

Parent & Student Handbook

Policies, Procedures, and Required Notices



2026 - 2027

CROOKSTON
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

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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 3:14 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

COMMITTED TO EXCELLENCE

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
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

Todd Selk, Superintendent	toddselk@isd593.org
Marilyn Wahouske, Exec. Assist. to the Superintendent	marilynwahouske@isd593.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 Reitmeier, 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 Tiedemann, Director, 2024 - 2028	jaclyntiedemann@isd593.org	218-280-1713
Marcia Meine, Director, 2023-2026	marciameine@isd593.org	218-289-4195

MISSION AND VISION

Crookston Middle School



Normal Schedule All 7th and part 6th

Middle School Group A - All 7th and part 6th	26 27 Year	Middle School Group A
815 to 903	48	Class 1st period
	4	Passing Time
907 to 955	48	Class 2nd Period
	4	Passing Time
959 to 1047	48	Class 3rd Period
1047 to 1117	30	Lunch
	4	Passing Time
1121 to 1213	52	Class 4th Period
	3	Passing Time
1216 to 1238	22	advisory
	4	Passing Time
1242 to 130	48	Class Period 5
	4	Passing Time
134 to 222	48	Class Period 6
	4	Passing Time
226 to 314	48	Class Period 7

Crookston Middle School



Normal Schedule All 8th and part 6th

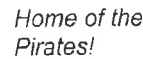
Middle School Group B - All 8th and part 6th	26 27 Year	Middle School Group B
815 to 903	48	Class 1st period
	4	Passing Time
907 to 955	48	Class 2nd Period
	4	Passing Time
959 to 1047	48	Class 3rd Period
	4	Passing Time
1051 to 1117	26	Class 4th Period (part 1)
1117 to 1147	30	Lunch
	3	Passing Time
1150 to 1213	23	Class 4th Period (part 2)
	3	Passing Time
1216 to 1238	22	advisory
	4	Passing Time
1242 to 130	48	Class Period 5
	4	Passing Time
134 to 222	48	Class Period 6
	4	Passing Time
226 to 314	48	Class Period 7

Crookston Middle School				Crookston Middle School				Crookston High School			
Normal Schedule All 7th and part 6th				Normal Schedule All 8th and part 6th				Normal Schedule			
Middle School Group A - All 7th and part 6th	Proposal 26 27 Year	Middle School Group A		Middle School Group B - All 8th and part 6th	Proposal 26 27 Year	Middle School Group B		High School 9 to 12	Proposal 26 27 Year	High School 9 to 12	
815 to 903	48	Class 1st period		815 to 903	48	Class 1st period		815 to 903	48	Class 1st period	
	4	Passing Time			4	Passing Time			4	Passing Time	
907 to 955	48	Class 2nd Period		907 to 955	48	Class 2nd Period		907 to 955	48	Class 2nd Period	
	4	Passing Time			4	Passing Time			4	Passing Time	
959 to 1047	48	Class 3rd Period		959 to 1047	48	Class 3rd Period		959 to 1047	48	Class 3rd Period	
					4	Passing Time			4	Passing Time	
1047 to 1117	30	Lunch		1051 to 1117	26	Class 4th Period (part 1)		1051 to 1143	52	Class 4th Period	
	4	Passing Time		1117 to 1147	30	Lunch					
1121 to 1213	52	Class 4th Period			3	Passing Time		1143 to 1150	7	7 minutes checking	All Grades 9 to 12 stay in 4th hour
				1150 to 1213	23	Class 4th Period (part 2)		1150 to 1155	5	5 extra minutes released for Lunch if don't stay for intervention	11th and 12th released for Lunch if don't stay for intervention
	3	Passing Time			3	Passing Time					
1216 to 1238	22	advisory		1216 to 1238	22	advisory		1155 to 1208	13	Intervention remainder	Some 9th and 10th go to lunch if don't stay for intervention
								1208 to 1238	30	Lunch	
	4	Passing Time			4	Passing Time			4	Passing Time	
1242 to 130	48	Class Period 5		1242 to 130	48	Class Period 5		1242 to 130	48	Class Period 5	
	4	Passing Time			4	Passing Time			4	Passing Time	
134 to 222	48	Class Period 6		134 to 222	48	Class Period 6		134 to 222	48	Class Period 6	
	4	Passing Time			4	Passing Time			4	Passing Time	
226 to 314	48	Class Period 7		226 to 314	48	Class Period 7		226 to 314	48	Class Period 7	

Crookston Middle School				Crookston Middle School				Crookston High School			
Planned Early Out Schedule				Planned Early Out Schedule				Planned Early Out Schedule			
Middle School Group A - All 7th and part 8th	CROOKSTON PIRATES	Middle School Group A	26 27 Year	Middle School Group B - All 8th and part 6th	26 27 Year	Middle School Group B	High School 9 to 12	CROOKSTON PIRATES	High School 9 to 12	Class 1st period	Class 1st period
815 to 842	27	Class 1st period	27	815 to 842	27	Class 1st period	815 to 842	27	815 to 842	4	Class 1st period
	4	Passing Time	4		4	Passing Time		4		Class 2nd Period	Class 2nd Period
846 to 913	27	Class 2nd Period	27	846 to 913	27	Class 2nd Period	846 to 913	27	846 to 913	4	Class 2nd Period
	4	Passing Time	4		4	Passing Time		4		Class 3rd Period	Class 3rd Period
917 to 944	27	Class 3rd Period	27	917 to 944	27	Class 3rd Period	917 to 944	27	917 to 944	4	Class 3rd Period
	4	Passing Time	4		4	Passing Time		4		Class 4th Period	Class 4th Period
948 to 1015	27	Class Period 5	27	948 to 1015	27	Class Period 5	948 to 1015	27	948 to 1015	4	Class Period 5
	4	Passing Time	4		4	Passing Time		4		Class Period 6	Class Period 6
1019 to 1046	27	Class Period 6	27	1019 to 1046	27	Class Period 6	1019 to 1046	27	1019 to 1046	4	Class Period 6
	4	Passing Time	4		4	Passing Time		4		Class Period 7	Class Period 7
1050 to 1117	27	Class Period 7	27	1050 to 1117	27	Class Period 7	1050 to 1117	27	1050 to 1117	4	Class Period 7
			4		4	Passing Time		4		Class 4th Period (part 1)	Class 4th Period
1117 to 1146	29	Lunch	25	1121 to 1146	25	Class 4th Period (part 1)	1121 to 1215	54	1121 to 1215		
	4	Passing Time	29	1146 to 1215	29	Lunch					
1150 to 1244	54	Class Period 4	3		3	Passing Time					
			26	1218 to 1244	26	Class 4th Period (part 2)	1215 to 1244	29	1215 to 1244		Lunch

Crookston Middle School				Crookston Middle School				Crookston High School			
Two Hour Late Start Schedule				Two Hour Late Start Schedule				Two Hour Late Start Schedule			
Middle School Group A - All 7th and part 6th		Middle School Group A		Middle School Group B - All 8th and part 6th	26 27 Year	Middle School Group B		High School 9 to 12		High School 9 to 12	
1015 to 1048	33	Class 1st period		1015 to 1048	33	Class 1st period		1015 to 1048	33	Class 1st period	
	4	Passing Time			4	Passing Time			4	Passing Time	
1052 to 1125	33	Class 2nd Period		1052 to 1125	33	Class 2nd Period		1052 to 1125	33	Class 2nd Period	
	4	Passing Time			4	Passing Time			4	Passing Time	
1125 to 1152	27	Lunch		1129 to 1152	23	Class 4th Period (part 1)		1129 to 1219	50	Class 4th Period	
	4	Passing Time		1152 to 1219	27	Lunch					
1156 to 1246	50	Class 4th Period			3	Passing Time		1219 to 1246	27	Lunch	
	4	Passing Time		1222 to 1246	24	Class 4th Period (part 2)			4	Passing Time	
1250 to 123	33	Class 3rd Period		1250 to 123	33	Class 3rd Period		1250 to 123	33	Class 3rd Period	
	4	Passing Time			4	Passing Time			4	Passing Time	
127 to 200	33	Class Period 5		127 to 200	33	Class Period 5		127 to 200	33	Class Period 5	
	4	Passing Time			4	Passing Time			4	Passing Time	
204 to 237	33	Class Period 6		204 to 237	33	Class Period 6		204 to 237	33	Class Period 6	
	4	Passing Time			4	Passing Time			4	Passing Time	
241 to 314	33	Class Period 7		241 to 314	33	Class Period 7		241 to 314	33	Class Period 7	

Academic Year Calendar

0/620/2118/1918/1919/1921/2114/1217220/2019/2020/2021/21

Important Dates

Jan 15 End Qtr 2 (43 days)
Jan 18 No School - Staff Development
Feb 15 No School - Presidents' Day
Feb 24 Parent/Teacher Conf 4:00 -7:30pm
Feb 25 Early Dismissal for Students
Feb 25 Parent/Teacher Conf 1:00-7:30
Feb 26 No School - Compensation Day
Mar 25 End Qtr 3 (46 days)
Mar 26-29 No School - Spring Break
April 23 - Staff Development- No school
May 28 End Qtr 4 (43 days)
May 28 Graduation
May 28 Last Day of Classes
May 31 No School - Memorial Day
June 1 Staff Workshop Day

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.



X (Formerly known as 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

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

<https://www.gobound.com/mn/schools/crookston>

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 WATCH

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

Students in grades 6-8 are expected to keep cell phones and other electronic devices powered off and in their lockers between the hours of 8:15 am and 3:14 pm. Cell phones and other electronic devices may not be used, carried, or heard during this time, including during class, passing time, lunch, or while in the hallways. Devices must remain silent, with no sounds or vibrations. Devices that make noise or are found in a student's possession during this time will be considered a violation of this policy.

Electronic devices include, but are not limited to, personal tablets or iPads, watches that act as cell phones and/or are connected to cell phones, and smart glasses or other eyewear capable of recording video or audio, accessing the internet, communicating with others, or displaying digital information.

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 30-minute after-school detention. From this point forward, the student will be required to turn the device into the high school office upon arrival each school day and may pick it up after dismissal, unless other arrangements are approved by the principal. This requirement will remain in effect for a period determined by administration, based on the severity and frequency of the student's phone or device violations, and may continue through 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 30-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 for a period determined by administration and may continue through the remainder of the school year.

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.**

PERSONAL COMPUTERS/DEVICES

Students are expected to use school-issued devices for all school-related technology needs. Personal laptop computers, tablets, iPads, or similar personal computing devices may not be brought to or used at school.

In rare circumstances, administration may allow a student to bring and use a personal computer or other personal computing device for a specific educational or documented need. Any such use must be approved in advance by administration and is subject to all school rules and expectations.

In those rare circumstances, permission to use a personal computer or other personal computing device may be revoked at any time if the device is used inappropriately or for purposes inconsistent with school expectations.

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

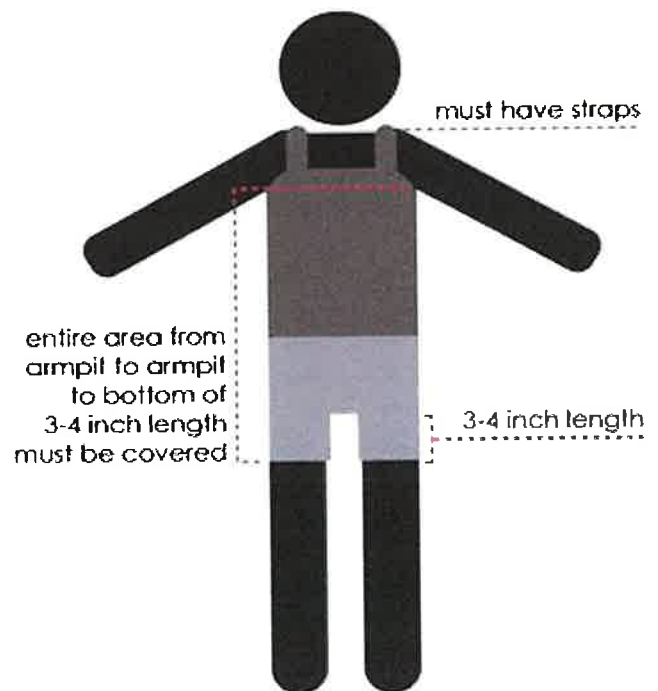
Students must request, within 30 days of the first attendance day, to have their information removed from the directory list; if no request is made, information will be shared as appropriate (i.e., student publications, yearbook, newspaper). Information includes name, address, and phone number; parent's 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 30th 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 or 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. **If a student refuses to cooperate with a search when reasonable suspicion is present, the refusal may result in disciplinary action and school officials may take appropriate action based on the information and circumstances available.** 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 may 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. 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 unless there are extenuating circumstances where the principal may make an exception.

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.

School Sponsored Activities & Clubs
Band
Builders Club
Choir
FFA
Middle School Knowledge Bowl
Middle School One Act Play
Music Listening Club
Orchestra
Speech
Middle School Student Council

ATHLETIC TEAMS

FAALL SEASON	Start Date
Tennis – Girls'	Aug 17
Volleyball – Girls'	Aug 17
Soccer – Boys' & Girls'	Aug 17
Football – Boys'	Aug 17
WINTER SEASON	Start Date
Basketball – Boys' & Girls'	Nov 23, Nov 16
Dance Team – Girls'	Oct 20
*Figure Skating – Girls'	
Hockey – Boys' & Girls'	Nov 16, Nov 2
Wrestling	Nov 23
SPRING SEASON	Start Date
Baseball – Boys'	Mar 22
*Clay Target – Boys' & Girls'	Fall Sept 13 Spring Mar 28
Golf – Boys' & Girls'	Mar 22
Softball – Girls'	Mar 15
Tennis – Boys'	Mar 29
Track & Field – Boys' & Girls'	Mar 15

*Not school sponsored but letters can be earned Note: State send-offs are reserved for school sponsored activities.
 Bolded sports are available for 6th 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

6th – 8th Grade \$75.00 (Hockey is \$138.00)
 9th – 12th 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 3rd 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

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:

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

COMMUNICATION TO EXPECT FROM THE PARENTS/GUARDIAN:

- A. Concerns expressed directly to the coach.
- B. Notification of any schedule conflicts well in advance.
- C. Specific concerns in regard to a coach's/director's philosophy and/or expectations.

APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

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

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

- A. Playing Time
- B. Team Strategy
- C. Play Calling
- D. Team Selection
- E. 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/Guardian and player makes a direct contact with the Coach/Director after a minimum of 24 hours have elapsed

Step Three: Parent/guardian and student request a meeting with the Activities Director. The Coach/Director, Activities Director, parent/guardian, and student will meet to discuss the concern.

Step Four: Parent/guardian and student request a meeting with the High School Principal. The Coach/Director, Activities Director, parent/guardian, student, and Principal will meet to discuss the concern.

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 the coach/director and student. (AD will help facilitate meeting if desired)
3. Include the Activities Director and/or Principal when necessary.

a (IN ALL CASES, THE MEETING REQUIRES THE PRESENCE OF THE STUDENT.)

SPECIAL NOTES:

- A. 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.
- B. Crookston Public Schools and the Crookston High School activities office do not guarantee a resolution to all co-curricular concerns.



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 subject to Minnesota's compulsory instruction requirements who is absent from school without a valid excuse for three or more class periods on three school days within a single school year is considered a continuing truant. A student aged 12 through 17 who is absent without lawful excuse for one or more class periods on seven school days during the school year is considered a habitual truant. The school will follow required notification, intervention, and referral procedures under Minnesota law.

A student who is 17 years old and wishes to withdraw from school must attend a meeting with school personnel and a parent or guardian to discuss available educational opportunities and must sign a written election to withdraw from school.

Students may be assigned to stay for receive lunch detention, in-school suspension, and/or other appropriate consequences for unexcused absences.

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.

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

Any absence that is not reported will be marked unexcused.

Unexcused absences that are not cleared within 48 hours may result in disciplinary consequences.

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.

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.

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, oversleeping 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

DISCIPLINARY CONSEQUENCES

An absence that remains unexcused after 48 hours will result in one lunch detention. If it is determined that a student intentionally skipped a class or left school without permission, a consequence may be assigned immediately. Continued or excessive unexcused absences may result in additional or more serious disciplinary consequences, including additional lunch detention, after-school detention, in-school suspension, or other consequences deemed appropriate by administration.

ATTENDANCE/TRUANCY CONSEQUENCES

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.

After the unexcused absence, a student's parent or guardian will be notified via an automated phone call.

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.

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.

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:

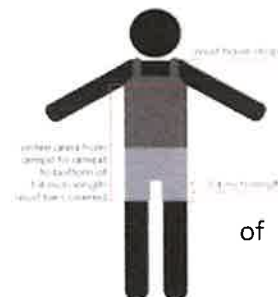
Attend all classes. A pass is required from the office or a teacher in order to be excused from a class. Students will be expected to have a hallway pass whenever they are out of a classroom. Students should arrive to their classes on time. Tardiness results when a student arrives after the second bell. 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 st Offense	2 nd Offense	3 rd /Future Offenses
Skippping —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.
Excessive Tardies —Three (3) unexcused tardies	Detention.	Detention.	Detention.
Forgery —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 of clothing.



Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Inappropriate Clothing —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.
Headwear —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.

Outerwear —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 the office. Detention.	Habitual violations may lead to suspension.
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SUBSTANCE & TOBACCO POSSESSION & USE

Expectation:

Make healthy lifestyle 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 buses.

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offense
Possession or Use of Alcohol, Tobacco, Nicotine Products (including nicotine pouches such as ZYN), E-cigarettes, and Other Drugs —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.
Intent to Distribute Alcohol, Tobacco, E cigarettes or Other Drugs —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 st Offense	2 nd Offense	3 rd /Future Offenses
Food/Beverage Violation —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 st Offense	2 nd Offense	3 rd /Future Offenses
Vandalism —defacing or damaging property that belongs to the school, students, staff, or anyone involved in school activities. This also	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.

includes creating permanent décor to the interior or exterior of lockers			
Misuse of School Books, Supplies, or Equipment —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.
Reckless Driving —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.
Igniting a Device Producing Flames —igniting matches, lighter, or any device that produces flames.	1 day suspension.	Up to 5 days suspension.	Expulsion / Exclusion.
Tampering with Emergency or Safety Equipment —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.
Burglary —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.
Trespassing —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.
Theft or Possession of Stolen Property —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 st Offense	2 nd Offense	3 rd /Future Offenses
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Verbal Assault/Abuse —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.
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VIOLENCE/ABUSE TOWARD OTHERS

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Robbery or Extortion —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.
Fighting —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.
Assault, Aggravated —committing an assault upon another person with a weapon or an assault which inflicts great bodily harm.	Expulsion / Exclusion.		
Assault, Physical —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.
Bodily Harm, Inflicting – 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.
Nonconsenting Intercourse	Expulsion / Exclusion.		
Nonconsenting Sexual Contact	1 – 10 days suspension.	1 – 10 days suspension. Expulsion / Exclusion.	Expulsion / Exclusion.
Sexual Extortion —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.
Firearms Possession —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.

Replica Possession —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.	
Possession of Dangerous Weapons —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.	
Ammunition —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

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Explosives —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.		
Fireworks —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.
Arson —intentional destruction or damage to school buildings or property by means of fire.	Expulsion / Exclusion.		

INSUBORDINATION

Expectation:

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.)

Behaviors	1 st Offense	2 nd Offense	3 rd /Future Offenses
Insubordination —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.
Disorderly Conduct —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.
Photographs/Recording – 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.

Profanity / Obscenity — 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.
Profanity / Obscenity — 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.
Disruption to School —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 st Offense	2 nd Offense	3 rd /Future Offenses
Record Falsification —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.

Academic Dishonesty — 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
Public Display of Affection — displays of affection including hugging and kissing	Possible but not limited to detention.	1 day suspension.	Up to 5 days suspension.
Bomb Threat —intentionally giving a false alarm of a bomb.	Up to 10 days suspension. Expulsion/Exclusion	Expulsion/Exclusion.	
Fire Alarm, False —intentionally giving false alarm of a fire or tampering or interfering with any fire alarm.	Up to 5 days suspension.	Expulsion / Exclusion.	
Harassment and Bullying — 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.
Unauthorized Use of Equipment — 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.
Technology & Telecommunication Misuse – 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.
Throwing Objects to / from Vehicles —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.
Sexual Behavior – 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



SCHOOL BOARD POLICIES

Crookston High School students are subject to the policies of Independent School District #593. The summaries below are provided to help students and families identify School Board policies that are particularly relevant to students. These summaries are for convenience only and do not replace the complete policies adopted by the Crookston School Board. The complete and most current School Board policies are available on the **Crookston Public Schools School Board Policies** webpage: <https://www.crookston.k12.mn.us/school-board-policies>.

POLICIES PARTICULARLY APPLICABLE TO STUDENTS

- **Policy 413 – Harassment and Violence:** Prohibits harassment and violence based on protected characteristics and establishes procedures for reporting, investigating, and responding to violations.
- **Policy 419 – Tobacco-Free Environment:** Prohibits the possession or use of tobacco, tobacco-related devices, electronic delivery devices, and other prohibited tobacco or nicotine-related products on school property and at school-sponsored activities.
- **Policy 501 – School Weapons:** Prohibits weapons on school property and at school activities and establishes consequences and procedures for violations.
- **Policy 505 – Distribution of Nonschool-Sponsored Materials:** Establishes rules and procedures governing the distribution of nonschool-sponsored materials by students and employees on school property.
- **Policy 506 – Student Discipline:** Establishes district expectations, procedures, and disciplinary responses intended to maintain a safe and orderly educational environment.
- **Policy 507 – Corporal Punishment and Prone Restraint:** Prohibits corporal punishment and prone restraint and establishes requirements regarding the permissible use of reasonable force.
- **Policy 514 – Bullying Prohibition:** Prohibits bullying and retaliation, establishes procedures for reporting and investigating bullying, and provides for appropriate remedial and disciplinary responses.
- **Policy 515 – Protection and Privacy of Pupil Records:** Establishes requirements for the collection, maintenance, access, disclosure, and protection of student educational records and describes student and parent rights regarding those records.
- **Policy 516 – Student Medication and Telehealth:** Establishes procedures for the administration of medication to students and addresses student access to telehealth services during the school day.
- **Policy 521 – Student Disability Nondiscrimination:** Prohibits discrimination against students on the basis of disability and provides procedures for addressing disability discrimination concerns.

- **Policy 522 – Title IX Sex Nondiscrimination:** Prohibits discrimination on the basis of sex and establishes the district's Title IX grievance procedures and process. Information regarding the District Title IX Coordinator is provided in this handbook.
- **Policy 523 – Policies Incorporated by Reference:** Identifies additional School Board policies that apply to students and incorporates those policies by reference.
- **Policy 524 – Internet, Technology, and Cell Phone Acceptable Use and Safety:** Establishes expectations for appropriate use of district technology, internet access, school-issued devices, and student cell phones.
- **Policy 525 – Violence Prevention:** Establishes district procedures and expectations intended to prevent and respond to violence and maintain safe school environments.
- **Policy 526 – Hazing Prohibition:** Prohibits hazing by students and staff, establishes reporting and investigation procedures, and provides for appropriate disciplinary and remedial action.
- **Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches:** Establishes rules for student driving and parking on school property and explains the district's authority regarding vehicle patrols, inspections, and searches.
- **Policy 529 – Staff Notification of Violent Behavior by Students:** Establishes procedures for notifying appropriate school staff when a student has a history of violent behavior while protecting the privacy of student information.
- **Policy 532 – Use of Peace Officers and Crisis Teams to Remove Students with IEPs from School Grounds:** Establishes procedures governing the use of crisis teams and law enforcement when it is necessary to remove a student with an IEP from school grounds.
- **Policy 534 – School Meals:** Establishes expectations regarding school meals, meal accounts, unpaid meal charges, and communication with families.
- **Policy 709 – Student Transportation Safety:** Establishes student transportation safety requirements, including school bus and bus stop rules, student conduct expectations, safety training, and consequences for bus-related misconduct.

TITLE IX NONDISCRIMINATION NOTICE

Crookston Public Schools does not discriminate on the basis of sex in its education programs or activities and is required by Title IX of the Education Amendments of 1972 and its implementing regulations not to discriminate in such a manner. Questions regarding Title IX, sex discrimination, sexual harassment, or the district's Title IX grievance procedures may be directed to the District Title IX Coordinator:

Evan Pederson, Athletic Director/Dean of Students/Title IX Coordinator
 Crookston Public Schools
 402 Fisher Avenue
 Crookston, MN 56716
 Phone: (218) 281-2144
 Email: evanpederson@isd593.org

Questions regarding the application of Title IX may also be referred to the U.S. Department of Education, Office for Civil Rights.

The district's Title IX grievance procedures, including information regarding how to report or file a complaint of sex discrimination or sexual harassment and how the district will respond, are contained in **School Board Policy 522 – Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process**.

FERPA STATEMENT OF RIGHTS — POLICY 515

The Family Educational Rights and Privacy Act (FERPA) and Minnesota law provide parents and eligible students certain rights regarding student education records. An “eligible student” is a student who is 18 years of age or older or who attends a postsecondary institution.

Parents and eligible students have the right to:

- **Inspect and review** the student's education records within the time provided by law after the school receives a request for access.
- **Request correction or amendment** of records they believe are inaccurate, misleading, or otherwise in violation of the student's privacy rights.
- **Consent to the disclosure** of personally identifiable information contained in the student's education records, except when FERPA or other applicable law permits disclosure without consent.
- **File a complaint** with the U.S. Department of Education concerning alleged failures by the school district to comply with FERPA.
- **Receive annual notification** of their rights regarding student education records.

When a student reaches age 18 or attends a postsecondary institution, the rights provided by FERPA generally transfer from the parent to the eligible student.

Crookston Public Schools may disclose information from a student's education records without prior written consent when permitted by law, including disclosure to school officials with legitimate educational interests.

Parents and eligible students who wish to inspect education records, request an amendment to a record, or obtain additional information regarding their rights should contact the building principal or Superintendent of Schools.

Additional information regarding student education records, including definitions, access to records, disclosure of information, directory information, and procedures for challenging records, is available in **Crookston School Board Policy 515 – Protection and Privacy of Pupil Records**.

POLICIES PROVIDED IN FULL IN THIS HANDBOOK

Certain School Board policies are provided in full in the appendix of this handbook because the policy requires or provides for publication or dissemination through the student handbook. These policies are:

Policy 413 – Harassment and Violence

Policy 419 – Tobacco-Free Environment

Policy 505 – Distribution of Nonschool-Sponsored Materials

Policy 514 – Bullying Prohibition

Policy 526 – Hazing Prohibition

Policy 527 – Student Use and Parking of Motor Vehicles; Patrols, Inspections and Searches

The complete text of these policies follows this section. Students and families should refer to the current School Board policy on the school's website if there is any difference between the information contained in this handbook and a subsequently adopted or revised Board policy.

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 REINSTAT- ED.

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

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:

- K. Inspection and monitoring to determine whether pests are present, and whether any treatment is needed.
- L. Recommendations for maintenance and sanitation to help eliminate pests without the need for pest control materials.
- M. Utilization of non-chemical measures such as traps, caulking, and screening.
- N. 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

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.

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

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

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.

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.)

413 HARASSMENT AND VIOLENCE

[Note: State law (Minnesota Statutes, section 121A.03) requires that school districts adopt a sexual, religious, and racial harassment and violence policy that conforms with the Minnesota Human Rights Act, Minnesota Statutes, chapter 363A (MHRA). This policy complies with that statutory requirement and addresses the other classifications protected by the MHRA and/or federal law. While the recommendation is that school districts incorporate the other protected classifications, in addition to sex, religion, and race, into this policy, they are not specifically required to do so by Minnesota Statutes, section 121A.03. The Minnesota Department of Education (MDE) is required to maintain and make available a model sexual, religious, and racial harassment policy in accordance with Minnesota Statutes, section 121A.03. MDE's policy differs from that of MSBA and imposes greater requirements upon school districts than required by law. For that reason, MSBA recommends the adoption of its model policy by school districts. Each school board must submit a copy of the policy the board has adopted to the Commissioner of MDE.]

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school district is to maintain a learning and working environment free from harassment and violence on the basis of Protected Class. The school district prohibits any form of harassment or violence on the basis of Protected Class.
- 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 Protected Class, 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 Protected Class.
- 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 Protected Class, and to discipline or take appropriate action against any student, teacher, administrator, or other school district personnel found to have violated this policy.

III. DEFINITIONS

A. "Assault" is:

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

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, age, marital status, familial status, status with regard to public assistance, sexual orientation, including gender identity or expression, 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.

[Note: In 2023, the Minnesota legislature amended the definition of "sexual orientation" in the Minnesota Human Rights Act as reflected in subpart 6 below. A school board may choose whether to retain the phrase "including gender identity or expression" in light of the legislative amendment.]

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

D. Protected Classifications; Definitions

1. "Disability" means, with respect to an individual who
 - a. a physical sensory or mental impairment that materially limits one or more major life activities of such individual;
 - 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 or discrimination 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 or discrimination on the basis of the identity, situation, actions, or beliefs of a spouse or 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 to whom someone is, or is perceived of as being, emotionally, physically, or sexually attracted to based on sex or gender identity. A person may be attracted to men, women, both, neither, or to people who are genderqueer, androgynous, or have other gender identities.

[Note: In 2023, the Minnesota legislature revised the definition of 'sexual orientation' in the Minnesota Human Rights Act to read as provided here.]

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 includes 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 employment or 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 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

favours, accompanied by implied or overt threats concerning an individual's employment or educational status;

- e. unwelcome sexual behavior or words, including demands for sexual favours, 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 sexual orientation, including gender identity or expression.

G. Sexual Violence; Definition

1. Sexual violence is a physical act of aggression or force or the threat thereof that involves the touching of another's intimate parts or forcing a person to touch any person's intimate parts. Intimate parts, as defined in Minnesota Statutes, section 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
 - 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 an individual's Protected Class.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of harassment or violence on the basis of Protected Class 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 that may constitute harassment or violence anonymously. However, the school district may not rely solely on an anonymous report to determine discipline or other remedial responses.
- 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.
- E. 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.
- F. 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 _____ as the school district human rights officer(s) to receive reports or complaints of harassment or violence prohibited by this policy. If the complaint involves a human rights officer, the complaint shall be filed directly with the superintendent.¹
- 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.

¹ In some school districts the superintendent may be the human rights officer. If so, an alternative individual should be designated by the school board.

- 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 comply 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 targets or victims and alleged perpetrators of harassment or violence, 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 or another state or federal agency, 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 Minnesota Statutes, chapter 260E 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, resourcefulness, and/or sexual abuse prevention.
- F. This policy shall be reviewed at least annually for compliance with state and federal law.

Legal References: Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 120B.234 (Child Sexual Abuse Prevention Education)
Minn. Stat. § 121A.03, Subd. 2 (Sexual, Religious, and Racial Harassment and Violence Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. § 609.341 (Definitions)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. §§ 1681-1688 (Title IX of the Education Amendments of 1972)
29 U.S.C. § 621 *et seq.* (Age Discrimination in Employment Act)
29 U.S.C. § 794 (Section 504 of the Rehabilitation Act of 1973)
42 U.S.C. § 1983 (Civil Action for Deprivation of Rights)
42 U.S.C. § 2000d *et seq.* (Title VI of the Civil Rights Act of 1964)
42 U.S.C. § 2000e *et seq.* (Title VII of the Civil Rights Act)
42 U.S.C. § 12101 *et seq.* (Americans with Disabilities Act)

Cross References: MSBA/MASA Model Policy 102 (Equal Educational Opportunity)
MSBA/MASA Model Policy 401 (Equal Employment Opportunity)
MSBA/MASA Model Policy 402 (Disability Nondiscrimination Policy)
MSBA/MASA Model Policy 403 (Discipline, Suspension, and Dismissal of School District Employees)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 414 (Mandated Reporting of Child Neglect or Physical or Sexual Abuse)

MSBA/MASA Model Policy 415 (Mandated Reporting of Maltreatment of Vulnerable Adults)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 521 (Student Disability Nondiscrimination)
MSBA/MASA Model Policy 522 (Title IX Sex Nondiscrimination, Grievance Procedures and Process)
MSBA/MASA Model Policy 524 (Internet Acceptable Use and Safety Policy)
MSBA/MASA Model Policy 525 (Violence Prevention)
MSBA/MASA Model Policy 526 (Hazing Prohibition)
MSBA/MASA Model Policy 528 (Student Parental, Family, and Marital Status Nondiscrimination)

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 other smoking tobacco; snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobacco; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco; and other kinds and forms of tobacco.
- 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.

Legal References: Minn. Stat. §§ 144.411-144.417 (Minnesota Clean Indoor Air Act)

Minn. Stat. § 609.685 (Sale of Tobacco to Children)
2007 Minn. Laws Ch. 82 (Freedom to Breathe Act of 2007)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA Service Manual, Chapter 2, Students; Rights, Responsibilities and Behavior

505 DISTRIBUTION OF NONSCHOOL-SPONSORED MATERIALS ON SCHOOL PREMISES BY STUDENTS AND EMPLOYEES

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, nonschool-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 nonschool-sponsored material on school property and at school activities.

III. DEFINITIONS

- A. "Distribute" or "Distribution" means circulation or dissemination of material by means of handing out free copies, selling or offering copies for sale, accepting donations for copies, posting or displaying material, or placing material in internal staff or student mailboxes.
- B. "Nonschool-sponsored material" or "unofficial material" includes all materials or objects intended for distribution, except school newspapers, employee newsletters, literary magazines, yearbooks and other publications funded and/or sponsored or authorized by the school. Examples of nonschool-sponsored materials include but are not limited to leaflets, brochures, buttons, badges, flyers, petitions, posters, and underground newspapers whether written by students or employees or others, and tangible objects.

C. "Obscene to minors" means:

1. The average person, applying contemporary community standards, would find that the material, taken as a whole, appeals to the prurient interest of minors of the age to whom distribution is requested;
2. The material depicts or describes, in a manner that is patently offensive to prevailing standards in the adult community concerning how such conduct should be presented to minors of the age to whom distribution is requested, sexual conduct such as intimate sexual acts (normal or perverted), masturbation, excretory functions, or lewd exhibition of the genitals; and
3. The material, taken as a whole, lacks serious literary, artistic, political, or scientific value for minors.

D. "Minor" means any person under the age of eighteen (18).

E. "Material and substantial disruption" of a normal school activity means:

1. Where the normal school activity is an educational program of the district for which student attendance is compulsory, "material and substantial disruption" is defined as any disruption which interferes with or impedes the implementation of that program.
2. Where the normal school activity is voluntary in nature (including, without limitation, school athletic events, school plays and concerts, and lunch periods) "material and substantial disruption" is defined as student rioting, unlawful seizures of property, conduct inappropriate to the event, participation in a school boycott, demonstration, sit-in, stand-in, walk-out, or other related forms of activity.

In order for expression to be considered disruptive, there will exist specific facts upon which the likelihood of disruption can be forecast, including past experience in the school, current events influencing student activities and behavior, and instances of actual or threatened disruption relating to the written material in question.

F. "School activities" means any activity sponsored by the school including, but not limited to, classroom work, library activities, physical education classes, official assemblies and other similar gatherings, school athletic contests, band concerts, school plays and other theatrical productions, and in-school lunch periods.

G. "Libelous" is a false and unprivileged statement about a specific individual that tends to harm the individual's reputation or to lower that individual in the esteem of the community.

IV. 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, nonschool-sponsored material.
- B. Requests for distribution of nonschool-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 nonschool-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 nonschool persons be present on the school grounds;
7. whether the materials are a solicitation for goods or services not requested by the recipients.

V. TIME, PLACE, AND MANNER OF DISTRIBUTION

- A. No nonschool-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 nonschool-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. The time, place, and manner of distribution will be solely within the discretion of the administration, consistent with the provisions of this policy.

VI. PROCEDURES

- A. Any student or employee wishing to distribute (as defined in this policy) nonschool-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 first-period 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 the 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 (not counting Saturdays, Sundays and holidays) 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.

VII. DISCIPLINARY ACTION

- A. Distribution by any student of nonschool-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 nonschool-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.

VIII. NOTICE OF POLICY TO STUDENTS AND EMPLOYEES

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

IX. 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.

- Legal References:** U. S. Const., amend. I
Hazelwood School District v. Kuhlmeier, 484 U.S. 260, 108 S.Ct. 562, 98 L.Ed.2d 592 (1988)
Bethel Sch. Dist. No. 403 v. Fraser, 478 U.S. 675, 106 S.Ct. 3159, 92 L.Ed.2d 549 (1986)
Tinker v. Des Moines Indep. Sch. Dist., 393 U.S. 503, 89 S.Ct. 733, 21 L.Ed.2d 731 (1969)
Bystrom v. Fridley High School, 822 F.2d 747 (8th Cir. 1986)
Roark v. South Iron R-1 School Dist., 573 F.3d 556 (8th Cir. 2009)
- Cross References:** MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 512 (School-Sponsored Student Publications)
MSBA/MASA Model Policy 904 (Distribution of Materials on School District Property by Nonschool Persons)

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

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, by either an individual student or a group of students, is expressly prohibited:
 - 1. on the school premises, at the school functions or activities, on the school transportation;
 - 2. by the use of electronic technology and communications on the school premises, during the school functions or activities, on the school transportation, or on the school computers, networks, forums, and mailing lists; or
 - 3. by use of electronic technology and communications off the school premises to the extent such use substantially and materially disrupts student learning or the school environment.
- B. A school-aged child who voluntarily participates in a public school activity, such as a cocurricular or extracurricular activity, is subject to the policy provisions applicable to the public school students participating in the activity.
- C. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct at any time or in any place constitutes bullying or other prohibited conduct that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student or other students, or materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges. This policy also applies to an act of cyberbullying regardless of whether such act is committed on or off school district property and/or with or without the use of school district resources. This policy also applies to sexual exploitation.

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

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

- E. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
- F. Apparent permission or consent by a student being bullied does not lessen or negate the prohibitions contained in this policy.
- G. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
- H. False accusations or reports of bullying against another student are prohibited.
- I. 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.

- J. 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, malicious and sadistic conduct, and sexual exploitation.

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

- F. "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.
- G. "Prohibited conduct" means bullying, cyberbullying, malicious and sadistic conduct, sexual exploitation, or retaliation or reprisal for asserting, alleging, reporting, or providing information about such conduct or knowingly making a false report about prohibited conduct.
- H. "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.
- I. "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 school 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 the student's developmental age and behavioral history. 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.

[NOTE: The language added above appears in Minnesota Statutes, section 121A.031.]

- 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 or guardian of students who are targets of bullying or other prohibited conduct and the parent or guardian 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. For purposes of notification presumed under this paragraph, a parent or legal guardian may designate in writing to the school another individual to be notified of the prohibited conduct.

[NOTE: The 2025 Minnesota legislature added the final sentence to Minnesota Statutes, section 121A.031.]

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

VI. RETALIATION OR REPRISAL

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

VII. TRAINING AND EDUCATION

- A. Consistent with its applicable policies and practices, the school district must discuss this policy with students, school personnel and volunteers and provide appropriate training for all school district personnel to prevent, identify, and respond to prohibited conduct. The school district must establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. The school district or a school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.
- B. The school district shall require ongoing professional development, consistent with Minnesota Statutes, section 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 may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.
- G. The school district shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school district may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy (See MSBA/MASA Model Policy 515) in the student handbook.

VIII. NOTICE

- A. The school district will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. Article II, paragraph D, regarding malicious and sadistic conduct must be conspicuously posted throughout each school building.
- C. This policy shall be conspicuously posted in the administrative offices of the school and school district in summary form.
- D. This policy must be distributed to each school district or school employee and independent contractor, if the contractor regularly interacts with students, at the time of employment with the district or the school.
- E. 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.
- F. This policy shall be available to all parents and other school community members in an electronic format in the languages appearing on the school district's or a school's website, consistent with the district policies and practices.
- G. The school district shall provide an electronic copy of its most recently amended policy to the Minnesota Commissioner of Education.
- H. The school district designates [insert name of staff member] as the primary contact person in the school building to receive reports of prohibited conduct

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 Minnesota Statutes, sections 121A.031 and 121A.0312 and other applicable law. Revisions shall be made in consultation with students, parents, and community organizations.

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 120A.05, Subds. 9, 11, 13, and 17 (Definitions)
Minn. Stat. § 120B.232 (Character Development Education)
Minn. Stat. § 121A.03 (Model Policy)
Minn. Stat. § 121A.031 (School Student Bullying Policy)

Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.0312 (Malicious and Sadistic Conduct)
Minn. Stat. §§ 121A.40-121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)
Minn. Stat. Ch. 124E (Charter Schools)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
20 U.S.C. § 1232g *et seq.* (Family Educational Rights and Privacy Act)
34 C.F.R. §§ 99.1 - 99.67 (Family Educational Rights and Privacy)

Cross References:

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

526 HAZING PROHIBITION

I. PURPOSE

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

II. GENERAL STATEMENT OF POLICY

- A. No student, teacher, administrator, volunteer, contractor or other employee of the school district shall plan, direct, encourage, aid or engage in hazing.
- B. No teacher, administrator, volunteer, contractor or other employee of the school district shall permit, condone or tolerate hazing.
- C. Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of hazing is prohibited.
- E. False accusations or reports of hazing against a student, teacher, administrator, volunteer, contractor, or other employee are prohibited.
- F. A person who engages in an act of hazing, reprisal, retaliation, or false reporting of hazing or permits, condones, or tolerates hazing shall be subject to discipline or other remedial responses for that act in accordance with the School District's policies and procedures.

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

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

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

- G. This policy applies to hazing that occurs during and after school hours, on or off school premises or property, at school functions or activities, or on school transportation.
- H. A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- I. The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who is found to have violated this policy.

III. DEFINITIONS

- A. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other school-related purpose. The term hazing includes, but is not limited to:
 - 1. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.
 - 2. Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 3. Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
 - 4. Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation, that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
 - 5. Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
- B. "Immediately" means as soon as possible but in no event longer than 24 hours.
- C. "On school premises or school district property, or 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 hazing at these locations and events, the School District does not represent that it will provide supervision or assume liability at these locations and events.

- D. "Remedial response" means a measure to stop and correct hazing, prevent hazing from recurring, and protect, support, and intervene on behalf of a student who is the target or victim of hazing.
- E. "Student" means a student enrolled in a public school or a charter school.
- F. "Student organization" means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

IV. REPORTING PROCEDURES

- A. Any person who believes he or she has been the target or victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school district official designated by this policy. A person may report hazing anonymously. However, the School District may not rely solely on an anonymous report to determine discipline or other remedial responses.
- B. The School District encourages the reporting party 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.

The building principal, the principal's designee, or the building supervisor (hereinafter the "building report taker") is the person responsible for receiving reports of hazing at the building level. Any adult School District personnel who receives a report of hazing prohibited by this policy shall inform the building report taker immediately. Any person may report hazing directly to a school district human rights officer or to the superintendent. 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 contract on policy and procedural matters.

- C. A teacher, administrator, volunteer, contractor, and other school employees shall be particularly alert to possible situations, circumstances or events which might include hazing. Any such person who witnesses, observes, receives a report of, or

has other knowledge or belief of conduct which may constitute hazing shall make reasonable efforts to address and resolve the hazing and shall inform the building report taker immediately. School District personnel who fail to inform the building report taker of conduct that may constitute hazing or who fail to make reasonable efforts to address and resolve the hazing in a timely manner may be subject to disciplinary action.

- D. Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades, work assignments, or educational or work environment.
- E. Reports of hazing are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law. The building report taker, in conjunction with the responsible authority, shall be responsible for keeping and regulating access to any report of hazing and the record of any resulting investigation.
- F. The School District will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the School District's legal obligations to investigate, to take appropriate action, and to comply with any discovery or disclosure obligations.

V. SCHOOL DISTRICT ACTION

- A. Within three (3) days of the receipt of a complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- 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 hazing, the complainant, the reporter, and students or others pending completion of an investigation of alleged hazing prohibited by this policy
- C. The alleged perpetrator of the hazing shall be allowed the opportunity to present a defense during the investigation or prior to the imposition of discipline or other remedial responses.
- D. Upon completion of an investigation that determines hazing has occurred, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Minnesota Pupil Fair Dismissal Act; and applicable school district policies and regulations.

- 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 or victims of hazing and the parent(s) or guardian(s) of alleged perpetrators of hazing who have been involved in a reported and confirmed hazing incident of the remedial or disciplinary action taken, to the extent permitted by law.
- F. In order to prevent or to respond to hazing committed by or directed against a child with a disability, the School District shall, where determined appropriate by the child's individualized education program (IEP) team or Section 504 team, allow the child's IEP or Section 504 plan to be drafted to address the skills and proficiencies the child needs as a result of the child's disability to allow the child to respond to or not engage in hazing.

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 hazing, who provides information about hazing, who testifies, assists, or participates in an investigation of alleged hazing, or who testifies, assists or participates in a proceeding or hearing relating to such hazing. Retaliation includes, but is not limited to, any form of intimidation, reprisal, 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.

VII. DISSEMINATION OF POLICY

- A. This policy shall appear in each school's student handbook and in each school's Building and Staff handbooks.
- B. The School District will develop a method of discussing this policy with students and employees.

Legal References: Minn. Stat. § 121A.031 (School Student Bullying Policy)
Minn. Stat. § 121A.0311 (Notice of the Rights and Responsibilities of Students and Parents Under the Safe and Supportive Minnesota Schools Act)
Minn. Stat. § 121A.40 to 121A.56 (Pupil Fair Dismissal Act)
Minn. Stat. § 121A.69 (Hazing Policy)

Cross References: MSBA/MASA Model Policy 403 (Discipline, Suspension and Dismissal of School District Employees)
MSBA/MASA Model Policy 413 (Harassment and Violence)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 514 (Bullying Prohibition Policy)

MSBA/MASA Model Policy 525 (Violence Prevention [Applicable to
Students and Staff])

**527 STUDENT USE AND PARKING OF MOTOR VEHICLES; PATROLS,
INSPECTIONS AND SEARCHES**

I. PURPOSE

The purpose of this policy is to provide guidelines for use and parking of motor vehicles by students in school district locations, to maintain order and discipline in the schools and to protect the health, safety and welfare of students and school personnel.

II. GENERAL STATEMENT OF POLICY

The policy of this school district is to allow the limited use and parking of motor vehicles by students in school district locations. The position of the school district is that a fair and equitable district-wide student motor vehicle policy will contribute to the quality of the student's educational experience, will maintain order and discipline in the schools, and will protect the health, safety and welfare of students and school personnel. This policy applies to all students in the school district.

III. DEFINITIONS

- A. "Contraband" means any unauthorized item possession of which is prohibited by school district policy and/or law. It includes but is not limited to weapons and "look-alikes," alcoholic beverages, controlled substances and "look-alikes," overdue books and other materials belonging to the school district, and stolen property.
- B. "Reasonable suspicion" means that a school official has grounds to believe that the search will result in evidence of a violation of school district policy, rules, and/or law. Reasonable suspicion may be based on a school official's personal observation, a report from a student, parent or staff member, a student's suspicious behavior, a student's age and past history or record of conduct both in and out of the school context, or other reliable sources of information.
- C. "Reasonable scope" means that the scope and/or intrusiveness of the search is reasonably related to the objectives of the search. Factors to consider in determining what is reasonable include the seriousness of the suspected infraction, the reliability of the information, the necessity of acting without delay, the existence of exigent circumstances necessitating an immediate search and further investigation (e.g. to prevent violence, serious and immediate risk of harm or destruction of evidence), and the age of the student.

- D. "School district location" means property that is owned, rented, leased, or borrowed by the school district for school purposes, as well as property immediately adjacent to such property that may be used for parking or gaining access to such property. A school district location also shall include off school property at any school-sponsored or school-approved activity, event, or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

IV. STUDENT USE OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

Students generally are not permitted to use motor vehicles during the school day in any school district location. Students may use motor vehicles on the high school campus[es] during the school day only if there is an emergency and permission has been granted to the student by the Crookston High School Principal to use a motor vehicle. Students are permitted to use motor vehicles in school district locations outside of the school day only on the high school campus[es].

V. STUDENT PARKING OF MOTOR VEHICLES IN SCHOOL DISTRICT LOCATIONS

- A. Students are permitted to park in a school district location as a matter of privilege, not of right. Students driving a motor vehicle to a high school campus may park the motor vehicle in the parking lot designated for student parking only. Students will not park vehicles in driveways, on private property, or in [other designated areas, e.g. parking lots designated for use only by staff or by the general public].
- B. When there are unauthorized vehicles parked on school district property, school officials may:
1. move the vehicle or require the driver or other person in charge of the vehicle to move it off school district property; or
 2. if unattended, provide for the removal of the vehicle, at the expense of the owner or operator, to the nearest convenient garage or other place of safety off school district property.

VI. PATROLS, INSPECTIONS AND SEARCHES

School officials may conduct routine patrols of school district locations and routine inspections of the exteriors of the motor vehicles of students. In addition, the interiors of motor vehicles of students in school district locations may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

- A. Patrols and Inspections.

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

B. Search of Interior of Student Motor Vehicle.

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

C. Prohibition of Contraband and Interference with Patrols, Inspections, Searches and/or Seizures.

A violation of this policy occurs when students store or carry contraband in motor vehicles in a school district location or interfere with patrols, inspections, searches and/or seizures as provided by this policy.

D. Seizure of Contraband.

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

E. Dissemination of Policy.

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

VII. DIRECTIVES AND GUIDELINES

The superintendent is granted authority to develop and present for school board review and approval reasonable directives and guidelines which address specific needs of the school district related to student use and parking of motor vehicles in school district locations, such as a permit system and parking regulations. Approved directives and guidelines shall be attached as an addendum to this policy.

VIII. VIOLATIONS

A student found to have violated this policy and/or the directives and guidelines implementing it shall be subject to withdrawal of parking privileges and/or to discipline in accordance with the school district's Student Discipline Policy, which may include suspension, exclusion, or expulsion. In addition, the student may be referred to legal officials when appropriate.

Legal References: U.S. Const., amend. IV
Minn. Const., art. I, §10
Minn. Stat. § 123B.02, Subds. 1 and 5 (General Powers of Independent School Districts)
New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733, 83 L.Ed.2d 720 (1985)

Cross References: MSBA/MASA Model Policy 417 (Chemical Use/Abuse)
MSBA/MASA Model Policy 418 (Drug-Free Workplace/Drug-Free School)
MSBA/MASA Model Policy 501 (School Weapons)
MSBA/MASA Model Policy 502 (Search of Student Lockers, Desks, Personal Possessions and Student's Person)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 712 (Video Surveillance Other than on Buses)

709 STUDENT TRANSPORTATION SAFETY POLICY

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

I. PURPOSE

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

II. PLAN FOR STUDENT TRANSPORTATION SAFETY TRAINING

A. School Bus Safety Week

The school district may designate a school bus safety week. The National School Bus Safety Week is the third week in October.

B. Student School Bus Safety Training

1. The school district shall provide students enrolled in grades kindergarten (K) through 10 with age-appropriate school bus safety training of the following concepts:
 - a. transportation by school bus is a privilege, not a right;
 - b. school district policies for student conduct and school bus safety;
 - c. appropriate conduct while on the bus;
 - d. the danger zones surrounding a school bus;
 - e. procedures for safely boarding and leaving a school bus;
 - f. procedures for safe vehicle lane crossing; and
 - g. school bus evacuation and other emergency procedures.
2. All students in grades K through 6 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training by the end of the third week of school. All students in grades 7 through 10 who are transported by school bus and are enrolled during the first or second week of school must receive the school bus safety training or receive bus safety instruction materials by the end of the sixth week of school, if they have not previously received school bus training. Students in grades K through 10 who enroll in a school after the second week of school, are transported by school bus, and have not received training in their previous school districts shall undergo school bus safety training or receive bus safety instructional materials within four (4) weeks of their first day of attendance.
3. The school district and a nonpublic school with students transported by school bus at public expense must provide students enrolled in grades K through 3 school bus

safety training twice during the school year.

4. Students taking driver's training instructional classes must receive training in the laws and proper procedures for operating a motor vehicle in the vicinity of a school bus as required by Minnesota Statutes, section 169.446, subdivision 2.
5. The school district and a nonpublic school with students transported by school bus at public expense must conduct a school bus evacuation drill at least once during the school year.
6. The school district will make reasonable accommodations in training for students known to speak English as a second language and students with disabilities.
7. The school district may provide kindergarten students with school bus safety training before the first day of school.
8. The school district shall adopt and make available for public review a curriculum for transportation safety education.
9. Nonpublic school students transported by the school district will receive school bus safety training by their nonpublic school. The nonpublic schools may use the school district's school transportation safety education curriculum. Upon request by the school district superintendent, the nonpublic school must certify to the school district's school transportation safety director that all students enrolled in grades K through 10 have received the appropriate training.

C. Active Transportation Safety Training

1. Training Required

- a. The school district must provide public school pupils enrolled in kindergarten through grade 3 with age-appropriate active transportation safety training. At a minimum, the training must include pedestrian safety, including crossing roads.
- b. The school district must provide pupils enrolled in grades 4 through 8 with age-appropriate active transportation safety training. At a minimum, the training must include:
 - (1) pedestrian safety, including crossing roads safely using the searching left, right, left for vehicles in traffic technique;
 - (2) bicycle safety, including relevant traffic laws, use and proper fit of protective headgear, bicycle parts and safety features, and safe biking techniques; and
 - (3) electric-assisted bicycle safety, including that a person under the age of fifteen (15) is not allowed to operate an electric-assisted bicycle.

2. Instruction

- a. The school district may provide active transportation safety training through distance learning.

- b. The district and a nonpublic school must make reasonable accommodations for the active transportation safety training of pupils known to speak English as a second language and pupils with disabilities.

III. CONDUCT ON SCHOOL BUSES AND CONSEQUENCES FOR MISBEHAVIOR

- A. Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for all students on school buses, including nonpublic and charter school students.
- B. Consequences for school bus/bus stop misconduct will be imposed by the school district under adopted administrative discipline procedures. In addition, all school bus/bus stop misconduct will be reported to the school district's transportation safety director. Serious misconduct may be reported to local law enforcement.

1. School Bus and Bus Stop Rules

The school district school bus safety rules are to be posted on every bus. If these rules are broken, the school district's discipline procedures are to be followed. In most circumstances, consequences are progressive and may include suspension of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school district's Transportation Office/School Office.

2. Rules at the Bus Stop

- a. Get to your bus stop five (5) minutes before your scheduled pick up time. The school bus driver will not wait for late students.
- b. Respect the property of others while waiting at your bus stop.
- c. Keep your arms, legs, and belongings to yourself.
- d. Use appropriate language.
- e. Stay away from the street, road, or highway when waiting for the bus.
- f. Wait until the bus stops before approaching the bus.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you. Wait for the driver to signal to you before crossing the street.
- i. No fighting, harassment, intimidation, or horseplay.
- j. No use of alcohol, tobacco, or drugs.

3. Rules on the Bus

- a. Immediately follow the directions of the driver.
- b. Sit in your seat facing forward.
- c. Talk quietly and use appropriate language.

- d. Keep all parts of your body inside the bus.
- e. Keep your arms, legs, and belongings to yourself.
- f. No fighting, harassment, intimidation, or horseplay.
- g. Do not throw any object.
- h. No eating, drinking, or use of alcohol, tobacco, or drugs.
- i. Do not bring any weapons or dangerous objects on the school bus.
- j. Do not damage the bus.

4. Consequences

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

(1) Elementary (grades K-6)

1st offense	warning
2nd offense	three (3) school-day suspension from riding the bus
3rd offense	five (5) school-day suspension from riding the bus
4th offense	ten (10) school-day suspension from riding the bus/meeting with parent
Further offenses	individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Secondary (grades 7-12)

1st offense	warning
2nd offense	five (5) school-day suspension from riding the bus
3rd offense	ten (10) school-day suspension from riding the bus
4th offense	twenty (20) school-day suspension from riding the bus/meeting with parent
5th offense	suspended from riding the bus for the remainder of the school year

[Note: When any student goes sixty (60) transportation days without a report, the student's consequences may start over at the first offense.]

(3) Other Discipline

Based on the severity of a student's conduct, more serious consequences may be imposed at any time. Depending on the nature of the offense, consequences such as suspension or expulsion from school also may result from school bus/bus stop misconduct.

(4) Records

Records of school bus/bus stop misconduct will be forwarded to the Individual school building and will be retained in the same manner as other student discipline records. Reports of student misbehavior on a school bus or in a bus-loading or unloading area that are reasonably believed to cause an immediate and substantial danger to the student or surrounding persons or property shall be provided by the school district to local law enforcement and the Department of Public Safety in accordance with state and federal law.

(5) Vandalism/Bus Damage

Students damaging school buses will be responsible for the damages. Failure to pay such damages (or make arrangements to pay) within two (2) weeks may result in the loss of bus privileges until damages are paid.

(6) Notice

School bus and bus stop rules and consequences for violations of these rules will be reviewed with students annually and copies of these rules will be made available to students. School bus rules are to be posted on each school bus.

(7) Criminal Conduct

In cases involving criminal conduct (for example, assault, weapons, drug possession, or vandalism), the appropriate school district personnel and local law enforcement officials will be informed.

IV. PARENT AND GUARDIAN INVOLVEMENT

A. Parent and Guardian Notification

The school district school bus and bus stop rules will be provided to each family. Parents and guardians are asked to review the rules with their children.

B. Parents/Guardians Responsibilities for Transportation Safety

Parents/Guardians are responsible to:

1. Become familiar with school district rules, policies, regulations, and the principles of school bus safety, and thoroughly review them with their children;
2. Support safe riding and walking practices, and recognize that students are responsible for their actions;
3. Communicate safety concerns to their school administrators;
4. Monitor bus stops, if possible;
5. Have their children to the bus stop five (5) minutes before the bus arrives;
6. Have their children properly dressed for the weather; and
7. Have a plan in case the bus is late.

V. SCHOOL BUS DRIVER DUTIES AND RESPONSIBILITIES

- A. School bus drivers shall have a valid Class A, B, or C Minnesota driver's license with a school bus endorsement. A person possessing a valid driver's license, without a school bus endorsement, may drive a type III vehicle set forth in Paragraphs VII.B. and VII.C., below. Drivers with a valid Class D driver's license, without a school bus endorsement, may operate a "type A-I" school bus as set forth in Paragraph VII.D., below.
- B. The school district shall conduct mandatory drug and alcohol testing of all school district bus drivers and bus driver applicants in accordance with state and federal law and school district policy.
- C. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of a criminal offense, a serious traffic violation, or of violating any other state or local law relating to motor vehicle traffic control, other than a parking violation, in any type of motor vehicle in a state or jurisdiction other than Minnesota, shall notify the Minnesota Division of Driver and Vehicle Services (Division) of the conviction within thirty (30) days of the conviction. For purposes of this paragraph, a "serious traffic violation" means a conviction of any of the following offenses:
 1. excessive speeding, involving any single offense for any speed of fifteen (15) miles per hour or more above the posted speed limit;
 2. reckless driving;
 3. improper or erratic traffic lane changes;
 4. following the vehicle ahead too closely;
 5. a violation of state or local law, relating to motor vehicle traffic control, arising in connection with a fatal accident;
 6. driving a commercial vehicle without obtaining a commercial driver's license or without having a commercial driver's license in the driver's possession;
 7. driving a commercial vehicle without the proper class of commercial driver's license

and/or endorsements for the specific vehicle group being operated or for the passengers or type of cargo being transported;

8. a violation of a state or local law prohibiting texting while driving a commercial vehicle; and
 9. a violation of a state or local law prohibiting the use of a hand-held mobile telephone while driving a commercial vehicle.
- D. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a commercial driver's license and who is convicted of violating, in any type of motor vehicle, a Minnesota state or local law relating to motor vehicle traffic control, other than a parking violation, shall notify the person's employer of the conviction within thirty (30) days of conviction. The notification shall be in writing and shall contain all the information set forth in Attachment A accompanying this policy.
- E. A school bus driver, with the exception of a driver operating a type A-I school bus or type III vehicle, who has a Minnesota commercial driver's license suspended, revoked, or cancelled by the state of Minnesota or any other state or jurisdiction and who loses the right to operate a commercial vehicle for any period or who is disqualified from operating a commercial motor vehicle for any period shall notify the person's employer of the suspension, revocation, cancellation, lost privilege, or disqualification. Such notification shall be made before the end of the business day following the day the employee received notice of the suspension, revocation, cancellation, lost privilege, or disqualification. The notification shall be in writing and shall contain all the information set forth in Attachment B accompanying this policy.
- F. A person who operates a type III vehicle and who sustains a conviction as described in Subparagraph VII.C.1.g. (i.e., driving while impaired offenses), VII.C.1.h. (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor), or VII.C.1.i. (multiple moving violations) while employed by the entity that owns, leases, or contracts for the school bus, shall report the conviction to the person's employer within ten (10) days of the date of the conviction. The notification shall be in writing and shall contain all the information set forth in Attachment C accompanying this policy.

VI. SCHOOL BUS DRIVER TRAINING

A. Training

1. All new school bus drivers shall be provided with pre-service training, including in-vehicle (actual driving) instruction, before transporting students and shall meet the competency testing specified in the Minnesota Department of Public Safety's *Minnesota Model School Bus Driver Training Program*. All school bus drivers shall receive in-service training annually. For purposes of this section, "annually" means at least once every 380 days from the initial or previous evaluation and at least once every 380 days from the initial or previous license verification. The school district shall retain on file an annual individual school bus driver "evaluation certification" form for each school district driver as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The *Minnesota Model School Bus Driver Training Program* is available online through the Minnesota Department of Public Safety State Patrol web page listed under Resources below.]

2. All bus drivers operating a type III vehicle will be provided with annual training and certification as set forth in Subparagraph VII.C.1.b., below, by either the school district or the entity from whom such services are contracted by the school district.

B. Evaluation

School bus drivers with a Class D license will be evaluated annually and all other bus drivers will be assessed periodically for the following competencies:

1. Safely operate the type of school bus the driver will be driving;
2. Understand student behavior, including issues relating to students with disabilities;
3. Ensure orderly conduct of students on the bus and handling incidents of misconduct appropriately;
4. Know and understand relevant laws, rules of the road, and local school bus safety policies;
5. Handle emergency situations; and
6. Safely load and unload students.

The evaluation must include completion of an individual "school bus driver evaluation form" (road test evaluation) as contained in the *Minnesota Model School Bus Driver Training Program*.

[NOTE: The school district may use alternative assessments rather than those set forth in the *Minnesota Model School Bus Driver Training Program* for bus driver training competencies with the approval of the Commissioner of Public Safety. A driver also may receive at least eight (8) hours of school bus in-service training in any year as an alternative to being assessed for bus driver competencies after the initial year of being assessed for bus driver competencies.]

VII. OPERATING RULES AND PROCEDURES

A. General Operating Rules

1. School buses shall be operated in accordance with state traffic and school bus safety laws and the procedures contained in the *Minnesota Model School Bus Driver Training Program*.
2. Only students assigned to the school bus by the school district shall be transported. The number of students or other authorized passengers transported in a school bus shall not be more than the legal capacity for the bus. No person shall be allowed to stand when the bus is in motion.
3. The parent/guardian may designate, pursuant to school district policy, a day care facility, respite care facility, the residence of a relative, or the residence of a person chosen by the parent or guardian as the address of the student for transportation purposes. The address must be in the attendance area of the assigned school and meet all other eligibility requirements.

4. Bus drivers must minimize, to the extent practical, the idling of school bus engines and exposure of children to diesel exhaust fumes.
5. To the extent practical, the school district will designate school bus loading/unloading zones at a sufficient distance from school air-intake systems to avoid diesel fumes from being drawn into the systems.

[NOTE: A school district is not required to comply with Subparagraph VII.A.5. if the school board determines that alternative locations block traffic, impair student safety, or are not cost effective.]

6. A bus driver may not operate a school bus while communicating over, or otherwise operating, a cellular phone for personal reasons, whether hand-held or hands free, when the vehicle is in motion or a part of traffic. For purposes of this paragraph, "school bus" has the meaning given in Minnesota Statutes, section 169.011, subdivision 71. In addition, "school bus" also includes type III vehicles when driven by employees or agents of the school district. "Cellular phone" means a cellular, analog, wireless, or digital telephone capable of sending or receiving telephone or text messages without an access line for service.

B. Type III Vehicles

1. Type III vehicles are restricted to passenger cars, station wagons, vans, and buses having a maximum manufacturer's rated seating capacity of ten (10) or fewer people including the driver and a gross vehicle weight rating of 10,000 pounds or less. A van or bus converted to a seating capacity of ten (10) or fewer and placed in service on or after August 1, 1999, must have been originally manufactured to comply with the passenger safety standards.
2. Type III vehicles must be painted a color other than national school bus yellow.
3. Type III vehicles shall be state inspected in accordance with legal requirements.
4. Vehicles model year 2007 or older must not be used as type III vehicles to transport school children, except those vehicles that are manufactured to meet the structural requirements of federal motor vehicle safety standard 222, 49 Code of Federal Regulations, Part 571.
5. If a type III vehicle is school district owned, the school district name will be clearly marked on the side of the vehicle. The type III vehicle must not have the words "school bus" in any location on the exterior of the vehicle or in any interior location visible to a motorist.
6. A "type III vehicle" must not be outwardly equipped and identified as a type A, B, C, or D bus.
7. Eight-lamp warning systems and stop arms must not be installed or used on type III vehicles.
8. Type III vehicles must be equipped with mirrors as required by law.
9. Any type III vehicle may not stop traffic and may not load or unload before making a complete stop and disengaging gears by shifting into neutral or park. Any type III vehicle used to transport students must not load or unload so that a student has to cross the road, except where not possible or impractical, then the driver or

assistant must escort a student across the road. If the driver escorts the student across the road, then the motor must be stopped, the ignition key removed, the brakes set, and the vehicle otherwise rendered immobile.

10. Any type III vehicle used to transport students must carry emergency equipment including:

- a. Fire extinguisher

A minimum of one (1) 10BC rated dry chemical type fire extinguisher is required. The extinguisher must be mounted in a bracket and must be located in the driver's compartment and be readily accessible to the driver and passengers. A pressure indicator is required and must be easily read without removing the extinguisher from its mounted position.

- b. First aid kit and body fluids cleanup kit

A minimum of a 10-unit first aid kit and a body fluids cleanup kit is required. They must be contained in removable, moisture- and dust-proof containers mounted in an accessible place within the driver's compartment and must be marked to indicate their identity and location.

- c. Passenger cars and station wagons may carry a fire extinguisher, a first aid kit, and warning triangles in the trunk or trunk area of the vehicle if a label in the driver and front passenger area clearly indicates the location of these items.

11. Students will not be regularly transported in private vehicles that are not state inspected as type III vehicles. Only emergency, unscheduled transportation may be conducted in vehicles with a seating capacity of ten (10) or fewer without meeting the requirements for a type III vehicle. Also, parents may use a private vehicle to transport their own children under a contract with the district. The school district has no system of inspection for private vehicles.

12. All drivers of type III vehicles will be licensed drivers and will be familiar with the use of required emergency equipment. The school district will not knowingly allow a person to operate a type III vehicle if the person has been convicted of an offense that disqualifies the person from operating a school bus.

13. Type III vehicles will be equipped with child passenger restraints, and child passenger restraints will be utilized to the extent required by law.

C. Type III Vehicle Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class A, B, C, or D driver's license, without a school bus endorsement, may operate a type III vehicle, described above, under the following conditions:

- a. The operator is an employee of the entity that owns, leases, or contracts for the school bus, which may include the school district.

- b. The operator's employer, which may include the school district, has adopted and implemented a policy that provides for annual training and certification of the operator in:

- (1) safe operation of a type III vehicle;
 - (2) understanding student behavior, including issues relating to students with disabilities;
 - (3) encouraging orderly conduct of students on the bus and handling incidents of misconduct appropriately;
 - (4) knowing and understanding relevant laws, rules of the road, and local school bus safety policies;
 - (5) handling emergency situations;
 - (6) proper use of seat belts and child safety restraints;
 - (7) performance of pre-trip vehicle inspections;
 - (8) safe loading and unloading of students, including, but not limited to:
 - (a) utilizing a safe location for loading and unloading students at the curb, on the nontraffic side of the roadway, or at off-street loading areas, driveways, yards, and other areas to enable the student to avoid hazardous conditions;
 - (b) refraining from loading and unloading students in a vehicular traffic lane, on the shoulder, in a designated turn lane, or a lane adjacent to a designated turn lane;
 - (c) avoiding a loading or unloading location that would require a student to cross a road, or ensuring that the driver or an aide personally escort the student across the road if it is not reasonably feasible to avoid such a location;
 - (d) placing the type III vehicle in "park" during loading and unloading;
 - (e) escorting a student across the road under clause (c) only after the motor is stopped, the ignition key is removed, the brakes are set, and the vehicle is otherwise rendered immobile; and
 - (9) compliance with ~~Paragraph~~ V.F. concerning reporting convictions to the employer within ten (10) days of the date of conviction.
- c. A background check or background investigation of the operator has been conducted that meets the requirements under Minnesota Statutes, section 122A.18, subdivision 8, or Minnesota Statutes, section 123B.03 for school district employees; Minnesota Statutes, section 144.057 or Minnesota Statutes, chapter 245C for day care employees; or Minnesota Statutes, section 171.321, subdivision 3, for all other persons operating a type III vehicle under this section.
- d. Operators shall submit to a physical examination as required by Minnesota

Statutes, section 171.321, subdivision 2.

- e. The operator's employer requires preemployment drug testing of applicants for operator positions. Current operators must comply with the employer's policy under Minnesota Statutes, section 181.951, subdivisions 2, 4, and 5. Notwithstanding any law to the contrary, the operator's employer may use a breathalyzer or similar device to fulfill random alcohol testing requirements.
 - f. The operator's driver's license is verified annually by the entity that owns, leases, or contracts for the type III vehicle as required by Minnesota Statutes, section 171.321, subdivision 5.
 - g. A person who sustains a conviction, as defined under Minnesota Statutes, 609.02, of violating Minnesota Statutes, section 169A.25, 169A.26, 169A.27 (driving while impaired offenses), or 169A.31 (alcohol-related school bus driver offenses), or whose driver's license is revoked under Minnesota Statutes, sections 169A.50 to 169A.53 of the implied consent law, or who is convicted of violating or whose driver's license is revoked under a similar statute or ordinance of another state, is precluded from operating a type III vehicle for five (5) years from the date of conviction.
 - h. A person who has ever been convicted of a disqualifying offense as defined in Minnesota Statutes, section 171.3215, subdivision 3(c), (i.e., felony, controlled substance, criminal sexual conduct offenses, or offenses for surreptitious observation, indecent exposure, use of minor in a sexual performance, or possession of child pornography or display of pornography to a minor) may not operate a type III vehicle.
 - i. A person who sustains a conviction, as defined under Minnesota Statutes, section 609.02, of a moving offense in violation of Minnesota Statutes, chapter 169 within three (3) years of the first of three (3) other moving offenses is precluded from operating a type III vehicle for one (1) year from the date of the last conviction.
 - j. Students riding the type III vehicle must have training required under Minnesota Statutes, section 123B.90, subdivision 2 (See Paragraph II.B., above).
 - k. Documentation of meeting the requirements listed in this section must be maintained under separate file at the business location for each type III vehicle operator. The school district or any other entity that owns, leases, or contracts for the type III vehicle operating under this section is responsible for maintaining these files for inspection.
- 2. The Type III vehicle must bear a current certificate of inspection issued under Minnesota Statutes, section 169.451.
 - 3. An employee of the school district who is not employed for the sole purpose of operating a type III vehicle may, in the discretion of the school district, be exempt from Subparagraphs VII.C.1.d. (physical examination) and VII.C.1.e. (drug testing), above.
- D. Type A-I "Activity" Buses Driven by Employees with a Driver's License Without a School Bus Endorsement

1. The holder of a Class D driver's license, without a school bus endorsement, may operate a type A-I school bus or a Multifunction School Activity Bus (MFSAB) under the following conditions:
 - a. The operator is an employee of the school district or an independent contractor with whom the school district contracts for the school bus and is not solely hired to provide transportation services under this paragraph.
 - b. The operator drives the school bus only from points of origin to points of destination, not including home-to-school trips to pick up or drop off students.
 - c. The operator is prohibited from using the 8-light system if the vehicle is so equipped.
 - d. The operator has submitted to a background check and physical examination as required by Minnesota Statutes, section 171.321, subdivision 2.
 - e. The operator has a valid driver's license and has not sustained a conviction of a disqualifying offense as set forth in Minnesota Statutes, section 171.02, subdivisions 2a(h) - 2a(j).
 - f. The operator has been trained in the proper use of child safety restraints as set forth in the National Highway Traffic Safety Administration's *Guideline for the Safe Transportation of Pre-school Age Children in School Buses*, if child safety restraints are used by passengers, in addition to the training required in Article VI., above.
 - g. The bus has a gross vehicle weight rating of 14,500 pounds or less and is designed to transport fifteen (15) or fewer passengers, including the driver.
2. The school district shall maintain annual certification of the requirements listed in this section for each Class D license operator.
3. A school bus operated under this section must bear a current certificate of inspection.
4. The word "School" on the front and rear of the bus must be covered by a sign that reads "Activities" when the bus is being operated under authority of this section.

VIII. SCHOOL DISTRICT EMERGENCY PROCEDURES

- A. If possible, school bus drivers or their supervisors shall call "911" or the local emergency phone number in the event of a serious emergency.
- B. School bus drivers shall meet the emergency training requirements contained in Unit III "Crash & Emergency Preparedness" of the *Minnesota Model School Bus Driver Training Program*. This includes procedures in the event of a crash (accident).
- C. School bus drivers and bus assistants for special education students requiring special transportation service because of a disability shall be trained in basic first aid procedures, shall within one (1) month after the effective date of assignment participate in a program

of in-service training on the proper methods for dealing with the specific needs and problems of students with disabilities, assist students with disabilities on and off the bus when necessary for their safe ingress and egress from the bus; and ensure that protective safety devices are in use and fastened properly.

- D. Emergency health information shall be maintained on the school bus for students requiring special transportation service because of a disability. The information shall state:
 - 1. the student's name and address;
 - 2. the nature of the student's disabilities;
 - 3. emergency health care information; and
 - 4. the names and telephone numbers of the student's physician, parents, guardians, or custodians, and some person other than the student's parents or custodians who can be contacted in case of an emergency.

IX. SCHOOL DISTRICT VEHICLE MAINTENANCE STANDARDS

- A. All school vehicles shall be maintained in safe operating conditions through a systematic preventive maintenance and inspection program adopted or approved by the school district.
- B. All school vehicles shall be state inspected in accordance with legal requirements.
- C. A copy of the current daily pre-trip inspection report must be carried in the bus. Daily pre-trip inspections shall be maintained on file in accordance with the school district's record retention schedule. Prompt reports of defects to be immediately corrected will be submitted.
- D. Daily post-trip inspections shall be performed to check for any children or lost items remaining on the bus and for vandalism.

X. SCHOOL TRANSPORTATION SAFETY DIRECTOR

The school board has designated an individual to serve as the school district's school transportation safety director. The school transportation safety director shall have day-to-day responsibility for student transportation safety, including transportation of nonpublic school children when provided by the school district. The school transportation safety director will assure that this policy is periodically reviewed to ensure that it conforms to law. The school transportation safety director shall certify annually to the school board that each school bus driver meets the school bus driver training competencies required Minnesota Statutes, section 171.321, subdivision 4. The transportation safety director also shall annually verify or ensure that the private contractor utilized by the school has verified the validity of the driver's license of each employee who regularly transports students for the school district in a type A, B, C, or D school bus, type III vehicle, or MFSAB with the National Driver Register or the Department of Public Safety. Upon request of the school district superintendent or the superintendent of the school district where nonpublic students are transported, the school transportation safety director also shall certify to the superintendent that students have received school bus safety training in accordance with state law. The name, address and telephone number of the school transportation safety director are on file in the school district office. Any questions regarding student transportation or this policy may be addressed to the school transportation safety director.

XI. STUDENT TRANSPORTATION SAFETY COMMITTEE

The school board may establish a student transportation safety committee. The chair of the student transportation safety committee is the school district's school transportation safety director. The school board shall appoint the other members of the student transportation safety committee. Membership **may** include parents, school bus drivers, **representatives** of school bus companies, local law enforcement officials, other school district staff, and **representatives** from other units of local government.

Legal References: Minn. Stat. § 122A.18, Subd. 8 (Board to Issue Licenses)
Minn. Stat. § 123B.03 (Background Check)
Minn. Stat. § 123B.42 (Textbooks; Individual Instruction or Cooperative Learning Material; Standard Tests)
Minn. Stat. § 123B.88 (Independent School Districts; Transportation)
Minn. Stat. § 123B.885 (Diesel School Buses; Operation of Engine; Parking)
Minn. Stat. § 123B.90 (School Bus Safety Training)
Minn. Stat. § 123B.91 (School District Bus Safety Responsibilities)
Minn. Stat. § 123B.935 (Active Transportation Safety Training)
Minn. Stat. § 144.057 (Background Studies on Licensees and Other Personnel)
Minn. Stat. Ch. 169 (Traffic Regulations)
Minn. Stat. § 169.011, Subds. 15, 16, and 71 (Definitions)
Minn. Stat. § 169.02 (Scope)
Minn. Stat. § 169.443 (Safety of School Children; Bus Driver's Duties)
Minn. Stat. § 169.446, Subd. 2 (Safety of School Children; Training and Education Rules)
Minn. Stat. § 169.451 (Inspecting School and Head Start Buses; Rules; Misdemeanor)
Minn. Stat. § 169.454 (Type III Vehicle Standards)
Minn. Stat. § 169.4582 (Reportable Offense on School Buses)
Minn. Stat. §§ 169A.25-169A.27 (Driving While Impaired)
Minn. Stat. § 169A.31 (Alcohol-Related School Bus or Head Start Bus Driving)
Minn. Stat. §§ 169A.50-169A.53 (Implied Consent Law)
Minn. Stat. § 171.02, Subds. 2, 2a, and 2b (Licenses; Types, Endorsements, Restrictions)
Minn. Stat. § 171.168 (Notice of Violation by Commercial Driver)
Minn. Stat. § 171.169 (Notice of Commercial License Suspension)
Minn. Stat. § 171.321 (Qualifications of School Bus and Type III Vehicle Drivers)
Minn. Stat. § 171.3215, Subd. 1(c) (Canceling Bus Endorsement for Certain Offenses)
Minn. Stat. § 181.951 (Authorized Drug and Alcohol Testing)
Minn. Stat. Ch. 245C (Human Services Background Studies)
Minn. Stat. § 609.02 (Definitions)
Minn. Rules Parts 7470.1000-7470.1700 (School Bus Inspection)
49 C.F.R. Part 383 (Commercial Driver's License Standards; Requirements and Penalties)
49 C.F.R. § 383.31 (Notification of Convictions for Driver Violations)
49 C.F.R. § 383.33 (Notification of Driver's License Suspensions)
49 C.F.R. § 383.5 (Transportation Definitions)
49 C.F.R. § 383.51 (Disqualification of Drivers)
49 C.F.R. Part 571 (Federal Motor Vehicle Safety Standards)

Cross References: MSBA/MASA Model Policy 416 (Drug, Alcohol, and Cannabis Testing)
MSBA/MASA Model Policy 506 (Student Discipline)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA/MASA Model Policy 707 (Transportation of Public Students)
MSBA/MASA Model Policy 708 (Transportation of Nonpublic Students)

MSBA/MASA Model Policy 710 (Extracurricular Transportation)

Resources:

Minnesota Department of Public Safety: [School Bus Resources](#) (accessed 10/12/25)

National Highway Traffic Safety Administration: [Guideline for the Safe Transportation of Pre-school Age Children in School Buses](#) (Feb. 1999) (accessed 10/12/25)
