.**

Because participants are held to a higher standard of conduct and achievement, the following eligibility standards must be met in order to participate in any extra or co-curricular activity.

Any student in grades 6 through 12, to be eligible to participate in any contest, game, match, competition or performance, whether as an individual or as a member of a group, which is scheduled outside of the school day or normal school schedule, is required to meet the same eligibility standards as are required of a student participating in any Minnesota State High School League activity and any additional standards required by school district policy. This requires meeting good conduct standards, academic standards, attendance regulations, and demands compliance with policies relating to chemical and illegal substance abstention.

This policy applies to all interscholastic athletics and all student organizations, including those which may not have competition. Exceptions do apply to local (non-MSHSL supported activities) music concerts and other approved music programs held throughout the year. (Note: The Builders Club will establish and manage any eligibility requirements for the Builders Club. Builders Club participation may not be used to clear eligibility in other co-curricular and or extracurricular activities.)

The precise policies and forms related to extra and co-curricular eligibility are available through the athletic department and they are found in the general comprehensive High School Policy Manual.

<b>School Sponsored Activities &amp; Clubs</b>
<b>Band</b>
<b>Builders Club</b>
<b>Choir</b>
<b>FFA</b>
<b>Middle School Knowledge Bowl</b>
<b>Middle School One Act Play</b>
<b>Orchestra</b>
<b>Speech</b>
<b>Middle School Student Council</b>

## ATHLETIC TEAMS

FALL SEASON	Start Date
Tennis – Girls'	Aug 11
Volleyball – Girls'	Aug 11
<b>Soccer – Boys' &amp; Girls'</b>	<b>Aug 11</b>
Football – Boys'	Aug 11
WINTER SEASON	Start Date
Basketball – Boys' & Girls'	Nov 17, Nov 10
<b>Dance Team – Girls'</b>	<b>Oct 20</b>
*Figure Skating – Girls'	
Hockey – Boys' & Girls'	Nov 10, Oct 27
Wrestling	Nov 17
SPRING SEASON	Start Date
<b>Baseball – Boys'</b>	<b>Mar 16</b>
*Clay Target – Boys' & Girls'	TBD
<b>Golf – Boys' &amp; Girls'</b>	<b>Mar 16</b>
<b>Softball – Girls'</b>	<b>Mar 9</b>
<b>Tennis – Boys'</b>	<b>Mar 23</b>
<b>Track &amp; Field – Boys' &amp; Girls'</b>	<b>Mar 9</b>

\*Not school sponsored but letter can be earned Note: State send-offs are reserved for school sponsored activities.  
**Bolded sports are available for 6<sup>th</sup> grade students to participate in as well.**

## STUDENT CODE OF RESPONSIBILITIES

As a student participating in my school's interscholastic activities, I understand and accept the following responsibilities:

- I will respect the rights and beliefs of others and will treat others with courtesy and consideration.
- I will be fully responsible for my own actions and the consequences of my actions.
- I will respect the property of others.
- I will respect and obey the rules of my school and the laws of my community, state and country.
- I will show respect to those who are responsible for enforcing the rules of my school and the laws of my community, state and country.

## POST SEASON RECOGNITION

Any student who is proven to be in violation of MSHSL By Laws 202, 205, or 209 during the season is not eligible for lettering or any other post season awards for the season in which they began serving the penalty.



### ATHLETIC PARTICIPATION FEES

6 <sup>th</sup> – 8 <sup>th</sup> Grade	\$75.00 (Hockey is \$138.00)
9 <sup>th</sup> – 12 <sup>th</sup> Grade	\$125.00 (Hockey is \$188.00)

**Family Max \$500**

Sports included: Tennis, Volleyball, Dance Team, Soccer, Basketball, Softball, Baseball, Golf, Track and Field, Hockey, Wrestling, Football.

### CO-CURRICULAR PARTICIPATION FEES

One-Act Play	\$50.00 (Cast), \$25.00 (Crew) \$25.00 (6-8 Grade)
Three-Act Play	\$50.00 (Cast), \$25.00 (Crew) \$25.00 (6-8 Grade)
Speech	\$25.00 (6-8 Grade), \$50.00 (9-12)
Knowledge Bowl	\$25.00 (6-8 Grade), \$50.00 (9-12)

**Family Max \$275**  
 Family max does not include instrument fees.

# CATEGORY I ACTIVITIES

## ATHLETICS & SPEECH CROOKSTON HIGH SCHOOL CHEMICAL ELIGIBILITY

### (Penalties for Use and/or Possession of Alcohol, Tobacco, or Other Drugs)

**Definition - Category I Activities:** Those League-sponsored activities in which a member school has a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

- Athletic Activities
- Fine Arts Activities

1) Speech Activities including One Act Play – when a school schedules a season of interscholastic contests.

#### Rule

During the year, regardless of quantity, a student shall not possess or use tobacco or alcoholic beverages, use or consume, have in possession, buy, sell, or give away any other controlled substance including performance-enhancing drugs (like anabolic steroids).

#### Philosophy and Purpose

The Minnesota State High School League and School District 593 recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

To participate in the extra-curricular program at Crookston should be considered a privilege. This privilege is extended to the student who is willing to abide by the standards of the School Board and coaching staff. If a student chooses to violate these standards, he/she has withdrawn himself/herself from the extra-curricular program for a specified period of time.

1. At any time during the calendar year, a student shall not, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia;
- D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.

- E. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

2. All violations of this policy will require a meeting with the principal or designee and a meeting with a member of the counseling/guidance office.

#### 3. Penalties for Category I Activities

##### A. First Violation Penalty

1. The student shall lose eligibility for the next **two (2) consecutive interscholastic contests or two weeks, 14 calendar days**, whichever is greater, of a season in which the student is a participant.

##### B. Second Violation Penalty

The student shall lose eligibility for the next **six (6) consecutive interscholastic contests or three weeks, 21 calendar days**, whichever is greater, in which the student is a participant.

##### C. Third or Subsequent Violation Penalty

- 1) The student shall lose eligibility for the next **twelve (12) consecutive interscholastic contests or four weeks, 28 calendar days**, whichever is greater, in which the student is a participant.
- 2) A student who chooses to become a participant in a treatment program may become eligible for participation after a minimum period of six weeks after entering treatment if all of the following conditions are met:
  - a) the student is assessed as chemically dependent,
  - b) enters treatment voluntarily, and

- c) the director of the treatment center certifies that the student has successfully completed the treatment program.
- d) The treatment option cannot be used for the first or second violation. Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

**D. Applying the Penalty**

- 1) Penalties shall be progressive beginning with the student’s first violation and continuing throughout the student’s high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) Counting Weeks:
  - a) The weeks shall begin on the date that the violation is confirmed by the school administrator and extend for the required number of calendar days.
  - b) For the purpose of this bylaw, a week is seven calendar days. The week starts the date the violation is confirmed and the student/student’s parents or guardians are notified.
  - c) At the beginning of the season, practice and conditioning weeks are counted.
  - d) The student must participate in and complete the entire season, including all practices and team functions, in which the penalty has been applied for the penalty to count. As examples: a student cannot begin participation in a program at the start of the season, serve the penalty and then quit after the suspension has been served; nor can a student join a program after the season has begun, and serve the penalty.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second sport in the same season in order to fulfill a penalty.
- 5) Practices, jamborees, inter-school scrimmages and previews are not interscholastic contests and may not be counted, however, the student is eligible to participate.
- 6) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.
- 7) Denial Disqualification: A student shall be disqualified from all inter-scholastic athletics for nine additional weeks beyond the student’s original period of ineligibility when the student denies violation of the rule, is allowed to participate and then is subsequently found guilty of the violation.

**STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT  
AS PART OF THE ON-LINE REGISTRATION**

Rev. July 2023

**CATEGORY II ACTIVITIES**

**ALL EXTRA-CURRICULAR ACTIVITIES**

(Excluding Athletics and Speech)

**CROOKSTON HIGH SCHOOL**

**CHEMICAL ELIGIBILITY**

**(Penalties for Use and/or Possession of Alcohol, Tobacco, or Other Drugs)**

**Definition - Category II Activities:** Those League-sponsored activities in which a member school does not have a schedule of interscholastic contests, exclusive of League-sponsored tournaments.

Fine Arts Activities

- 1) Speech activities including One Act Play when a school schedules no interscholastic contests and participates only in the League-sponsored tournament.
- 2) Music Activities.
- 3) Visual Arts Activities.

**Rule**

During the year, regardless of quantity, a student shall not possess or use tobacco or alcoholic beverages, use or consume, have in possession, buy, sell, or give away any other controlled substance including performance-enhancing drugs (like anabolic steroids).

**Philosophy and Purpose**

The Minnesota State High School League and School District 593 recognize the use of mood-altering chemicals as a significant health problem for many adolescents, resulting in negative effects on behavior, learning and the total development of each individual. The

misuse and abuse of mood-altering chemicals for some adolescents affects extra-curricular participation and development of related skills. Others are affected by the misuse and abuse by family, team members or other significant persons in their lives.

To participate in the extra-curricular program at Crookston should be considered a privilege. This privilege is extended to the student who is willing to abide by the standards of the School Board and coaching/advisory staff. If a student chooses to violate these standards, he/she has withdrawn himself/herself from the extra-curricular program for a specified period of time.

1. A student shall not at any time, regardless of the quantity:

- A. use or consume, have in possession a beverage containing alcohol;
- B. use or consume, have in possession tobacco; or,
- C. use or consume, have in possession, buy, sell or give away any other controlled substance or drug paraphernalia.
- D. use or consume, have in possession, buy, sell or give away products containing or products used to deliver nicotine, tobacco products and other chemicals.

“Tobacco products” means: any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part or accessory of a tobacco product.

- E. use or consume, have in possession, buy sell or give away any substance or product where the intent of such use of the substance or product is to induce intoxication, excitement, or stupefaction of the central nervous system, except under the direction and supervision of a medical doctor. Such substances or products shall include, but are not limited to, synthetic drugs, gasoline, glue, aerosol devices, bath salts, and any substances addressed by Minnesota or Federal Law.

2. All violations of this policy will require a meeting with the principal or designee and a meeting with a member of the counseling/guidance office.

3. Penalties for Category II Activities

**A. First Violation Penalty**

After confirmation of the first violation, the student shall lose eligibility for **one (1) public performance** in which the student is a participant.

**B. Second Violation Penalty**

After confirmation of the second violation the student shall lose eligibility for at least **two (2) public performances** in which the student is a participant.

**C. Third or Subsequent Violation Penalty**

1) After confirmation of the third or subsequent violation the student shall lose eligibility for at least **three (3) public performances** in which the student is a participant.

- 2) If after the third or subsequent violations a student chooses to become a participant in a treatment program, he/she may become eligible for participation after a minimum period of six weeks after entering treatment if
- a) the student is assessed as chemically dependent, and
  - b) enters treatment voluntarily, and
  - c) the director of the treatment center certifies that the student has successfully completed the treatment program.

Successful completion of a chemical dependency treatment program will satisfy only the most recent violation. Any other violations for which the penalty has not been satisfied must still be served in full.

**D. Applying the Penalty**

- 1) Penalties shall be progressive beginning with the student’s first violation and continuing throughout the student’s high school career. Penalties shall be served consecutively.
- 2) Violation Confirmation Definition: The violation shall be confirmed when the administrator responsible for the athletics/activities program has informed the student that the student has violated a bylaw and is now under the penalty. The notification shall be verbal and also in writing.
- 3) The student must participate in all practices and team functions and complete the entire season in which the penalty has been applied for the penalty to count. Penalty will be extended to make up for missed time/days.
- 4) A student who is under penalty for a violation of a League bylaw may not join a second extra-curricular activity in order to fulfill a penalty.
- 5) A student who participates in both Category I and Category II activities shall serve the penalty prescribed for that violation in both Category I and Category II activities in which the student participates.

6) A student shall be disqualified for all interscholastic contests for nine (9) additional weeks beyond the student's original period of ineligibility when the student denies the violation of the rule, is allowed to participate, and then is subsequently found guilty of the violation.

#### STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT

\* **Special Note:** These provisions apply to all extra-curricular activities locally, whether or not the activities are directly supported and sanctioned by the Minnesota State High School League.

Rev. July 2023

### TRAVEL POLICY FOR ALL TYPES OF ELIGIBILITY

#### (CHEMICAL AND SCHOLASTIC)

Students that are ineligible for any reason may not travel with the team or sit on the bench at away games until the penalty has been served.

Students that are ineligible for any reason may attend home games and sit on the bench but they may not dress in game uniform until the penalty has been served.

## **SCHOLASTIC & ATTENDANCE ELIGIBILITY**

### CROOKSTON HIGH SCHOOL

#### MINNESOTA STATE HIGH SCHOOL LEAGUE

Participation in extra-curricular activities shall be governed by individual school regulations and by MSHSL Rules & Regulations for activities under the League's jurisdiction. Copies of the High School League Rules & Regulations and Crookston High School Activity Rules & Regulations signed by parent/guardian and student must be on file with the Activities Director prior to participating in any school activity.

#### 1. Scholastic/Academic Requirements

To be academically eligible, a student must maintain progress toward successful completion of classes as shown by ongoing checks. Following are the procedures used at Crookston Schools to maintain current checks on academic progress. When determining a student's grade for eligibility purposes, the grade will be figured on a cumulative basis from the beginning of the quarter. Grades will be checked electronically every Monday. Students with a failing grade in any class will be declared ineligible for competition throughout the balance of that calendar week (Monday through Sunday) or until they become passing that week. A second time a student becomes academically ineligible for the same class the same procedure holds. If a student becomes ineligible a 3<sup>rd</sup> time in the same class it will be ineligibility for a week. This resets at the start of each quarter. Students and coaches will be notified by the athletic director if they are ineligible on Mondays.

PSEO students will be required to update the counselor before 10 AM each Monday with a copy (electronic or hard copy) and are expected to adhere to this regulation as well. Students enrolled in credit recovery courses who want to participate in extracurricular activities are required to show at least 7% weekly progress through the online curriculum.

Students who are failing at the end of a grading period will be ineligible for one week into the next grading period. This includes between semesters.

#### 2. School Attendance Requirement

##### A. Daily Attendance

A student must attend all of his/her classes, except in the case of the following: pre-approved absence, family emergency, or medical emergency, in order to practice and/or participate in a school contest on the same day. The student must present to the principal or activities director a **signed statement from the doctor regarding the absence**. A student who remains home and misses any amount of class time due to general illness, but later returns to school that same day, may not participate in that particular day's practice or scheduled contest without the consent of the principal or activities director. Students reporting to school or to class after the first 10 minutes without an excused absence will be considered absent and therefore ineligible.

B. Unexcused Absence or Truancy

Unexcused absence or truancy from school or class during the season {Example: Remaining home the morning following an event for the purpose of rest is not an approved absence} will result in:

1. **First Offense:** Suspension for one (1) MSHSL contest and/or one (1) performance
2. **Second Offense:** Possible suspension the next two (2) consecutive interscholastic events or two (2) weeks of a season, whichever is greater, in which the student is a participant.

**Any student who, under any circumstance, participates while ineligible will have the ineligibility extended for an additional two (2) weeks. If there is ever any doubt, ask the principal or activities director before participating.**

**STATEMENTS TO BE SIGNED BY PARTICIPANT AND PARENT**

**Special Note:** Local concerts and other annually stipulated orchestra, band and choir programs can be exceptions from academically based eligibility requirements only. **ATTENDANCE AND SUBSTANCE ABUSE STANDARDS APPLY TO ALL MUSIC ACTIVITIES**

Rev. July 2023



# ATTENDANCE

Good attendance and punctuality are directly related to success in school. Students simply cannot afford to miss school unnecessarily. Therefore, it is essential that each student read and understand the expectation of attendance and the processes necessary to excuse absences due to compelling necessity. The student must attend regularly. Even in the case of excused absences, if the rate of absenteeism is so excessive that the student has not provided sufficient participation, performance, or progress to determine the student's grade, the student may fail the course due to the negative impact of excessive absenteeism.

## TRUANCY – MINNESOTA STATE LAW

A student under the age of seventeen (17) who is absent from school without lawful excuse for one or more class periods on three (3) school days (continuing truant) or seven (7) school days (habitual truant) is considered truant from school under the law. In both cases the school will file written reports with the appropriate agencies as stipulated by the court for legal action. **OR**

A student who has attained the age of seventeen (17) but is under the age of eighteen (18) who decides to withdraw from school must have a formal conference so stating his/her intent to withdraw from school or he/she will be considered truant. The school will file a written report with the appropriate agencies as stipulated by the court for legal action.

## ABSENCE DUE TO SCHOOL ACTIVITY

Any absence related to a school sponsored activity is considered excused. However, teachers may require students to contact them prior to their absence from their class in order to get necessary notes, assignments, etc. Further, students are expected to be in attendance following all evening contests unless a specific exception for the team is made by the principal or activities director. A student may be required to miss a school sponsored activity and attend classes if the student is not making satisfactory academic progress.

## EXCUSED ABSENCES

Absences are excused for reasons such as illness, death in the family, medical or dental appointments, family emergencies, or any merited cases where prior arrangements have been made with the principal. The administration will decide if the absence is excusable based on the reasons given. In the case of excused absences, the student has the right and obligation to make up any work missed with full credit. In all cases, whenever a student is in school and departs, missing a class, a blue slip must be obtained in the office prior to any departure or the absence can be ruled unexcused regardless of the reason for departure.

## REPORTING AN ABSENCE

All day student absences should be reported in ONE of the following ways by 9:00 a.m. on the day of the absence:

1. Skyward Online Family Access (Preferred)
2. Call: (218) 281-2144

\*Please allow a minimum of 2 hours during the school day to process your request. ALSO include the reason for your student's absence.

## ARRIVING LATE TO SCHOOL

A student coming in late should bring a note to office upon arrival, or their parent/guardian should have called the office.

## LEAVING EARLY

A student leaving early should bring a note at the start of the school day to receive a permit to leave the building early.

## **UNEXCUSED ABSENCE**

Unexcused absences are those that could have been reasonably avoided or delayed. (Examples include, but are not limited to, truancy, shopping, vehicle maintenance, haircuts, working, babysitting etc.) Even with consent of the parents, absences can be ruled unexcused by the school administration. The administration will use the rule of reasonableness in determining whether or not an absence could have been avoided or delayed. Whenever possible, absences should be communicated in advance. When this is not possible, all absences must be cleared through the office and through the teacher(s) of each class missed within 48 hours of the student's return to class, or the absence may be declared unexcused.

Students that leave the building without permission will be marked as unexcused for the part of the day they miss.

## **TARDY**

A student is tardy if he/she is not in the classroom when the tone sounds to begin the period. The student must have an excuse with them upon entry into the classroom. If the student does not have an excuse, the tardy is unexcused. If a student is more than 10 minutes late for class—whether excused or unexcused—the student may be deemed ineligible for extra-curricular activities as stated in the extra-curricular eligibility policy.

1. The first 3 tardies in a class will result in one lunch detention.
2. When a student has 6 tardies in a class, they will have lunch detention for 5 days
3. When a student has 9 tardies in a class they will stay for lunch detention for 5 days and will have an afterschool detention.
4. Tardy totals reset at the semester break.

## **ATTENDANCE PROCEDURES**

Each classroom teacher shall report each unexcused absence. In case of discrepancy, the teacher's attendance shall be considered the most accurate. It must be made clear that unverified absences that appear on the attendance reporting record are not necessarily unexcused. After the 48-hour guideline expires, unverified absences can be reported as unexcused.

## **CONSEQUENCES OF UNEXCUSED ABSENCES**

In cases of recurring unexcused absences, the administration may also refer the student to social services or request the county attorney to file a petition with the juvenile court, pursuant to Minnesota statutes.

Students with unexcused absences shall be subject to discipline in the following manner:

1. After the unexcused absence, a student's parent or guardian will be notified via an automated phone call.
2. Additionally, a student may be assigned detention, in school suspension, or other consequences deemed appropriate.

## **APPEAL BY STUDENT OR FAMILY**

The student and his/her family shall have the full right and opportunity to request a review of the attendance records to determine the accuracy of the total of unexcused absences at any point in the semester. In cases of appeal, the decision of the principal shall be final.

# REGULATIONS & DISCIPLINE

## DISCIPLINE OVERVIEW

To guarantee a good social and educational climate, it is important that students understand that acceptable standards of behavior will be expected at all times. Discipline will be administered when any individual's actions interfere with the right of teachers to teach, disrupt the student's ability to learn, or otherwise interfere with the function of the school.

The consequences for disruptive behavior described in this regulation are designed to be fair, firm, and consistent for all students in Crookston Middle School. They apply to Crookston Middle School students in any school or other district building, on district property, in district vehicles, and at school or district events.

Because it is not possible to list every disruptive behavior that may occur, those not included in this code will be responded to as necessary by staff. This code assumes that minor behaviors are dealt with by bus drivers, chaperones, classroom teachers, counselors, administrators, and other appropriate district staff. Building administrators or their designees are responsible for investigating occurrences of disruptive behavior and, based on credible evidence, assigning consequences. Administrators may involve the police and other law enforcement authorities as necessary. If a student violates a district rule which is also a violation of a law, the student must be referred to the police in addition to being dealt with as described in this code.

**ALL STUDENTS** are required to comply with these procedures. (Unless otherwise specified in an IEP.)

## STUDENT RIGHTS

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

## DISRUPTIVE BEHAVIOR, DISCIPLINE & CONSEQUENCES

Specific activities are listed as disruptive behavior throughout this handbook. These behaviors are not appropriate for a learning environment. Consequences may apply to the student acting out the behavior as well as students who are aware of disruptive behaviors and do not come forward. Consequences apply regardless of whether the disruptive behavior took place in school, on school property, in a district vehicle, or at a school or district activity.

## STUDENT RESPONSIBILITIES

All students have the responsibility:

- To attend school daily, except when excused, and to be on time to all classes and other school functions;
- To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
- To make necessary arrangements for making up work when absent from school;
- To assist the school staff in maintaining a safe school for all students;
- To be aware of all school rules, regulations, policies and procedures, including those in this policy, and to conduct themselves in accordance with them;
- To assume that until a rule or policy is waived, altered or repealed, it is in full force and effect;
- To be aware of and comply with federal, state and local laws;
- To volunteer information in disciplinary cases should they have any knowledge relating to such cases and to cooperate with school staff as appropriate;
- To respect and maintain the school's property and the property of others;
- 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;
- To avoid inaccuracies in student newspapers or publications and refrain from indecent or obscene language;
- To conduct themselves in an appropriate physical and verbal manner; and
- To recognize and respect the rights of others.

**Classroom teachers will establish classroom conduct expectations. Teachers have the authority to remove any student from their classroom should that student willfully violate classroom expectations or rules, willfully disrupt the rights of other students to an education, or willfully engage in conduct that endangers other students. Teachers will generally follow progressive disciplinary steps, but may remove a student at any time they deem the conduct warrants immediate removal from the classroom.**

Students are reminded that **any teacher or staff member** in the school has the right and is required to correct disruptive behavior displayed by individuals at any place and at any time. Note that a teacher can assign detention to his/her room without the direction of a principal, but must contact parents to arrange a time. Teachers may be asked to recommend consequences when disruptive behaviors are reported. Consequences or disciplinary action will take a common-sense approach and may include, but are not limited to, one or more of the following:

1. Student conference with teacher, principal, counselor or other school personnel, and verbal warning;
2. Parent contact;
3. Parent conference;
4. Removal from class;
5. Lunch Detention
6. After-school Detention
7. In-school suspension;
8. Suspension from extracurricular activities;
9. Detention or restriction of privileges;
10. Loss of school privileges;
11. In-school monitoring or revised class schedule;
12. Referral to in-school support services;
13. Referral to community resources or outside agency services;
14. Financial restitution;
15. Referral to police, other law enforcement agencies, or other appropriate authorities;
16. A request for a petition to be filed in district court for juvenile delinquency adjudication;
17. Out-of-school suspension under the Pupil Fair Dismissal Act;
18. Expulsion under the Pupil Fair Dismissal Act;
19. Exclusion under the Pupil Fair Dismissal Act; and/or
20. Other disciplinary action as deemed appropriate by the school district.

***With all offenses, building administrators will use discretion in selecting a consequence.***

***The administration reserves the right to administer more severe or the most severe consequences even in first offense situations if the seriousness and severity of the offense warrants it.***

In addition to the consequences detailed in this regulation, a specific school or District Transportation Department may respond to student disruptive behavior in a variety of ways which include, but are not limited to:

1. Notification to Middle School Office for disciplinary action
2. Parent conference
3. Mediation
4. Restitution
5. Reports to probation services
6. Criminal reports
7. Community service
8. Fines
9. Loss of riding privileges

## ATTENDANCE

### Expectation:

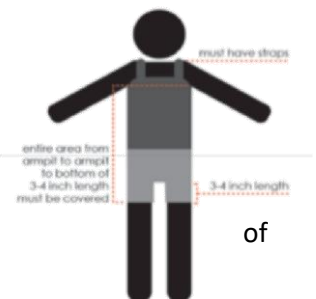
Attend all classes. A pass is required from the office or a teacher in order to be excused from a class. Students will be expected to have a hallway pass whenever they are out of a classroom. Students should arrive to their classes on time. Tardiness results when a student arrives after the second bell. When students are more than 10 minutes late, they are considered absent from the class. Extra-curricular eligibility is based on 10 minutes of tardiness. Students should make up all work when there is an excused absence. Absences for approved reasons must be cleared within 48 hours.

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Skipping</b> —leaving class, the school building, or school grounds without a pass.	Possible but not limited to detention/suspension. Loss of credit for missed work.	Possible but not limited to detention/suspension. Loss of credit for missed work.	Possible but not limited to detention/suspension. Loss of credit for missed work.
<b>Excessive Tardies</b> —Three (3) unexcused tardies	Detention.	Detention.	Detention.
<b>Forgery</b> —Forging or falsifying parent/guardian notes, excuses, or other documents.	Detention / Suspension.	Detention / Suspension.	Detention / Suspension.

## DRESS CODE

### Expectation:

Dress neatly, with clothing that is clean, not distracting, and appropriate for learning. Clothing examples that would be considered inappropriate would be clothing that includes the following: words which are obscene, abusive, discriminatory, or advertise tobacco, alcohol, or other illicit drugs; midriff length, extremely short shorts, bib overalls improperly worn, gang related attire, and fashion accessories that could be harmful or destructive. Jackets, coats, and wraps should be placed in the locker during the school day. Blankets are not an acceptable form clothing.



Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Inappropriate Clothing</b> —short shorts; skimpy tank tops; exposed midriff; clothing with lewd, vulgar, or obscene messages; apparel promoting illegal products or activities; clothing in violation of community standards; or sexist, racist, or otherwise derogatory messages.	Change of clothing. Detention possible.	Change of clothing. Detention.	Habitual violations may lead to suspension.
<b>Headwear</b> —hood or other distracting headgear worn during the school day.	Removal of headwear. Detention possible.	Removal of headwear. Headwear stored in office. Detention.	Habitual violations may lead to suspension.

<b>Outerwear</b> —jackets, coats, wraps, or other outerwear worn during the school day.	Search of outerwear / locker. Clothing stored in locker.	Search of outerwear / locker. Clothing stored in office. Detention.	Habitual violations may lead to suspension.
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## SUBSTANCE & TOBACCO POSSESSION & USE

**Expectation:**  
Make healthy life style choices. Be law-abiding citizens. 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, related paraphernalia or any other illegal substance on school property, at school activities, or on school busses.

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offense
<b>Possession or Use of Alcohol, Tobacco, E cigarettes and Other Drugs</b> —possessing or using any narcotic, inhalants, related paraphernalia or where possession or use is prohibited by Minnesota or federal law.	Up to 10 days suspension.	Up to 10 days suspension.	Up to 10 days suspension.  Expulsion / Exclusion.
<b>Intent to Distribute Alcohol, Tobacco, E cigarettes or Other Drugs</b> —selling, distributing, or intent to sell alcohol, tobacco, and other drugs.	Up to 10 days suspension. Possible expulsion/exclusion.	Up to 10 days suspension. Possible expulsion/exclusion.	Expulsion / Exclusion.

## FOOD & BEVERAGE

**Expectation:**  
Consume food and beverages in the school commons area only. Students are also expected to clean up after themselves in the commons area.

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Food/Beverage Violation</b> —food or beverage outside of the commons area such as in halls, lockers, classrooms, etc.	Possible but not limited to detention.	Detention.	Habitual violations may lead to suspension.

## DAMAGE OR DESTRUCTION TO SCHOOL OR PERSONAL PROPERTY

**Expectation:**  
Respect the rights and property of others, including the school property, buildings, and grounds.

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Vandalism</b> —defacing or damaging property that belongs to the school, students, staff, or anyone involved in school activities. This also includes creating permanent décor to the interior or exterior of lockers	Possible but not limited to detention/suspension and retribution.	Up to 3 days suspension and retribution.	Up to 5 days suspension and retribution. Expulsion / Exclusion.

<b>Misuse of School Books, Supplies, or Equipment</b> —destroying items in any way so as to hamper use by another student.	Possible but not limited to detention/suspension and retribution.	Up to 3 days suspension and retribution.	Up to 5 days suspension and retribution. Expulsion / Exclusion.
<b>Reckless Driving</b> —driving on school property so as to endanger persons or property.	Possible but not limited to detention.	Possible revocation of parking privilege and suspension.	Up to 10 days suspension. Expulsion / Exclusion.
<b>Igniting a Device Producing Flames</b> —igniting matches, lighter, or any device that produces flames.	1 day suspension.	Up to 5 days suspension.	Expulsion / Exclusion.
<b>Tampering with Emergency or Safety Equipment</b> —unauthorized use of emergency or safety equipment on school property or bus including first aid kits, fire extinguishers, and emergency kits, fire extinguishers, and emergency doors or latches.	Up to 5 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Burglary</b> —entering a building or other premises with the intent to commit theft.	Up to 5 days suspension. Expulsion / Exclusion.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Trespassing</b> —being present in or on any district facility or portion of a district facility when it is closed to the public, unauthorized presence in a district vehicle, and/or being on school property while skipping or serving out of school suspension.	Up to 5 days suspension.	Up to 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
<b>Theft or Possession of Stolen Property</b> —taking or possessing the property of another without right or permission.	Up to 5 days suspension.	Up to 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.

## VIOLENCE/ABUSE TOWARD OTHERS

### Expectation:

Participate in a safe and secure environment and community. Use appropriate language. Control their behavior to avoid conflicts resulting in violence. Show respect to others. Religious, racial or sexual harassment will not be permitted.

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Verbal Assault/Abuse</b> —use of direct or indirect abusive, discriminatory, obscene, threatening, or other language intending to provoke or cause fear of bodily harm.	1 – 3 days suspension.	Up to 5 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.

## VIOLENCE/ABUSE TOWARD OTHERS

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Robbery or Extortion</b> —obtaining property from another person where his/her consent was induced by use of force, threat of force, or under false pretenses.	1 – 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Fighting</b> —mutual combat in which one or the other party(ies) contributed to the situation by verbal and/or physical action.	1 – 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Assault, Aggravated</b> —committing an assault upon another person with a weapon or an assault which inflicts great bodily harm.	Expulsion / Exclusion.		
<b>Assault, Physical</b> —acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally inflicting or attempting to inflict bodily harm upon another person.	1 – 10 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Bodily Harm, Inflicting</b> – committing a reckless act that unintentionally causes bodily harm to another person.	1 – 10 days suspension.	Up to 10 days suspension to Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Nonconsenting Intercourse</b>	Expulsion / Exclusion.		
<b>Nonconsenting Sexual Contact</b>	1 – 10 days suspension.	1 – 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Sexual Extortion</b> —threatening an individual to obtain sexual favors or promising preferential treatment for sexual favors.	Up to 10 days suspension. Expulsion / Exclusion.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Firearms Possession</b> —any firearm, whether loaded or unloaded, including BB and pellet guns, in school zone.	Up to 10 days suspension. Expulsion / Exclusion.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Replica Possession</b> —any device or object that is a facsimile and reasonably appears to be a pistol, revolver, shotgun, sawed-off shotgun, rifle, machine gun, rocket launcher, or any other type of firearm.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.	

<b>Possession of Dangerous Weapons</b> —any device designed as a weapon and capable of producing bodily harm or death or any flammable liquid or other device or instrument that, in the manner it is used, is calculated or likely to produce death or bodily harm in school zone.	Up to 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.	
<b>Ammunition</b> —possession of bullets or other projectiles designed to be used in a weapon.	Detention / Suspension.	1 – 10 days suspension.	1 – 10 days suspension. Expulsion / Exclusion.

**VIOLENCE/ABUSE TOWARD OTHERS**

<b>Behaviors</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup>/Future Offenses</b>
<b>Explosives</b> —possession and / or Use – Possession or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat.	Expulsion / Exclusion.		
<b>Fireworks</b> —possessing, igniting, or offering for sale of any substance or combination of substance or article prepared for the purpose of producing a visible effect by combustion, explosion, deflagration, or detonation.	1 – 10 days suspension.	1 – 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
<b>Arson</b> —intentional destruction or damage to school buildings or property by means of fire.	Expulsion / Exclusion.		

**INSUBORDINATION**

<b>Expectation:</b> Follow instructions given by the teachers and staff. Allow “space” for others to succeed, promote safety, good order, and welfare of others. Act responsibly in and out of the classroom. (This includes in the halls, lyceums, dances, concerts, programs, fan busses, and extracurricular activities.)			
<b>Behaviors</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup>/Future Offenses</b>
<b>Insubordination</b> —willful refusal to follow any direction or order by a staff member.	Possible but not limited to detention.	Up to 5 days suspension.	Up to 10 days suspension.

<b>Disorderly Conduct</b> —any action taken (interference, disruption, or obstruction) in an attempt to prevent a staff member or student from exercising his / her duties.	Up to 1 day suspension.	Up to 5 days suspension.	Up to 10 days suspension.
<b>Photographs/Recording</b> – any student taking photos or recording others in school, on the bus, or at any school sponsored activity without prior approval from the subject of the photo or video. This includes sharing videos that others may have taken.	Possible but not limited to detention.	Up to 5 days suspension.	Up to 10 days suspension.

<b>Profanity / Obscenity</b> — verbal abuse, profanity, or obscenity directed at a staff member.	Up to 1 day suspension.	Up to 5 days suspension.	Up to 10 days suspension.
<b>Profanity / Obscenity</b> — verbal abuse, profanity, or obscenity directed at a student.	Possible but not limited to detention.	Up to 5 days suspension.	Up to 10 days suspension.
<b>Disruption to School</b> —disrupting a school activity by shouting, throwing items, spitting, or other rude behavior.	Possible but not limited to detention.	Detention / Suspension.	Habitual or repeated violations may lead to suspension.

## INSUBORDINATION

Behaviors	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> /Future Offenses
<b>Record Falsification</b> —refusing to give proper identification, giving false information to a staff member, or falsifying signatures or data.	Up to 1 day suspension.	Up to 3 days suspension.	Up to 5 days suspension. Expulsion / Exclusion.
<b>Academic Dishonesty</b> — including but not limited to cheating individually or with another student to take credit for work that is not their own, unapproved test or information access, and plagiarism.	Reduction in grade. Possible loss of credit. Detention Activity Code of Conduct Violation	Reduction in grade. Possible loss of credit. Detention Code of Conduct Violation	Loss of credit. Up to 10 days suspension. Detention Code of Conduct Violation
<b>Public Display of Affection</b> — displays of affection including hugging and kissing	Possible but not limited to detention.	1 day suspension.	Up to 5 days suspension.
<b>Bomb Threat</b> —intentionally giving a false alarm of a bomb.	Up to 10 days suspension. Expulsion/Exclusion	Expulsion/Exclusion.	

<b>Fire Alarm, False</b> —intentionally giving false alarm of a fire or tampering or interfering with any fire alarm.	Up to 5 days suspension.	Expulsion / Exclusion.	
<b>Harassment and Bullying</b> —participating in or conspiring with others to engage in acts that are intimidating, threatening, abusive, or harmful that is objectively offensive. Refer to District Policy 514	Up to 3 days suspension.	Up to 5 days suspension.	Up to 10 days suspension. Expulsion / Exclusion.
<b>Unauthorized Use of Equipment</b> —use of headsets, cell phones, video games, rollerblades, skate boards, etc.	Confiscation of device/equipment which will be brought to the office for parent/guardian retrieval. Detention	Confiscation of device/equipment which will be brought to the office for parent/guardian retrieval. Detention	Habitual violations may lead to suspension.
<b>Technology &amp; Telecommunication Misuse</b> – Videotaping, distributing, and/or promoting the distribution of fights and/or assaults. (Includes an accomplice to any fight who may assist by encouraging the act of the fight by instigating, promoting, or videotaping/recording the fight.)	Up to 3 days suspension.	Up to 5 days suspension.	Up to 10 days suspension.
<b>Throwing Objects to / from Vehicles</b> —throwing any items inside a bus, from outside a bus to inside a bus, or from inside a bus to outside a bus.	Detention. Possible Suspension from bus for 1 – 5 days.	Detention Possible Suspension from bus for 1 – 5 days.	Possible privilege to ride bus revoked.
<b>Sexual Behavior</b> – Unacceptable sexual behavior including consensual behavior towards/with others.	Up to 3 days suspension	Up to 5 days suspension	Up to 10 days suspension. Expulsion/Exclusion.

*With all offenses, building administrators may use discretion in selecting a consequence.*

# BOARD POLICIES

## POLICY 413 - HARASSMENT AND VIOLENCE

### I. PURPOSE

The purpose of this policy is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, status with regard to public assistance, sexual orientation, or disability.

### II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment that is free from harassment and violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability. The school district prohibits any form of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.
- B. A violation of this policy occurs when any student, teacher, administrator or other school district personnel harasses a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel through conduct or communication based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, as defined by this policy. (For purposes of this policy, school district personnel include school board members, school employees, agents, volunteers, contractors or persons subject to the supervision and control of the district.)
- C. A violation of this policy occurs when any student, teacher, administrator, or other school district personnel inflicts, threatens to inflict, or attempts to inflict violence upon any student, teacher, administrator, or other school district personnel or group of students, teachers, administrators, or other school district personnel based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation or disability
- D. The school district will act to investigate all complaints, either formal or informal, verbal or written, of harassment or violence based on a person's race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability, and to discipline or take appropriate action against any student, teacher, administrator or other school district personnel who is found to have violated this policy.

### III. DEFINITIONS

- A. "Assault" is:
1. An act done with intent to cause fear in another or 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.
- B. "Harassment" prohibited by this policy consists of physical or verbal conduct, including, but not limited to, electronic communications, relating to an individual's or group of individuals' race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability when the conduct:
1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment;
  2. Has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
  3. Otherwise adversely affects an individual's employment or academic opportunities. C. "Immediately" means as soon as possible but in no event longer than 24 hours.
- D. Protected Classifications: Definitions
1. "Disability" means any condition or characteristic that renders a person a disabled person. A disabled person is any person who:
    - a. Has a physical, sensory, or mental impairment which materially limits one or more major life activities; b. Has a record of such an impairment; or
    - c. Is regarded as having such an impairment
  2. "Familial status" means the condition of one or more minors being domiciled with:
    - a. Their parent or parents or the minor's legal guardian; or
    - b. The designee of the parent or parents or guardian with the written permission of the parent or parents or guardian. The protections afforded against harassment on the basis of family status apply to any person who is pregnant or is in the process of securing legal custody of an individual who has not attained the age of majority.
  3. "Marital status" means whether a person is single, married, remarried, divorced, separated, or a surviving spouse and, in employment cases, includes protection against harassment on the basis of the identity, situation, actions, or beliefs of a spouse or a former spouse.
  4. "National origin" means the place of birth of an individual or of any of the individual's lineal ancestors.

5. "Sex" includes, but is not limited to, pregnancy, childbirth, and disabilities related to pregnancy or childbirth.
  6. "Sexual orientation" means having or being perceived as having an emotional, physical, or sexual attachment to another person without regard to the sex of that person or having or being perceived as having an orientation for such attachment, or having or being perceived as having a self-image or identity not traditionally associated with one's biological maleness or femaleness. "Sexual orientation" does not include a physical or sexual attachment to children by an adult.
  7. "Status with regard to public assistance" means the condition of being a recipient of federal, state, or local assistance, including medical assistance, or of being a tenant receiving federal, state, or local subsidies, including rental assistance or rent supplements.
- E. "Remedial response" means a measure to stop and correct acts of harassment or violence, prevent acts of harassment or violence from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of acts of harassment or violence.
- F. Sexual Harassment; Definition.
1. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
    - 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 student(s) by teachers, administrators or other school district 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. G. 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.
- H. Violence; Definition.  
Violence prohibited by this policy is a physical act of aggression or assault upon another or group of individuals because of, or in a manner reasonably related to, race, color, creed, religion, national origin, sex, age, marital status, familial status, status with regard to public assistance, sexual orientation, or disability.

#### IV. REPORTING PROCEDURES

Any person who believes he or she has been the target or victim of harassment or violence on the basis of race, color, creed, religion, national origin, sex, gender, age, marital status, familial status, status with regard to public assistance, sexual orientation

- A. or disability by a student, teacher, administrator or other school district personnel, or any person with knowledge or belief of conduct which may constitute harassment or violence prohibited by this policy toward a student, teacher, administrator or other school district personnel or group of students, teachers, administrators, or other school district personnel should report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report conduct which may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.

- 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 from the school district office, but oral reports shall be considered complaints as well.
- C. 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. 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.
- D. In Each School Building. The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving oral or written reports of harassment or violence prohibited by this policy at the building level. Any adult school district personnel who receives a report of harassment or violence prohibited by this policy shall inform the building report taker immediately. If the complaint involves the building report taker, the complaint shall be made or filed directly with the superintendent or the school district human rights officer by the reporting party or complainant. The building report taker shall ensure that this policy and its procedures, practices, consequences, and sanctions are fairly and fully implemented and shall serve as a primary contact on policy and procedural matters.
- D. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include acts of harassment or violence. Any such person who witnesses, observes, receives a report of, or has other knowledge or belief of conduct that may constitute harassment or violence shall make reasonable efforts to address and resolve the harassment or violence and shall inform the building report taker immediately. School district personnel who fail to inform the building report taker of conduct that may constitute harassment or violence or who fail to make reasonable efforts to address and resolve the harassment or violence in a timely manner may be subject to disciplinary action.
- E. Upon receipt of a report, the building report taker must notify the school district human rights officer immediately, without screening or investigating the report. The building report taker may request, but may not insist upon a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the building report taker to the human rights officer. If the report was given verbally, the building report taker shall personally reduce it to written form within 24 hours and forward it to the human rights officer. Failure to forward any harassment or violence report or complaint as provided herein may result in disciplinary action against the building report taker.
- G. In the District. The school board hereby designates the Superintendent and the Special Education Director as the school district human rights officers to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the School Board Chair.
- H. The school district shall conspicuously post the name of the human rights officer(s), including mailing addresses and telephone numbers.
- I. Submission of a good faith complaint or report of harassment or violence prohibited by this policy will not affect the complainant or reporter's future employment, grades, work assignments or educational or work environment. J. Use of formal reporting forms is not mandatory.
- K. Reports of harassment or violence prohibited by this policy are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- L. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
- M. Retaliation against a victim, good faith reporter, or a witness of violence or harassment is prohibited.
- N. False accusations or reports of violence or harassment against another person are prohibited.
- O. A person who engages in an act of violence or harassment, reprisal, retaliation, or false reporting of violence or harassment, or permits, condones, or tolerates violence or harassment shall be subject to discipline or other remedial responses for that act in accordance with the school district's policies and procedures.

Consequences for students who commit, or are a party to, prohibited acts of violence or harassment or who engage in reprisal or intentional false reporting may range from remedial responses or positive behavioral interventions up to and including suspension and/or expulsion.

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

Consequences for other individuals engaging in prohibited acts of violence or harassment may include, but not be limited to, exclusion from school district property and events and/or termination of services and/or contracts.

## V. INVESTIGATION

- A. By authority of the school district, the human rights officer, within three (3) days of the receipt of a report or complaint alleging harassment or violence prohibited by this policy, shall 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 target or victim, the complainant, and students, teachers, administrators or other school district personnel pending completion of an investigation of alleged harassment or violence prohibited by this policy.
- E. The alleged perpetrator of the act(s) of harassment or violence shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- F. 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 completion of an investigation that determines a violation of this policy has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with requirements of applicable collective bargaining agreements, Minnesota and federal law, and applicable school district policies and regulations.
- B. 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 targets or victims of harassment or violence and the parent(s) or guardian(s) of alleged perpetrators of harassment or violence who have been involved in a reported and confirmed harassment or violence incident of the remedial or disciplinary action taken, to the extent permitted by law.
- C. In order to prevent or respond to acts of harassment or violence committed by or directed against a child with a disability, the school district shall, where determined appropriate by the child's individualized education program (IEP) 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 acts of harassment or violence.

**VII. RETALIATION OR REPRISAL**

The school district will discipline or take appropriate action against any student, teacher, administrator or other school district personnel who commits an act of reprisal or who retaliates against any person who asserts, alleges, or makes a good faith report of alleged harassment or violence prohibited by this policy who testifies, assists or participates in an investigation of retaliation or alleged harassment or violence, 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, 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 harassment or violence. Remedial responses to the harassment or violence shall be tailored to the particular incident and nature of the conduct.

**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 students and staff members.
- B. This policy shall be given to each school district employee and independent contractor who regularly interacts with students at the time of initial employment with the school district.
- 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. The school district may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

## **POLICY 419 – TOBACCO-FREE ENVIRONMENT**

### **I. PURPOSE**

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

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

- A. A violation of this policy occurs when any student, teacher, administrator, other school personnel of the school district or person smokes or uses tobacco, tobacco-related devices, or electronic cigarettes 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. In addition, this prohibition includes vehicle used, in whole or in part, for work purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- B. A violation of this policy occurs when any elementary school, middle school, or secondary school student possesses any type of tobacco, tobacco-related device, or electronic cigarette 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 and includes vehicles used, in whole or in part, for school purposes, during hours of school operation, if more than one person is present. This prohibition includes all school district property and all off-campus events sponsored by the school district.
- 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.
- D. The school district will not solicit or accept any contributions or gifts of money, curricula, materials, or equipment from companies that directly manufacture and are identified with tobacco products, devices, or electronic cigarettes. The school district will not promote or allow promotion of tobacco products or e-cigarettes on school property or at school-sponsored events.

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

- A. “Electronic cigarette” means any oral device that provides a vapor of liquid nicotine, lobelia, and/or other similar substance, and the use of inhalation of which simulates smoking. The term shall include any such devices, whether they are manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under another product name or descriptor.
- B. “Tobacco” means cigarettes and any product containing, made, or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product; cigars; cheroots; stogies; perique; granulated, plug cut, crimp cut, ready rubbed, and C. “Tobacco-related devices” means cigarette papers or pipes for smoking.
- D. “Smoking” means inhaling or exhaling smoke from any lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product. Smoking also includes carrying a lighted cigar, cigarette, pipe, or any other lighted tobacco or plant product intended for inhalation and the use of electronic cigarettes, including the inhaling and exhaling of vapor from any electronic delivery device.

### **IV. EXCEPTIONS**

- A. A violation of this policy does not occur when an Indian adult lights 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.
- B. A violation of this policy does not occur when an adult nonstudent possesses a tobacco or nicotine product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

### **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/or the Freedom to Breathe Act of 2007 and is a petty misdemeanor. A court injunction may be instituted against a repeated violator.
- G. No persons shall be discharged, refused to be hired, penalized, discriminated against, or in any manner retaliated against for exercising any right to a smoke-free environment provided by the Freedom to Breathe Act of 2007 or other law.

**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.

**POLICY 501 – SCHOOL WEAPONS POLICY**

**I. PURPOSE**

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

**II. GENERAL STATEMENT OF POLICY**

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

**III. DEFINITIONS**

- A. "Weapon"
  - 1. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; 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.
  - 2. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
  - 3. No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
- B. "School Location" includes any school building or grounds, whether leased, rented, owned or controlled by the school, locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district.
- C. "Possession" means having a weapon on one's person or in an area subject to one's control in a school location.

#### IV. EXCEPTIONS

- A. A student who finds a weapon on the way to school or in a school location, or a student who discovers that he or she accidentally has a weapon in his or her possession, and takes the weapon immediately to the principal's office shall not be considered to possess a weapon. If it would be impractical or dangerous to take the weapon to the principal's office, a student shall not be considered to possess a weapon if he or she immediately turns the weapon over to an administrator, teacher or head coach or immediately notifies an administrator, teacher or head coach of the weapon's location.
- B. It shall not be a violation of this policy if a nonstudent (or student where specified) falls within one of the following categories:
1. active licensed peace officers;
  2. military personnel, or students or nonstudents participating in military training, who are on duty performing official duties;
  3. persons authorized to carry a pistol under Minn. Stat. § 624.714 while in a motor vehicle or outside of a motor vehicle for the purpose of directly placing a firearm in, or retrieving it from, the trunk or rear area of the vehicle;
  4. persons who keep or store in a motor vehicle pistols in accordance with Minn. Stat., §§ 624.714 or 624.715 or other firearms in accordance with § 97B.045;
    - a. Section 624.714 specifies procedures and standards for obtaining pistol permits and penalties for the failure to do so. Section 624.715 defines an exception to the pistol permit requirements for "antique firearms which are carried or possessed as curiosities or for their historical significance or value."
    - b. Section 97B.045 generally provides that a firearm may not be transported in a motor vehicle unless it is (1) unloaded and in a gun case without any portion of the firearm exposed; (2) unloaded and in the closed trunk; or (3) a handgun carried in compliance with §§ 624.714 and 624.715.
  5. firearm safety or marksmanship courses or activities for students or nonstudents conducted on school property;
  6. possession of dangerous weapons, BB guns, or replica firearms by a ceremonial color guard;
  7. a gun or knife show held on school property;
  8. possession of dangerous weapons, BB guns, or replica firearms with written permission of the principal or other person having general control and supervision of the school or the director of a child care center; or
  9. persons who are on unimproved property owned or leased by a child care center, school or school district unless the person knows that a student is currently present on the land for a school-related activity.
- C. Policy Application to Instructional Equipment/Tools  
While the school district does not allow the possession, use or distribution of weapons by students, or nonstudents, such a position is not meant to interfere with instruction or the use of appropriate equipment and tools by students or nonstudents. Such equipment and tools, when properly possessed, used and stored, shall not be considered in violation of the rule against the possession, use or distribution of weapons. However, when authorized instructional and work equipment and tools are used in a potentially dangerous or threatening manner, such possession and use will be treated as the possession and use of a weapon.
- D. Firearms in School Parking Lots and Parking Facilities  
A school district may not prohibit the lawful carry or possession of firearms in a school parking lot or parking facility. For purposes of this policy, the "lawful" carry or possession of a firearm in a school parking lot or parking facility is specifically

#### V. CONSEQUENCES FOR STUDENT WEAPON POSSESSION/USE/DISTRIBUTION

- A. The school district does not allow the possession, use or distribution of weapons by students. Consequently, the minimum consequence for students possessing, using or distributing weapons shall include:
1. immediate out-of-school suspension;
  2. confiscation of the weapon;
  3. immediate notification of police;
  4. parent or guardian notification; and
  5. recommendation to the superintendent of dismissal for a period of time not to exceed one year.
- B. Pursuant to Minnesota law, a student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The school board may modify this requirement on a case-by-case basis.
- C. Administrative Discretion  
While the school district does not allow the possession, use or distribution of weapons by students, the superintendent may use discretion in determining whether, under the circumstances, a course of action other than the minimum consequences specified above is warranted. If so, other appropriate action may be taken, including consideration of a recommendation for lesser discipline.

## VI. CONSEQUENCES FOR WEAPON POSSESSION/USE/DISTRIBUTION BY NONSTUDENTS

### A. Employees

1. An employee who violates the terms of this policy is subject to disciplinary action, including nonrenewal, suspension, or discharge as deemed appropriate by the school board.
2. Sanctions against employees, including nonrenewal, suspension, or discharge shall be pursuant to and in accordance with applicable statutory authority, collective bargaining agreements, and school district policies.
3. When an employee violates the weapons policy, law enforcement may be notified, as appropriate.

### B. Other Nonstudents

1. Any member of the public who violates this policy shall be informed of the policy and asked to leave the school location. Depending on the circumstances, the person may be barred from future entry to school locations. In addition, if the person is a student in another school district, that school district may be contacted concerning the policy violation.
2. If appropriate, law enforcement will be notified of the policy violation by the member of the public and may be asked to provide an escort to remove the member of the public from the school location.

## POLICY 505 – DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS

### I. PURPOSE

The purpose of this policy is to protect the exercise of students' and employees' free speech rights, taking into consideration the educational objectives and responsibilities of the school district.

### II. GENERAL STATEMENT OF POLICY

- A. The school district recognizes that students and employees have the right to express themselves on school property. This protection includes the right to distribute, at a reasonable time and place and in a reasonable manner, non-school sponsored material.
- B. To protect First Amendment rights, while at the same time preserving the integrity of the educational objectives and responsibilities of the school district, the school board adopts the following regulations and procedures regarding distribution of non-school sponsored material on school property and at school activities.

### III. GUIDELINES

- A. Students and employees of the school district have the right to distribute, at reasonable times and places as set forth in this policy, and in a reasonable manner, non-school-sponsored material.
- B. Requests for distribution of non-school-sponsored material will be reviewed by the administration on a case-by-case basis. However, distribution of the materials listed below is always prohibited. Material is prohibited that: 1. is obscene to minors; 2. is libelous or slanderous; 3. is pervasively indecent or vulgar or contains any indecent or vulgar language or representations, with a determination made as to the appropriateness of the material for the age level of students to which it is intended; 4. advertises or promotes any product or service not permitted to minors by law; 5. advocates violence or other illegal conduct; 6. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religious or ethnic origin); 7. presents a clear and present likelihood that, either because of its content or the manner of distribution, it will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities, will cause the commission of unlawful acts or the violation of lawful school regulations.
- C. Distribution by students and employees of non-school-sponsored materials on school district property are subject to reasonable time, place, and manner restrictions set forth below. In making decisions regarding the time, place, and manner of distribution, the administration will consider factors including, but not limited to, the following: 1. whether the material is educationally related; 2. the extent to which distribution is likely to cause disruption of or interference with the school district's educational objectives, discipline, or school activities; 3. whether the materials can be distributed from the office or other isolated location so as to minimize disruption of traffic flow in hallways; 4. the quantity or size of materials to be distributed; 5. whether distribution would require assignment of school district staff, use of school district equipment, or other resources; 6. whether distribution would require that non-school persons be present on the school grounds; 7. whether the materials are a solicitation for goods or services not requested by the recipients.

### IV. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No non-school-sponsored material shall be distributed during and at the place of a normal school activity if it is reasonably likely to cause a material and substantial disruption of that activity.
- B. Distribution of non-school-sponsored material is prohibited when it blocks the safe flow of traffic within corridors and entranceways of the school, and school parking lots. Distribution shall not impede entrance to or exit from school premises in any way.
- C. No one shall coerce a student or staff member to accept any publication.
- D. Time, place, and manner of distribution will be solely within the discretion of the administration, consistent with provisions of this policy.

## V. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) non-school-sponsored material will first submit for approval a copy of the material to the principal at least 24 hours in advance of desired distribution time, together with the following information:
  1. Name and phone number of the person submitting the request and, if a student, the room number of his or her firstperiod class.
  2. Date(s) and time(s) of day intended for distribution.
  3. Location where material will be distributed.
  4. If intended for students, the grade(s) of students to whom the distribution is intended.
- B. Within one school day, the principal will review the request and render a decision. In the event that permission to distribute the material is denied or limited, the person submitting the request should be informed in writing of the reasons for denial or limitation.
- C. If the person submitting the request does not receive a response within one school day, the person shall contact the office to verify that the lack of response was not due to an inability to locate the person.
- D. If the person is dissatisfied with the decision of the principal, the person may submit a written request for appeal to the superintendent. If the person does not receive a response within three (3) school days of submitting the appeal, the person shall contact the office of the Superintendent to verify that the lack of response is not due to an inability to locate the person.
- E. Permission or denial of permission to distribute material does not imply approval or disapproval of its contents by either the school, the administration of the school, the school board, or the individual reviewing the material submitted.

## VI. DISCIPLINARY ACTION

- A. Distribution by any student of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and disciplinary action will be taken in accordance with the school district's Student Discipline Policy.
- B. Distribution by any employee of non-school-sponsored material prohibited herein or in violation of the provisions of time, place and manner of distribution as described above will be halted and appropriate disciplinary action will be taken, in accordance with any individual contract, collective bargaining agreement, school district policies and procedures, and/or governing statute.
- C. Any other party violating this policy will be requested to leave the school property immediately and, if necessary, the police will be called.

## VII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

A copy of this policy will be published in student handbooks and posted in school buildings.

## VIII. IMPLEMENTATION

The school district administration may develop any additional 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.

# POLICY 514 – BULLYING PROHIBITION POLICY

## I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes 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 cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources.

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

## 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 manuals, 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 schools' primary contact person;
  5. Teach students to advocate for themselves and others;
  6. Prevent inappropriate referrals to special education of students who may engage in bullying or other prohibited conduct; and
  7. Foster student collaborations that, in turn, foster a safe and supportive school climate.
- F. The school district will 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.

## **POLICY 709 – STUDENT TRANSPORTATION**

The purpose of this policy is to provide safe transportation for students and to educate students on safety issues and responsibilities of school bus ridership.

#### **Guidelines for Establishment of Bus Stops**

- A. The Transportation Director will determine the pick-up points and drop-off points for each child being transported and will use the following guidelines:
- B. It is considered reasonable for students in grades 3 – 12 to walk up to one-half mile to the bus, except that it shall be reduced to onequarter (1/4) miles on November 15 and remain in effect until April 1 of each year.
- C. Carman Terrace, Forrest Knolls and Meadowland students shall be picked up at their entrance.
- D. Only regularly enrolled students in the public and parochial schools including the Area Learning Center and the Early Childhood and Family Education Program may ride on the public school buses. Drivers are not permitted to pick up adults or others who do not attend the Crookston public and parochial schools.
- E. Any pupil not regularly riding on a bus will secure written approval from their Building Principal or the Superintendent before riding one of the scheduled bus routes. The written permission shall be presented to the driver before entering the bus.

#### **\*\*Operating Rules and Procedures**

Students may be released from the school bus at only two points, the assigned bus stop or at school, except in an emergency or as otherwise authorized by the Transportation Director. The parent or guardian shall designate one location to be their student's a.m. school bus stop and one location to be their student's p.m. school bus stop. The locations must be in the attendance area of Ind. School District #593 and may be a daycare facility, respite care facility, residence of a relative, or residence of a person chosen by the parent. Changes to the designated stop location will

#### **Conduct on School Buses and Consequences for Misbehavior**

Students should be on time at their designated school bus stop and should wait until the bus comes to a complete stop before attempting to enter.

Safe Driving Regulations: While on the bus, students should:

- 1. Never put arms, hands or any other part of the body out of the doors or windows.
- 2. Remember that loud talking and laughing diverts the driver's attention and makes safe driving difficult. Horseplay, rowdy behavior, or wrestling is not permitted around or on the school bus.
- 3. Not leave their seats while the bus is in motion.
- 4. Be on time at the designated school bus stop to keep the bus on schedule.
- 5. Stay off the road at all times while waiting for the bus.
- 6. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
- 7. Always be seated when the bus is moving.
- 8. Assist in keeping the bus safe and sanitary.
- 9. Respect and use interior parts of the bus and equipment in the same manner that they treat fine furniture in their home.
- 10. Never leave anything on the bus such as lunch boxes, paper sacks, books or clothing.
- 11. Keep all personal possessions out of the aisles.
- 12. Not throw anything out of the doors or windows.

13. Aid in looking after and helping small children.
14. Practice courtesy to fellow pupils and offer assistance to the bus driver.
15. Remain quiet when the bus is approaching railroad crossings.
16. Obey the bus driver instantly in case of an emergency and remain on the bus unless otherwise instructed.
17. Demonstrate the traits of good bus citizenship every day. Bus drivers are responsible for maintaining good discipline on their bus.
18. Inappropriate language directed at the driver or other passengers will not be tolerated.

Should discipline problems arise that the driver cannot handle, the following procedures will be used: **1st**

**Offense:**

1. The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form.
2. The Transportation Services Director contacts the student's building principal.
3. The principal calls the parent(s) and sends a letter with a copy of the complaint form and talks to the student. **2nd Offense:**

1. The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form.
2. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.
3. The student is suspended from school bus riding privileges for 1 – 5 days. The bus suspension decision is made by the building principal and the Transportation Services Director.

4. A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Fair Pupil Dismissal Act. **3rd Offense:**

1. The bus driver informs the Transportation Services Director of the discipline problem and completes a complaint form.
2. The Transportation Services Director forwards copies of the complaint form to the student's building principal. The principal calls the parent(s) and arranges a conference with the parent(s), student, Transportation Services Director and the building principal.
3. The student is suspended from bus riding privileges for the remainder of the time designated by the building principal and the Transportation Services Director.
4. A certified letter will be sent by the building principal to the parent(s) and student within forty-eight (48) hours of the conference detailing the reasons(s) for the suspension, when bus riding privileges will be reinstated and will include a copy of the Fair Pupil Dismissal Act.
5. Alternate transportation for the student will be decided on an individual basis by the building principal and the Transportation Director.
6. Based on the severity of the incident, the student may be placed at any offense level listed above.

## **INDEPENDENT SCHOOL DISTRICT #593 – OTHER POLICIES**

### **POLICY 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse**

[https://www.crookston.k12.mn.us/\\_files/ugd/2b57f6\\_7a82ea1cd69d41a29f8301954cc26100.pdf](https://www.crookston.k12.mn.us/_files/ugd/2b57f6_7a82ea1cd69d41a29f8301954cc26100.pdf)

### **POLICY 415 – Mandated Reporting of Maltreatment of Vulnerable Adults**

[https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/2b57f6\\_57af154423294eb82d11eac3898ed2.pdf](https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/2b57f6_57af154423294eb82d11eac3898ed2.pdf)

### **POLICY 521 – STUDENT DISABILITY NONDISCRIMINATION**

[https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913\\_df20b2698dde4571b9f83113674b5e66.pdf](https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913_df20b2698dde4571b9f83113674b5e66.pdf)

### **POLICY 522 – STUDENT SEX NONDISCRIMINATION**

[https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913\\_e480417d4f5248a7a16e401c3ade36cb.pdf](https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913_e480417d4f5248a7a16e401c3ade36cb.pdf)

### **POLICY 526 – HAZING PROHIBITION**

[https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913\\_7ae6b508e25b4dcbaa73ffa6be27f634.pdf](https://71563af8-ab31-4c3c-a3a6-e89327d15cb4.filesusr.com/ugd/d41913_7ae6b508e25b4dcbaa73ffa6be27f634.pdf)

# Pupil Fair Dismissal Act

## 121A.40 CITATION.

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

## 121A.41 DEFINITIONS.

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

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

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

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

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

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

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

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

(2) with a disability under 22 years old who has not received a regular high school diploma; and

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

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

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

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

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

for implementing alternative educational services upon readmission and may not be used to extend the current suspension.

Consistent with section 125A.091, subdivision 5, the readmission plan must not obligate a parent to provide a sympathomimetic medication for the parent's child as a condition of readmission.

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

## Subd. 11. Alternative educational services.

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

## Subd. 12. Nonexclusionary disciplinary policies and practices; alternatives to pupil removal and dismissal.

"Nonexclusionary disciplinary policies and practices" means policies and practices that are alternatives to dismissing a pupil from school, including but not limited to evidence-based positive behavior interventions and supports, social and emotional services, school-linked mental health services, counseling services, social work services, academic screening for Title 1 services or reading interventions, and alternative education services.

Nonexclusionary disciplinary policies and practices include but are not limited to the policies and practices under sections 120B.12; 121A.575, clauses (1) and (2); 121A.031, subdivision 4, paragraph (a), clause (1); 121A.61, subdivision 3, paragraph (r); and 122A.627, clause (3).

Subd. 13. **Pupil withdrawal agreement.** "Pupil withdrawal agreement" means a verbal or written agreement between a school administrator or district administrator and a pupil's parent to withdraw a student from the school district to avoid expulsion or exclusion dismissal proceedings. The duration of the withdrawal agreement cannot be for more than a 12-month period.

## 121A.42 POLICY.

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

## 121A.425 FULL AND EQUITABLE PARTICIPATION IN EARLY LEARNING.

### Subdivision 1. Disciplinary dismissals prohibited.

(a) A pupil enrolled in the following is not subject to dismissals under this chapter:

(1) a preschool or prekindergarten program, including an early childhood family education, school readiness, school readiness plus, voluntary prekindergarten, Head Start, or other school-based preschool or prekindergarten program; or

(2) kindergarten through grade 3.

(b) This provision does not apply to a dismissal from school for less than one school day, except as provided under chapter 125A and federal law for a student receiving special education services.

(c) Notwithstanding this subdivision, expulsions and exclusions may be used only after resources outlined in subdivision 2 have been exhausted, and only in circumstances where there is an ongoing serious safety threat to the child or others.

Subd. 2. **Nonexclusionary discipline.** For purposes of this section, nonexclusionary discipline must include at least one of the following:

(1) collaborating with the pupil's family or guardian, child mental health consultant or provider, education specialist, or other community-based support;

(2) creating a plan, written with the parent or guardian, that details the action and support needed for the pupil to fully participate in the current educational program, including a preschool or prekindergarten program; or

(3) providing a referral for needed support services, including parenting education, home visits, other supportive education interventions, or, where appropriate, an evaluation to determine if the pupil is eligible for special education services or section 504 services.

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

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

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

(c) A child with a disability shall be provided alter-

native educational services to the extent a suspension exceeds five consecutive school days.

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

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

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

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

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

Subdivision 1. **Provision of alternative programs.** No school shall dismiss any pupil without attempting to use nonexclusionary disciplinary policies and practices before dismissal proceedings or pupil withdrawal agreements before dismissal proceedings or pupil withdrawal agreements, except where it appears that the pupil will create an immediate and substantial danger to self or to surrounding persons or property.

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

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

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

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

Subd. 3. **Parent notification and meeting.** If a pupil's total days of removal from school exceeds ten cumulative days in a school year, the

school district shall make reasonable attempts to convene a meeting with the pupil and the pupil's parent or guardian before subsequently removing the pupil from school and, with the permission of the parent or guardian, arrange for a mental health screening for the pupil. The district is not required to pay for the mental health screening. The purpose of this meeting is to attempt to determine the pupil's need for assessment or other services or whether the parent or guardian should have the pupil assessed or diagnosed to determine whether the pupil needs treatment for a mental health disorder.

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

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

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

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

Subd. 4. **Provision of alternative education services; suspension pending expulsion or exclusion hearing.**

(a) Alternative education services must be provided to a pupil who is suspended for more than five consecutive school days.

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

Subd. 5. **Minimum education services.** School administration must allow a suspended pupil the opportunity to complete all school work assigned during the period of the pupil's suspension and to receive full credit for satisfactorily completing the assignments. The school principal or other

person having administrative control of the school building or program is encouraged to designate a district or school employee as a liaison to work with the pupil's teachers to allow the suspended pupil to (1) receive timely course materials and other information, and (2) complete daily and weekly assignments and receive teachers' feedback.

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

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

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

(a) be served upon the pupil and the pupil's parent or guardian personally or by mail;

(b) contain a complete statement of the facts, a list of the witnesses and a description of their testimony;

(c) state the date, time, and place of the hearing;

(d) be accompanied by a copy of sections 121A.40 to 121A.56;

(e) describe the nonexclusionary disciplinary practices accorded the pupil in an attempt to avoid the expulsion proceedings; and

(f) inform the pupil and parent or guardian of the right to:

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

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

(3) present evidence; and

(4) confront and cross-examine witnesses.

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

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

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

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

(1) an independent hearing officer;

(2) a member of the school board;

(3) a committee of the school board; or

(4) the full school board;  
as determined by the school board. The hearing shall be conducted in a fair and impartial manner.

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

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

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

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

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

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

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

**Subd. 14. Admission or readmission plan.** (a) A school administrator must prepare and enforce an admission or readmission plan for any pupil who is excluded or expelled from school. The plan must include measures to improve the pupil's behavior, which may include completing a character education program, consistent with section 120B.232, subdivision 1, social and emotional learning, counseling, social work services, mental

health services, referrals for special education or 504 evaluation, and evidence-based academic interventions. The plan must include reasonable attempts to obtain parental involvement in the admission or readmission process, and may indicate the consequences to the pupil of not improving the pupil's behavior.

(b) The definition of suspension under section 121A.41, subdivision 10, does not apply to a student's dismissal from school for less than one school day, except as provided under federal law for a student with a disability. Each suspension action may include a readmission plan. A readmission plan must provide, where appropriate, alternative education services, which must not be used to extend the student's current suspension period. Consistent with section 125A.091, subdivision 5, a readmission plan must not obligate a parent or guardian to provide psychotropic drugs to their student as a condition of readmission. School officials must not use the refusal of a parent or guardian to consent to the administration of psychotropic drugs to their student or to consent to a psychiatric evaluation, screening or examination of the student as a ground, by itself, to prohibit the student from attending class or participating in a school-related activity, or as a basis of a charge of child abuse, child neglect or medical or educational neglect.

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

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

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

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

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

- (1) in violation of constitutional provisions;
- (2) in excess of the statutory authority or jurisdiction of the school district;
- (3) made upon unlawful procedure, except as provided in section 121A.48;
- (4) affected by other error of law;

(5) unsupported by substantial evidence in view of the entire record submitted; or

(6) arbitrary or capricious.

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

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

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

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

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

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

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

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

**Subdivision 1. Exclusions and expulsions; student withdrawals; physical assaults.** Consistent with subdivision 2, the school board must report through the department electronic reporting system each exclusion or expulsion, each physical assault of a district employee by a pupil, and each pupil withdrawal agreement within 30 days of the effective date of the dismissal action, pupil withdrawal, or assault to the commissioner of education. This report must include a statement of nonexclusionary disciplinary practices, or other sanction, intervention, or resolution in response to the assault given the pupil and the reason for, the effective date, and the duration of the exclusion or expulsion or other sanction, intervention, or resolution. The report must also include the pupil's age, grade, gender, race, and special education status.

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

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

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

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

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

(a) The commissioner of education must promulgate guidelines to assist each school board. Each school board must establish uniform criteria for dismissal and adopt written policies and rules to effectuate the purposes of sections 121A.40 to 121A.56. The policies must include nonexclusionary disciplinary policies and practices consistent with section 121A.41, subdivision 12, and must emphasize preventing dismissals through early detection of problems. The policies must be designed to address students' inappropriate behavior from recurring.

(b) The policies must recognize the continuing responsibility of the school for the education of the pupil during the dismissal period.

(c) The school is responsible for ensuring that alternative educational services, if the pupil wishes to take advantage of them, must be adequate to allow the pupil to make progress toward meeting the graduation standards adopted under section 120B.02 and help prepare the pupil for readmission in accordance with section 121A.46, subdivision 5.

(d) For expulsion and exclusion dismissals and pupil withdrawal agreements as defined in section 121A.41, subdivision 13:

(1) for a pupil who remains enrolled in the district or is awaiting enrollment in a new district, a school district's continuing responsibility includes reviewing the pupil's schoolwork and grades on a quarterly basis to ensure the pupil is on track for readmission with the pupil's peers. A school district must communicate on a regular basis with the pupil's parent or guardian to ensure that the pupil is completing the work assigned through the alternative educational services as defined in section 121A.41, subdivision 11. These services are required until the pupil enrolls in another school or returns to the same school;

(2) a pupil receiving school-based or school-linked mental health services in the district under section 245.4889 continues to be eligible for those services until the pupil is enrolled in a new district; and

(3) a school district must provide to the pupil's parent or guardian information on accessing mental health services, including any free or sliding fee providers in the community. The information must also be posted on the district or charter school website.

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

(f) Each school district shall develop a policy and

report it to the commissioner on the appropriate use of peace officers and crisis teams to remove students who have an individualized education program from school grounds.

**121A.56 APPLICATION.**

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

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

Revised August 2023

## FERPA STATEMENT OF RIGHTS (POLICY 515)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act (FERPA), the Minnesota Government Data Practices Act, the Confidentiality of Information sections of the regulations implementing the Education of all Handicapped Children Act of 1975, and the Data Management Policy of Independent School District 435:

- The right, if asked to provide private or confidential data, to be informed of (a) the purpose and intended use of the data within the school system; (b) whether he/she may refuse or is legally required to supply the requested data; (c) any known consequences data; and (d) the identity of other persons or entities authorized by state or federal law to receive the data.
- The right to inspect and review the student's education record.
- The right to explanations and interpretations of the record.
- The right to have a representative of the parent or eligible student inspect and review the records.
- The right to exercise a limited control over other people's access to the student's education record.
- The right to seek to correct the student's education record in a hearing is necessary.
- The right to report violations of the rules and regulations, cited above, to the Department of Education.
- The right to be informed of the above rights.

All rights and protections given parents under the above statutes, regulations and this policy transfer to the student when he or she reaches the age of 18 or enrolls in a post-secondary school. Parents or eligible students wishing access to or copies of student record policies and administrative procedures should present their request to the principal or Superintendent of Schools.

## PEST CONTROL MATERIALS

Our School District personnel may apply pest control materials inside or on school grounds as needed. Pest control materials are registered by the Environmental Protection Agency (EPA) and are selected and applied according to label directions. The long-term health effects on children from the application of such pest control materials, or the class of material to which they belong, may not be fully understood.

Our district utilizes a licensed, professional service firm for the prevention and control of rodents, insects, and other pests in and around the district's buildings. Their program consists of:

1. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
2. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
3. Utilization of non-chemical measures such as traps, caulking, and screening.
4. Application of EPA-registered pest control materials where needed.

Pests can sting, bite, cause contamination, damage property, and spread disease; therefore, we must prevent and control them. The long-term health effects on children from the application of such pests control materials, or the class of material to which they belong, may not be fully understood. All pest control materials are chosen and applied according to label directions per Federal law.

Ecolab will be in our school district on the third Monday of August, October, December, February, April, and June. Parents of students may request to receive, at their expense, prior notification of any application of a pest control material, should such an application be deemed necessary on a day different from the days specified in the schedule.

## GRIEVANCE PROCEDURE

Any employee, student, or patron of the school district shall have the right to appeal the application of policies and/or administrative decisions affecting him/her. The individual shall be assured freedom from restraint, interference, coercion, discrimination, or reprisal in presenting an appeal with respect to a personal grievance. A grievance under this policy is defined as a complaint lodged by a student or employee alleging violation of state and federal law prohibiting discrimination.

If a person has a grievance, he/she should present it in writing to:

**Level 1:** The immediate supervisor, who should schedule an informal meeting for the purpose of discussing the alleged grievance. (In case of a student this would be the teacher, coach or director responsible for the program or activity involved.)

**Level 2:** If the grievant is not satisfied with the resolution made at Level 1, he/she may appeal in writing to the building principal. The appeal should be made within 5 days of the Level 1 informal meeting. If the alleged grievance is properly appealed, the building principal shall set a time to meet within 10 working days after receipt of the appeal. Within 10 working days after the meeting the principal shall issue a decision in writing.

**Level 3:** If the grievant is not satisfied with the resolution made at Level 2, he/she may appeal in writing to the superintendent. The appeal should be made within 5 days of receipt of the Level 2 written decision. If the alleged grievance is properly appealed, the superintendent shall set a time to meet within 10 working days after receipt of the appeal. Within 10 working days after the meeting, the superintendent shall issue a decision in writing.

**Level 4:** If the grievant is not satisfied with the resolution made at Level 3 he/she may appeal in writing to the Board of Education. The appeal should be made within 5 days of receipt of Level 3 written decision. If the alleged grievance is properly appealed to the Board of Education, the Board shall set a time to hear the grievance and render its decision in writing within 20 days of the hearing date. At the option of the board, a committee or a hearing officer may be designated to hear the appeal and render a decision thereon.

Failure to appeal a grievance from one step to another within the time periods provided shall be deemed a waiver of the grievance. Individuals shall have the right to present their own grievance or may designate a representative to appear with them at any level of the above procedure. Costs incurred for representation shall be the responsibility of the individual grievant.

If the grievant is not satisfied with the decision of the board, appeal may be made to one or more of the following Officers:

Commissioner of Human Rights  
240 Bremer Building  
St. Paul, MN 55010

Director of the Office for Civil Rights  
300 South Wacker Drive  
Chicago, IL 60606

EEOC Regional Office  
342 North Water Street  
Milwaukee, WI 53202

## INTERNET USE

Students can gain access to the Internet, a world-wide data highway carrying the freight of the information age. This is an incredible resource for you. Unfortunately, there can be a downside. This resource is used mainly by adults, and occasionally there may be some information on the Internet that is not age-appropriate for high school students. To ensure quality use of the Internet, we have established the following guidelines:

### STUDENT RESPONSIBILITIES

1. Ownership of materials, procedures or invention produced solely for the district and at the district expense will remain in the district and will be copyrighted.
2. All research done within the school district should contribute to the advancement of education within the school district.
3. The board recognizes that the Federal Copyright Law, Public Law 94-553, makes it illegal for anyone to duplicate copyrighted materials without permission. The district will not assume responsibility for any employee violating copyright regulations.
4. Copyright law includes the following: audio, visual, or printed materials and software programs.
5. Internet access in District 593 offers employees and students vast, diverse and ever-changing resources, and promotes educational excellence by facilitating resource sharing and communication.
6. Every Internet user has the responsibility to respect and protect the rights of every other user on the Internet, and to act in a responsible, ethical and legal manner.
7. Use of the Internet, district computer networks and computer workstations is a privilege which may be revoked at any time for abusive conduct.
8. Any misuse or illegal activities will result in temporary or permanent cancellation of privileges. Violations of the law will be handled by law enforcement agencies.
9. Acceptable use of information technology will be consistent with the mission of District 593 and use that is related to instructional, administrative and other support activities considered consistent with the mission of the district.
10. Network users should not assume that data files stored are private. Network storage will be treated like school lockers. Network Administrators may review files and communication to maintain system integrity and ensure that users are using the system responsibly.
11. Access to the Internet is given to students who agree to act in a considerate and responsible manner. Parent or guardian permission is required in order for students to have Internet privileges within the Crookston Public School District.
12. Students, employees and parents are advised that the Internet contains inappropriate material. The district does not condone the use of such materials and does not permit usage of such materials in a school setting. Students or employees who knowingly abuse the usage of the Internet will be dealt with according to district discipline policy.
13. Concerns from students, parents or guardians about Internet or other computer network information that is assigned to a student by a teacher or is otherwise a part of teacher lead or directed instruction will be handled in the same manner as concerns about other instructional resources used in District 593.

### STUDENT USE AND GUIDELINES

1. Access to the Internet will be for specific educational purposes only, such as researching a specific topic for a classroom project. Students must remain focused on the topic they are researching and should log off the network when the research is completed.
2. The following actions will not be permitted: abusive language, hate mail, harassment or discriminatory remarks. Deliberately accessing, downloading or storing of inappropriate material or websites.
3. Using computers or the network for commercial, political or profit-making unless specifically agreed upon with the school district.
4. Using or accessing a file owned by another user without their permission.
5. Deliberately distributing or downloading material that causes congestion to the network.
6. Use of E-Mail includes being polite, use of appropriate language and refrainment from fraudulent or intimidating messages.

7. E-Mail should be used for school purposes. Personal use should be limited to single recipients. E-Mail to groups of individuals should only be used for school purposes.
8. E-Mail is not to be used to share confidential information about students or employees of the school district.
9. Do not use e-mail for commercial, profit-making, or political campaign purposes.
10. Do not reveal your personal address or give out phone numbers of students or employees to unknown Internet users.
11. Be careful when downloading from the Internet. Downloaded files or software pose a threat to our network because of the possibilities of computer viruses.
12. When downloading files or software remember the copyright laws and acceptable use guidelines that need to be followed by our school district.
13. Items produced by students will be only posted to the Internet with permission of the district and the student's parent or guardian. These items may be published on district networks if permission is granted.

## ACCEPTABLE USE POLICY FOR MOBILE DEVICES

Crookston School District #593 (District) recognizes that mobile phones and digital devices are now an integral part of our student's culture and way of life and can have considerable value, particularly in relation to individual safety. It is also recognized that such technology will play a significant part in the education of the 21<sup>st</sup> century student. There use should follow agreed rules and guidelines to prevent classroom disruption, student misuse and teacher difficulties. With all offenses, building administrators may use discretion in selecting a consequence.

### 1. Potential Disadvantages

Parent should be aware of and accept the potential disadvantages of mobile devices being allowed at school.

- 1.1 Mobile devices may be damaged, lost or stolen.
- 1.2 Students can be bullied by text messaging or other means.
- 1.3 Mobile devices can be used to access, store and communicate inappropriate material.
- 1.4 They can disrupt the learning environment.
- 1.5 Students with mobile devices which have Internet access plans, have the capability of accessing an unfiltered Internet.
- 1.6 Camera functions can lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images.
- 1.7 In some instances, data or usage fees on mobile devices may increase.

In an effort to prevent the disadvantages and to provide a safe learning environment for the student, the District has developed and will enforce the following Acceptable Use Policy for Mobile Devices (AUPMD). Parents should read the policy and discuss it with their child prior to allowing them to bring a mobile device to school.

### 2. General Conditions for Mobile Device Use

- 2.1 The term mobile device in this policy denotes mobile phones, laptops, iPod touches, tablets such as the iPad or Android OS device or any similar mobile device that can access the District network.
- 2.2 Students, their parents or guardians must read and sign the Acceptable Use Policy for Mobile Devices before students are given permission to bring mobile devices to school.
- 2.3 Use of a mobile device must adhere to the District's AUPMD.
- 2.4 The AUPMD also applies to students during school excursions, camps and extra-curricular activities.
- 2.5 Parents are reminded that in cases of emergency, the schools office remains a vital and appropriate point of contact and can ensure your child is reached quickly and assisted in any appropriate way.
- 2.6 File Storage on the network or Internet dropbox from personal mobile devices is limited to school work only. Anything not directly related to school work will be removed by the Technology Director or school official.

### **3. Responsibility of Student and Parents**

- 3.1 It is the responsibility of students who bring mobile devices to school to abide by the guidelines outlined in this document. Failure to follow these guidelines will subject the student to the District's Code of Conduct or loss of use of the device.
- 3.2 The decision to provide a mobile device to their children should be made by parents or guardians and they should be aware if their child takes a device to school.
- 3.3 Permission to have a mobile device at school while under the school's supervision is contingent on parent/guardian permission in the form of a signed copy of this policy. Parents/guardians may revoke approval at any time.
- 3.4 In the event a mobile device is brought to school without a signed agreement by the parent, the student by the fact of bringing the device onto a campus implies agreement to accept the rules governing mobile devices.
- 3.5 Responsibility for the mobile device rests with the student and the District accepts no financial responsibility for damage, loss or theft. The student should keep the mobile device secure and locked away in their locker when not in use.
- 3.6 All cost for data plans and fees associated with mobile devices are the responsibility of student.

### **4. Acceptable Use of Mobile Devices**

- 4.1 Specific acceptable use of a mobile device will be determined by each building. These policies will be stated in the schools' Student Handbook.
- 4.2 Each teacher has the right to allow or disallow the use of mobile devices that support student achievement during instructional time as appropriate. Each teacher has the right to determine whether mobile devices must be stored out of sight or placed on the student's desk in plain sight when not used for instructional purposes.
- 4.3 Mobile devices with Internet access capabilities will access the Internet only through the school's filtered network while on school property during school hours.
- 4.4 Mobile devices should not be used in any manner or place that is disruptive to the normal routine of the class/school.
- 4.5 While on school premises during school hours, cell phones should be turned off when not in use for academic reasons.

### **5. Unacceptable Use of Mobile Devices**

- 5.1 Any use of a mobile device that interferes with or disrupts the normal procedures of the school or classroom is prohibited. This prohibition extends to activities that occur off school property and outside of school hours if the result of that activity causes a substantial disruption to the educational environment.
- 5.2 Unless express permission is granted, mobile phones should not be used to make calls, send text messages, surf the Internet, take photos or use any other application during school lessons and other educational activities, such as assemblies.
- 5.3 Using mobile phones or devices to bully and threaten other students is unacceptable and will not be tolerated.
- 5.4 Pictures and video must not be taken of students, teachers or other individuals without their permission. No pictures or video that may denigrate and/or humiliate another student or that constitutes "sexting" or that are lewd may be taken. Pictures or videos of another student, teachers or other individuals may not be uploaded to the Internet or other public venue without their permission.
- 5.5 The use of vulgar, derogatory, or obscene language while using a mobile device will not be allowed and students will face disciplinary action as sanctioned by the Student Code of Conduct.
- 5.6 Mobile devices are not to be taken into restroom areas and used in a manner that does not comply with the AUPMD.
- 5.7 Students with repeated infractions of the AUPMD may face increased disciplinary actions in accordance with the Student Code of Conduct, including loss of mobile device privileges.
- 5.8 Any student/s caught using a mobile device to cheat in exams or assessments will face disciplinary action as sanctioned by the Student Code of Conduct.
- 5.9 Any use of the mobile device that is deemed a criminal offense, will be dealt with as such by the District.



# PARENT/COACH COMMUNICATION GUIDELINES

The following are communication guidelines put in place by Crookston Public Schools. All Crookston H.S. coaches, parents, and students are expected to follow these guidelines.

## COMMUNICATION PARENTS CAN EXPECT FROM A COACH:

1. Philosophy of the coach.
1. Expectations the coach has for your child and other team members.
2. Schedule of all practices and events.
3. Team requirements: fees, necessary equipment/practice uniform, off-season program, etc.
4. Procedures should your child be injured during practice or a contest.
5. Discipline that may affect your child.

## COMMUNICATION TO EXPECT FROM THE PARENTS/GUARDIAN:

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concerns in regard to a coach's/director's philosophy and/or expectations.

## APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

1. The treatment of the student mentally and physically.
2. Ways to help improve your child.
3. Concerns about the student's behavior.

## ISSUES THAT NEED TO BE AVOIDED IN DISCUSSING CONCERNS WITH THE COACH:

1. Playing Time
2. Team Strategy
3. Play Calling
4. Team Selection
5. Other students/team personnel

IF A CONVERSATION WITH A COACH TURNS TO ANY OF THOSE FIVE TOPICS, OUR COACHES ARE INSTRUCTED TO IMMEDIATELY END THE DISCUSSION. A MEETING MAY BE RESCHEDULED TO CONTINUE AN APPROPRIATE DISCUSSION AT A LATER DATE. FURTHER, ANY VULGARITY, RUDE BEHAVIOR, OR THREATS WILL SIGNAL AN IMMEDIATE END TO ANY DISCUSSION.

## COMMUNICATION ENGAGEMENT GUIDELINES

A positive student and Coach/Director experience is the ultimate goal for all co-curricular activities. Communication is critical in fostering this quality experience. If a concern evolves with the student participant, Crookston Public Schools recognizes that communication between the Coach/Director and student participants is the essential component in the resolution process. Below is the proper communication chain to follow that supports the process of effective communication. The activities director will not discuss any other concern that has not already been discussed between the student and the Coach/Director.

Step One: Player makes a direct contact with the Coach/Director

Step Two: Parent makes a direct contact with the Coach/Director after a minimum of 24 hours have elapsed

Step Three: Parents make a direct contact with the Activities Director

Step Four: Parents make a direct contact with the High School Principal

Step Five: Parents may submit a written complaint to the Superintendent; a proposed solution must accompany the complaint.

Step Six: Complaints that are unresolved at the Superintendent level, may be brought before the school board by notifying the Board in writing.

IN SITUATIONS REQUIRING A CONFERENCE BETWEEN THE STUDENT, THE PARENT/GUARDIAN AND THE COACH, ACTIVITIES DIRECTOR, PRINCIPAL OR ANY COMBINATION THEREOF, PLEASE FOLLOW PROCEDURES BELOW:

1. Allow a minimum of 24 hours following a practice/event to expire prior to contacting a coach/director.
  2. Call to set up an appointment to meet coach/director and student. (AD will help facilitate meeting if desired)
  3. Include the Activities Director and/or Principal when necessary. ❖ (IN ALL CASES, THE MEETING REQUIRES THE PRESENCE OF THE STUDENT.)
- SPECIAL NOTES:**

- Any correspondence regarding a co-curricular conflict will be passed along to the student and the Coach/Director involved-including phone, email, and text communications.
- Crookston Public Schools and the Crookston High School activities office do not guarantee a resolution to all co-curricular concerns.

## Statewide Assessments:

### Parent/Guardian Participation Guide and Refusal Information

Your student's participation in statewide assessments is important as it allows your school and district to ensure all students have access to a high-quality education. In the past, students with disabilities and English learners were often excluded from statewide assessments. By requiring that all students take statewide assessments, schools and teachers have more information to see how all students are doing. This helps schools to continuously improve the education they provide and to identify groups, grades, or subjects that may need additional support.

#### Assessments Connect to Standards

Statewide assessments are based on the [Minnesota Academic Standards](#) or the [WIDA English Language Development Standards](#). These standards define the knowledge and skills students should be learning in K–12 districts and charter schools. Minnesota prioritizes high-quality education and statewide assessments give educators and leaders an opportunity to evaluate student and school success.

#### Minnesota Comprehensive Assessments (MCA)

MCA and the alternate assessments (Minnesota Test of Academic Skills (MTAS)/Alternate MCA) are the annual assessments in reading, mathematics and science that measure a snapshot of student learning of the Minnesota K–12 Academic Standards.

#### ACCESS and WIDA Alternate ACCESS for English Learners

The ACCESS and WIDA Alternate ACCESS are the annual assessments for English learners that provide information about their progress in learning academic English, based on the WIDA English Language Development Standards.

### Statewide Assessments Help Families and Students

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

- For Postsecondary Enrollment Options (PSEO) in grade 10.
- For course placement at a Minnesota State college or university. If students receive a college-ready score, they may not need to take a remedial, noncredit course for that subject.

English learners who take the ACCESS or WIDA Alternate ACCESS and meet certain requirements, have the opportunity to exit from English learner programs.

### Taking Statewide Assessments Helps Your Student's School

Statewide assessments provide information to your school and district about how all students are engaging with the content they learn in school. This information helps:

- Educators evaluate their instructional materials.
- Schools and districts identify inequities between groups, explore root causes and implement supports.
- School and district leaders make decisions on how to use money and resources to support all students.

### Student Participation in Statewide Assessments

Student participation in state and locally required assessments is a parent/guardian choice. If you choose to have your student not participate in a statewide assessment, please provide a reason for your decision on the form below. Contact your student's school to learn more about locally required assessments.

## Consequences of Not Participating in Statewide Assessments

- The student will not receive an individual score. For ACCESS and WIDA Alternate ACCESS, the student would not have the opportunity to exit their English learner program.
- School and district assessment results will be incomplete, making it more difficult to have an accurate picture of student learning.
- Since all eligible students are included in some calculations even when they do not participate, school and district accountability results are impacted. This may affect the school's ability to be identified for support or recognized for success.

Explore the  
[Statewide  
Testing page](#)  
for more  
information.

(education.mn.gov > Students and Families > Programs and Initiatives > Statewide Testing)

Check with your local school or district to see if there are any additional consequences for not participating.

### Additional Information

- On average, students spend less than 1% of instructional time taking statewide assessments each year.
- Minnesota statutes limit the total amount of time students can spend taking other district- or school-wide assessments to 11 hours or less each school year, depending on the grade.
- School districts and charter schools are required to publish an assessment calendar on their website by the beginning of each school year. Refer to your district or charter school's website for more information on assessments.

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## Statewide Assessment: Parent/Guardian Decision Not to Participate

By completing this form, you are acknowledging that your student will not participate in statewide assessments and will not receive individual assessment results.

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Current Grade in School: \_\_\_\_\_ Student ID Number (if known): \_\_\_\_\_

School: \_\_\_\_\_ District: \_\_\_\_\_

Parent/Guardian Name (print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Refusal: \_\_\_\_\_

**Please indicate the statewide assessment(s) you are opting your student out of this school year:**

MCA/MTAS Reading

MCA/Alternate MCA Science

MCA/MTAS Mathematics

ACCESS/WIDA Alternate ACCESS

Contact your school or district for more information on how to opt out of local assessments.

(Note: This form is only applicable for the 20\_\_\_\_ to 20\_\_\_\_ school year.)

