



Student Rights and Responsibilities

2016-17 School Year

We are committed to igniting a passion for lifelong learning.

South Washington County Schools

www.sowashco.org



South Washington County Schools

Keith Jacobus, Ph.D., Superintendent

District Service Center

7362 E. Point Douglas Rd. S.

Cottage Grove, MN 55016

Phone: 651-425-6300 Fax: 651-425-6318

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Dear District 833 Parents and Guardians:

To achieve our mission and objectives for the highest level of student success, the district has established and will enforce reasonable rights and responsibilities related to student expectations. Students must conduct themselves in a manner that maintains a climate in which learning can take place. This handbook is intended to address questions and expectations for students in District 833.

Please read and review this handbook with your children as the school year begins. We would like to highlight Policy 514 – Bullying Prohibition, as this policy provides guidelines for reporting and investigating alleged bullying situations. If you or your children know of any bullying situation, please report it to the building administrator or another adult in the school.

The School Board, administration, teaching and support staff are committed to providing the highest quality education for all students in District 833 schools. We look forward to a great year of working together.

Dr. Keith Jacobus
Superintendent

Michael Johnson
Assistant Superintendent

Julie Nielsen
Assistant Superintendent

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Student Rights and Responsibilities

The School Board of Independent School District 833 recognizes that individual responsibility and mutual respect are essential components of the educational process. The School Board further recognizes that the nurturing of the maturation process for each and every student is of primary importance and is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on authority to the adult's independent self-discipline.

Students must conduct themselves in an appropriate manner that maintains a climate in which learning can take place. Overall civility affects student attitudes and behavior. Proper student conduct is necessary to enhance the education process and create an atmosphere supportive of student achievement.

Although this policy emphasizes the development of self-discipline, it is recognized that there are instances when it is necessary to administer external discipline. Measures to be employed, and the manner in which they are administered, shall be consistent with the objectives of creating a positive learning situation and fostering self-discipline.

In view of our district's goals and consistent with Minnesota Statute 127.41, the School Board, with the participation of school district administrators, teachers, employees, pupils, parents and community members, has developed the school discipline regulations and procedures which govern student conduct and apply to all students of Independent School District 833. These regulations and procedures will be reviewed annually and published in all student handbooks. Full policies are available on our district website: www.sowashco.org. As changes take place, updates will be added to the handbook posted on the district's website and through the School Board policy webpage by individual policy.

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Student Rights

All students of Independent School District 833 have the right to an education and the right to learn. Students are entitled to mutual respect from school personnel.

A student may appeal a decision of a teacher to the principal, and the principal's decision to the superintendent/designee. If still not satisfied, the student may then appeal the superintendent's decision to the School Board.

Attendance (Policy 503)

Absence: The failure of a pupil to be present at school for a particular class period, an entire day, or a defined period of time.

Day of Attendance: A day of attendance is one in which a pupil is present for the full day under the guidance and direction of a teacher while school is in session.

Attendance: The presence of a pupil in school during a given length of time on days when school is in session.

Tardy: Reporting late to school or class.

Excused Absence: An acceptable absence from school or class for any of the following reasons, which are recognized by the school as legitimate:

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

Unexcused Absence: An unexcused absence is an absence for reasons that are not recognized by the

school authorities as legitimate. Examples of unacceptable reasons for absence and tardiness:

- "Truancy/Educational Neglect" is defined as an absence by a student which was not approved by the parent and/or the school district;
- Any absence in which the student failed to comply with any reporting requirements of the school district's attendance procedures;
- Work at home;
- Work at a business, except under a school-sponsored work release program;
- Unarranged vacations with family; or
- Any other absence not included under the attendance procedures set out in this policy.

Make-Up Time: Students who are absent for the following reasons shall be given two days to make up missed work for each day's absence:

- Parent/doctor verified illness; or
- Family emergencies.

Students who are absent for the following reasons shall be expected to complete, upon return from an absence, all pre-announced tests or specific course projects within a reasonable period of time:

- Scheduled appointments approved by parent;
- Religious holidays;
- Medical/dental appointments;
- School-directed activities;
- Prearranged family vacations; or
- Suspension.

Prearranged Absences: Although we expect regular attendance throughout the year, we acknowledge that situations do occur. We appreciate advanced notice prior to a student absence.

Sign-In/Sign-Out Form: All students who enter the building after school is in session or leave the premises before school is out must have his/her name, destination and time of entry or departure recorded on this form in the principal's office.

Attendance (Policy 503), Cont.

Student: All individuals who are under the care and direction of a parent/guardian and are registered students in this school district shall be covered under these procedures regardless of the individual's age.

Procedures for Implementing School Attendance Policy

The student, parent and school responsibilities with respect to absences and tardies are identified as follows:

- All course work missed by the student during an excused or unexcused absence must be completed and turned in to his/her teacher(s).
- Except for prearranged vacations or appointments, a student's parent/guardian must contact the school on the morning of each day of absence. If the parent has not called, then it will be the responsibility of the school to confirm that absence with the parent by contacting them at home or work.
- Following all absences the parent/guardian must notify the school; verifying the reason for the absence.
- If the phone call or note from the parent/guardian does not meet the district's definition of an excused absence, then the student's record will reflect an "unexcused absence." The parent will be notified to that effect and the school will follow up on the consequence for an unexcused absence.
- If the parent does not verify the absence with a phone call or note, the student's record will reflect an "unexcused absence," and the parent/guardian will be notified to that effect.
- School sponsored or sanctioned activities (i.e. field trips) are exempt from and will not be counted as an absence from school.

School Absences: The student's parent or legal guardian may be asked to verify the reason for the student's absence from school.

- A student who must leave school for a portion of the school day must turn in a note from his/her parent/guardian to the attendance office stating the reason for departure.

A student may also leave the school's premises with approval from the principal's or nurse's office.

- All students who leave the building before school is out or who enter school after it is in session must sign in or out on the sign-in/sign-out form in the principal's office.
- When a teacher or staff member detains a student, a pass to the next class will be issued. Individual tardies to classes during the school day will be addressed by the classroom teacher until the student has accumulated a set of three recorded tardies, in which case the teacher will refer the student to a school administrator.
- Secondary students who are tardy 15 minutes or less from their first hour class are to report directly to their first hour class. Immediately upon entering the building, students who are tardy more than 15 minutes must report directly to the principal's office for a tardy pass.
- If the parent/guardian has not contacted the school or sent a note with the student, or if the reason for the tardiness does not fit the definition for an unexcused absence, then the tardy shall be considered "unexcused."

This is a summary of School District 833's Student Series Policy 503 (Student Attendance). The complete policy is available on the district website.

Chemical Possession, Use or Distribution (Policy 507.1)

The school district strives to provide a chemical-free environment through consistent, clear rules and consequences, and individualized help and support. No student shall use, possess, sell, distribute, or be under the influence of alcohol or chemicals at any school district location. In addition, the inappropriate use of prescription drugs or other mood-altering substances and the possession of chemical-related paraphernalia is prohibited.

In view of the above, all property in the South Washington County Schools shall be tobacco-free. This shall include all school buildings and grounds (parking lots, athletic fields, etc.), properties, facilities and vehicles.

Tobacco Free Schools: (Policy 419)

The South Washington County School Board recognizes its responsibility for ensuring compliance with all laws on tobacco use, including the Minnesota Clean Air Act, realizes that tobacco use has been found to be injurious to the health of users and non-users, believes that a commitment to programs that improve and support healthy lifestyles is essential to good employee and student morale and productivity, and believes that adults should be positive role models for students.

In view of the above, all property in the South Washington County Schools shall be tobacco-free. This shall include all school buildings and grounds (parking lots, athletic fields, etc.), properties, facilities and vehicles.

Disciplinary Action Options (Policy 506)

Detention: Teachers have the authority to detain students before school or after school for disciplinary reasons. When a pupil is detained at school beyond the normal dismissal time, the teachers shall give appropriate consideration to weather and other extenuating circumstances. In determining the length of time a pupil may be detained under the control of the teacher, the age and grade level of the pupil shall be considered. The student will be given 24 hours notice as to the time and date of detention. Parents or guardians of these students will be notified as soon as practical. Transportation will be the responsibility of the parent for before school or after school detention students. Failure to serve the assigned detention will result in additional disciplinary action as appropriate including, but not limited to, principal's detention, parent conference, or in-school suspension.

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

1. Willful conduct that substantially disrupts the rights of others to an education;
2. Willful conduct that endangers surrounding persons, including school district employees, the student to other students, or the property of the school;
3. Willful violation of any school rules, regulations, policies or procedures, including the Code of Student Conduct in this policy; or

4. Other conduct, which in the discretion of the teacher or administration requires removal of the student from class.

Such removal shall be for at least one clock hour in elementary schools, and one class period in secondary schools and shall not exceed five such periods.

First Removal: In either elementary or secondary schools, if the student is being sent for removal, the teacher shall complete his/her portion of the anecdotal report form describing the student's behavior. This shall be given to the administrator in charge as soon as possible on the day of the incident. The student shall remain in the custody of the building administrator or his/her designee for the duration of the time prescribed. The administrator may, at their discretion, assign the student to supervision in another area especially designated for this purpose. An in-school suspension program suitable to the needs of each building may be provided for this supervision. Re-admittance to class shall be conditional upon the student's written and signed statement that the offense will not be repeated. This statement shall be signed by the administrator, or his/her designee, and shall serve as the student's re-admittance pass. The principal, assistant principal or dean shall notify the student's parents or guardian as soon as possible, and a copy of the student's signed statement will be mailed to them. The parents may request a conference at this time.

Second Removal: On the second removal from class, in addition to the above procedure, a conference to include the principal or his/her designee, the parents or guardians, the student, and the teacher shall be suggested by the administrator. At this time, a plan of action will be established, including a review of any existing Special Education services.

Third Removal: On the third such removal from class, the administrator will suspend the student for up to five days in accordance with the building's in-school suspension or home suspension program; in exceptional cases, the administrator explains to the teacher why such suspension should not occur. Following such suspension a conference to include the principal or his/her designee, the parents or

guardians, the student and the teacher shall be held as a condition of re-admittance to class.

In-School Suspension: Students may be assigned to an in-school suspension (I.S.S.) center in place of out-of-school suspension for disciplinary reasons including violation of School Board Rules for Student Conduct. The number of days and the length of time will be determined by the administrator handling the case. Assignments will be obtained from the teachers to enable the student to keep up with his/her class work.

Suspension: An action by the school administration, under rules promulgated by the school board, prohibiting a pupil from attending school (Out-of-School Suspension) for a period of no more than ten school days, in accordance with the Pupil Fair Dismissal Act.

Expulsion: An action taken by the School Board to prohibit an enrolled student from further attendance for up to twelve months from the date the student is expelled.

Exclusion: An action by the School Board to prevent enrollment or re-enrollment of a student for a period that shall extend beyond the school year.

Reasonable Restraint: Pursuant to Minn. Stat. 609.06, reasonable force may be used upon or toward a student by a teacher or other proper school district employee to restrain or correct the student as necessary for protection of the student, other persons or property. The use of physical force to restrain a student shall be "reasonable" considering the age, size, sex, and general physical strength of the student.

Prohibition of Corporal Punishment: Corporal punishment involves a deliberate act to inflict physical pain or injury to the body of a student in an attempt to modify behavior of the student. Neither a principal nor a teacher may utilize corporal punishment to modify student behavior, nor may they authorize pupils to inflict corporal punishment, even under the guise of a game.

This is a summary of School District 833's Student Series Policy 506 (Student Discipline). The complete policy is available on the district website.

Distribution of Unofficial Written Material (Policy 505 and 512)

Students of South Washington County Schools have the right, protected by the First Amendment to the United States Constitution, to exercise freedom of speech. This includes the right to distribute, at reasonable times and places, unofficial written material, petitions, buttons, badges, or other insignia, except expression which:

- Is obscene to minors;
- Is libelous or slanderous;
- Is pervasively indecent or vulgar (secondary schools)/contains any indecent or vulgar language (elementary schools);
- Advertises or promotes any product or service not permitted to minors by law;
- Constitutes insulting or threatening 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, religion, ethnicity, gender or sexual orientation); or
- 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.

This is a summary of the District's Student Series Policy 505 (Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees). For more information about Student Publications and Materials see Policy 512.

Equal Educational Opportunity (Policy 102)

General Statement of Policy

1. It is the school district's policy to provide equal educational opportunity for all students. The school district does not unlawfully discriminate on the basis of race, color, creed, religion, national origin, sex, marital status,

parental status, status with regard to public assistance, disability, sexual orientation or age. The school district also makes reasonable accommodations for disabled students.

2. The school district prohibits the harassment of any individual for any of the categories listed above. For information about the types of conduct that constitute violation of the school district's policy on harassment and violence and the school district's procedures for addressing such complaints, refer to the school district's policy on harassment and violence.
3. This policy applies to all areas of education including academics, coursework, co-curricular and extracurricular activities, or other rights or privileges of enrollment.
4. Any student, parent or guardian having any questions regarding this policy should discuss it with the appropriate school district official as provided by the policy. In the absence of a specific designee, an inquiry or a complaint should be referred to the superintendent/designee.

It is the responsibility of every school district employee to comply with this policy conscientiously.

Section 504/Rehabilitation Act (Policy 615) : Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with a handicap in any program receiving federal assistance. The Act defines a person with a handicap as anyone who:

1. Has a mental or physical impairment which substantially limits one or more major life activities; "Substantial limitation" of a major life activity means an important and material limitation and it is determined by the impairment's nature and severity; how long it will last or is expected to last; and its permanent or long-term impact or expected impact;
2. Has a record of impairment; or
3. Is regarded as having such an impairment.

The district will identify, evaluate and provide a free and appropriate public education to learners who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973. The referral and

Equal Educational Opportunity (Policy 102), Cont.

identification procedures are outline on the IDEA/504 Flow Chart, which can be obtained from the Human Resources Department.

If the parent or guardian disagrees with the determination of the district's professional staff, he/she has a right to pursue the district's complaint procedures or file a complaint with the Office of Civil Rights. Due process procedures for 504 follow the same due process as outlined in IDEA. The School Board will appoint a district 504 coordinator.

The School Board directs administration to develop, implement and communicate the district's 504 policy and complaint procedures with staff and parents.

Special Education Services (Policy 608)

In accordance with state and federal mandates, District 833 seeks out, assesses and appropriately services students with disabilities. District 833 provides a full range of programs and services to meet the specialized needs of learners. Learners who meet eligibility requirements may be served in one or more program options including non-categorical early childhood special education, deaf/hard of hearing, developmental cognitive disabilities, emotional/behavioral disorders, autism spectrum disorders, specific learning disabilities, visual impairments, physical impairments, multiple handicapping conditions and health disabilities, speech and language, related services and psychological services. These special education services are for eligible children and youth from birth to age 21.

Each school has a Student Support Team (SST) to offer pre-referral intervention strategies and assist in modifying curriculum or making other accommodations. The team also processes referrals, conducts evaluations and plans services to meet the individual needs of students with parental permission and input.

District 833 has a strong history of inclusion and mainstreams children with disabilities in all disability areas. Placement decisions are made by Individual

Education Plan (IEP) teams, with most students receiving services in home schools and in-district programs. A few students receive more intensive services, either out-of-district or through other agency collaborative programs. A full range of options is available to meet the needs of learners.

If you suspect your child has a disability, please contact your principal or school psychologist. You may request a copy of the *Notice of Procedural Safeguards* from your principal or download it from the Minnesota Department of Education, Special Education website.

This is a summary of District 833 Student Series Policy 521 (Student Disability Nondiscrimination). All policies are available on the district website.

Fair Investigation, Search and Seizure (Policy 502)

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student, student lockers or student automobiles under the circumstances outlined in the following Guidelines and Procedures and may seize any illegal, unauthorized or contraband materials discovered in the search.

Students may be searched when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or rules of the school and when the measures adopted are reasonably related to the objectives of the search and not excessively intrusive, in light of the age and sex of the student and the nature of the infraction.

School officials do not have an unrestricted license to search students. Measures that are adopted must be related to the particular search and must not be individualized to a particular student in relationship to the object of the search. Furthermore, it is understood that the Fourth Amendment does prohibit unreasonable searches by school officials, that school officials are state agents for the purposes of the

Fair Investigation, Search and Seizure (Policy 502), Cont.

Fourth Amendment and that school officials do not need to have a warrant when the test of reasonable suspicion or reasonable grounds is given in the governance of the search by school officials.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action, possibly including suspension/expulsion, as per Student Series Policy 506 (Student Discipline).

- 1. Personal Search:** A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched whenever a school official has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a search of a student's person is conducted, it will be conducted in private by a school official of the same sex and with an adult witness present, when feasible. The search will be reasonable in its scope and intrusiveness.
- 2. Locker Searches:** Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.
- 3. Desks:** School desks are the property of the school district. At no time does the school relinquish its exclusive control of desks provided for the convenience of students. Inspection of the interior of desks may be conducted by school officials for any reason, at any time, without notice, without student consent and without a search warrant.
- 4. Automobile Searches:** Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of

student automobiles on school property. The interiors of student vehicles, including the glove and trunk compartments, may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. The search will be reasonable in its scope and intrusiveness. Such patrols and inspections may be conducted without notice, without student 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 or its compartments under the student's control upon the request of a school official.

- 5. Seizure of Illegal Materials:** If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.
- 6. Student Consent:** If the district does not have a reasonable suspicion or probable cause to search a student or his/her property, the district may search with the student's free and voluntary consent. However, consent obtained through threat of contacting the police authorities is not considered to be freely and voluntarily given.
- 7. Notice:** Students will be provided notice of the Policy and Procedures concerning search and seizure by having them placed in the student handbook or distributed by supplemental publication. This is a summary of School District 833 Student Series Policy 502 (Search of Student Lockers, Desks, Personal Possessions, and Student's Person) and Student Series Policy 527 (Student Use and Parking of Motor Vehicles; Patrols, Inspection, and Searches). A copy of the Policy and Procedures will also be posted in the principal's office or another prominent place in each secondary school. Additionally, all policies and procedures are available on the district web site. If a metal detector is to be used, the additional notices required for its use will be given.

Visitors to School District Buildings and Sites (Policy 903)

The district encourages interest on the part of parents and community members in school programs and student activities. The School Board welcomes visits to school buildings and school property by parents, community members and other educational agencies provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school district. The School Board reaffirms its position on the importance of maintaining a school environment that is safe for students and employees and free of activity that may be disruptive to the student learning process or employee working environment.

Security procedures required by the district must also be followed; therefore, all persons entering a school building, other than for attendance at a school scheduled activity open to the general public, must report directly to the main office (or greeter station) to obtain a visitor's pass.

When visiting a school district building for any reason, individuals are expected to conduct themselves in a manner that is fully consistent with the mission, policies and rules of the district, school and classroom, and that is not disruptive to the learning environment or to individuals. The building principal, teacher or employee has the authority to demand that visitors vacate the school property if they are acting in a disruptive or belligerent manner. Visitors who have demonstrated inappropriate behavior on previous occasions may be denied visiting privileges.

The building administration or their designee may end a visit at any time if classroom activities or instruction are being disrupted. The principal or other designee may involve law enforcement authorities or district authorities if the visitor does not accede to the demand to leave the property.

The principal (or designee) may modify these procedures for the parent or guardian of a student on an IEP or 504 Plan to better meet the educational needs of the student.

Visitors and volunteers must respect and observe the privacy rights of students as provided under state and federal law. (See Board Policy 515)

Contacting Child(ren) in an Emergency: The district recognizes that, on occasion, emergencies arise that require the parents' immediate contact with their child(ren). If the parent needs to talk with their child while in school, in person or by telephone, the following procedure will be followed:

- The parent must go directly to the school office and request that the child be called to the office to meet with the parent to talk. The parent may call the office and ask to speak with the child or to leave a message. Because of the confidential nature of many emergencies, the district prefers the child come to the office.
- School staff must take reasonably immediate steps to bring the child to the office to receive the emergency message.
- Parents may not go to classrooms or other school locations unless they have signed in at the school office as a visitor and have been issued a visitor's pass.

Observing Child and Instructional Lessons: All parents and legal guardians have the right to observe their own child(ren) in the schools. We welcome visitors, however, we reserve the right to closely monitor school visitors and volunteers in order to minimize disruption of instruction. The following procedures have been established for those who wish to observe/visit a classroom or program:

- Classroom observations/visits should be scheduled at least two days in advance with the building administrator or their designee.
- Observations shall be limited to 60 minutes duration to avoid disruption or distractions in the classroom, unless the building administrator believes there are compelling reasons for a longer visit.
- The number of visits/observations shall be limited to three per school year to minimize disruption to instruction. This limit does not include times when parents are invited to a classroom for a special event or presentation, or when serving as a volunteer with a teacher.
- Observations/visits will be limited to one visitor at a time, unless the request is for both parents.

- Observers/visitors will remain in the location directed by the teacher to minimize the disruption to instruction.
- Observers/visitors will not look at work samples nor gather information about any student, other than their own child, who is present in the classroom or instructional program.
- The building administrator or their designee may be present during the observation in order to facilitate discussion or respond to questions that may arise. A follow-up meeting may be scheduled to address questions or concerns.

Standards for all individuals who observe instruction or volunteer within the school:

- In order to maintain a safe and secure school environment, all visitors and volunteers are required to sign in at the school office, wear a visitor's badge while in the school or on school grounds and sign out when leaving the building (see Board Policy 903).
- To protect the learning environment, visitors and volunteers are asked not to bring younger children with them, nor utilize any personal electronic equipment such as audio or video recording devices and cell phones.
- Visitors and volunteers must respect and observe the privacy rights of students as provided under state and federal law (see Board Policy 515).
- The building administrator or their designee may end a visit at any time if classroom activities or instruction are being disrupted (see Board Policy 903).

Grounds for Denial or Alteration of a Visit: The principal bears a primary responsibility for the safety and education in the building. The principal (or designee in the principal's absence) or the classroom teacher has the right to arrange for an alternate visit or to deny a visit under the following conditions:

- The parent, guardian, or visitor behaves in such a way that the principal (or designee) believes they are likely to be dangerous to those in the classroom; for example, by displaying behavior such as anger, hostility, inebriation, or threatening to do bodily harm to another individual.
- The parent, guardian, or visitor has created a disturbance at a prior time and in the

judgment of the principal (or designee) is likely to do so again on this visit.

- The parent, guardian or visitor will, in the judgment of the principal or designee, pose a threat to students, staff or district property. Examples include bringing a weapon or an unsafe apparatus into the school.
- The parent, guardian, or visitor may, in the judgment of the principal or designee, disrupt the school or classroom, based on prior actions.

Any parent who feels that they have been unjustly denied the right to observe their child(ren) or a classroom may appeal to the appropriate Assistant Superintendent/designee.

Non-Parent/Guardian Visits: In instances where groups wish to visit the school, and the size of the group may be disruptive to the educational process, the principal may split the group into smaller groups to eliminate the disruption to the classroom.

These procedures are applicable to parents who wish to visit their children by their initiative. They are not intended to replace school practices for working with school volunteers, teacher/staff invitations for visits to the school and classrooms, or other scheduled events that are intended to ensure parent and community involvement and participation in school activities. The principal may modify this policy and the requirement for a visitor's check-in and visitor badge in situations where this would become unwieldy; for example, parents viewing a school play or music concert.

Summary of Procedures for Parents visiting or calling students

During the School Day:

1. All students and staff have the right to work and be educated in a safe and orderly learning environment.
2. All parents and guardians are welcome visitors to the schools and classrooms of District 833.
3. All parents or guardians have a right to observe their child(ren) and the classroom in the school.
4. Parents needing to contact a child in an emergency shall do so through the office.

School staff shall take reasonably immediate steps to bring the child to the office as requested.

All parents, guardians, or persons desiring to visit classrooms or other school locations, must sign in at the office and be issued a Visitor's Pass prior to proceeding into the building. It is expected that the procedures above will be followed in the event of an observation of a student.

Protection and Privacy of Student Records (Policy 515)

Education records which identify or could be used to identify a student other than directory information, may not be released to members of the public without the written permission of the student's parent or guardian, or if the student is age 18 or attends a post-secondary institution.

Directory Information: "Directory Information," which includes a student's name, gender, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, date of attendance, grade levels completed, degrees and awards received, the most recent previous educational agency or institution attended by the student, and other similar information, may be released to the public without prior parent or student consent unless the parent or student, if the student is age 18 or older, has objected in writing to the release of one or more category of such information. The district's Policy 515 relating to the protection and privacy of student records is in place to allow minimal information, as defined by the district in accordance with state statute, to be available to the public. The same form allows parents to choose not to have their student photographed or videotaped for school or district purposes. **Student photography/videos** are frequently taken by staff and media (with permission from the school principal or Communications Department) for use in school programs, publications, web site or other marketing purposes. Parents (or students, ages 18 or older) must also opt-out if they do not want their student to be photographed for any school district purpose.

The principal (or designee) may alter or deny a visit request based on dangerous or threatening behavior, prior disturbances or threatening statements which are likely to cause another disturbance, or threats to district property, student, or staff safety.

This is a summary of the District's Policy 903. The full policy, along with the procedures is available on the district website.

Should parents or the individual (18 or over) not want the information shared or photographs or video taken, a "Denial of Release of Information Form" must be completed and submitted to the Office of Student Information, District Service Center, 7362 E. Pt. Douglas Road S., Cottage Grove, MN 55016, or to the office of the school the student attends NO LATER THAN OCT. 1 EACH SCHOOL YEAR.

The form is available on the district's website under Services – Student Information.

Inspection of Records: Parents of a student or a student who is age 18 or older may request to inspect and review any of the student's educational records except those that are, by state or federal law, made confidential. The school district will comply with the request immediately, if possible, and if not, within five days exclusive of weekends and holidays. In certain special circumstances, an additional five days may be required in order to comply. Copies of records may be obtained upon written request. A copying and handling fee will be charged.

Video and Audio Tape Recordings

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

PLACES OTHER THAN BUSES: The school district buildings and grounds may be equipped with video cameras. Video surveillance may occur in any school district building or on any school district property. Video surveillance of locker rooms or bathrooms will only be utilized in extreme situations, with extraordinary controls, and only as expressly approved by the superintendent/designee.

Challenge to Accuracy of Records: A parent or student age 18 or older who, believes that specific information in the student's educational records is inaccurate, misleading, incomplete or violates the privacy or other rights of the student may request that the school district amend the record in question. Challenges may be made by making the request in writing with the superintendent/designee.

Transfer of Records to Other Schools: Independent School District 833 forwards educational records of students to other schools and school districts in which a student seeks or intends to enroll upon request of that school or school district. A parent or student who is age 18 may request and receive a copy of the records that are transferred and may, pursuant to this policy, challenge the accuracy of the records. The district does not, however, notify parents of such students of age 18 or older prior to such transfer.

Types and Purposes of Data Gathering: Students and parents of students attending Independent School District 833 schools should be aware that educational programs administered by the school district involve the submission by students of assignments, reports, and periodically, the taking of tests. Information required to be submitted by students in connection with such reports, assignments and tests are private data under the terms of the Minnesota Government Data Practices Act, Minnesota Statute Section 13.01, et. Seq. Such information is gathered and used as part of the educational process, in part, to determine what the student is learning and what the student needs to learn.

There is no legal requirement that students submit such data, but their failure to do so will, of course, have a direct result upon grades, which are measured by evaluating such information.

Such information is treated as private information under the terms of the Minnesota Government Data Practices Act and is not to be disclosed to third parties without the permission of the parents of minor students or, in the case of students over the age of 18, the students themselves. The information above is maintained by the school district in its education records.

The district maintains the information described above in its educational records. There are two student record systems:

- **Cumulative Records** gathered on all students in the regular education program, including group achievement and ability measures, interest inventories and other records, and logs and notes as appropriate; and
- **Child Study Records** gathered when direct and indirect services and programs are delivered to individual students, including individually administered achievement tests, sensory and motor function tests, intellectual measures and other records, and logs and notes as appropriate. Such services and programs include, but are not limited to, Psychological services, Special Education services, Title I services, English-as-a-Second-Language services and Gifted and Talented services.

Location of Records: The educational records gathered on students are maintained in secure locations in the various school district buildings.

- Cumulative records are maintained in the school where the student attends. Upon graduation or student transfer out of District 833, the records and/or information about their availability can be obtained through the district's Office of Student Information.
- Current Child Study records are stored in the school the student attends. Historical Child Study records are transferred once per year to the Office of Student Information at the District Service Center.

Questions may be addressed to the Student Information Manager or the principal of the school the student is presently attending. Records are released to outside individuals or agencies only according to the provisions in Student Series Policy 515.

Complaints for Non-Compliance: Parents and students of age 18 or older may submit written complaints of violation of rights accorded them by 20 U.S.C. Section 1232 (g) to the Family Education Rights and Privacy Act Office, U.S. Department of Education, Washington, D.C. 20201.

This is a summary of Student Series Policy 515 (Protection and Privacy of Pupil Records). Complete policies are available on School District 833's website.

Resolving Conflict

Grievance Procedure for 504 students (Policy 521)

1. Parents are encouraged to resolve differences at the level closest to the student. Parent/guardians need to inform the building principal of their 504 complaint when they disagree with their child's identification evaluation, and/or educational programming. If both parties are unable to resolve differences, parents/guardians may file a written complaint with the building principal within ten (10) school days of the unresolved complaint.
2. Parents/Guardians may make a written request for an informal hearing to the school district's 504 coordinator indicating the specific reason(s) for the request.
3. The school district's 504 coordinator will investigate complaints regarding the referral, identification, evaluation, and educational programming for the learner and submit a written report within ten (10) school days of the written request to the parents and the superintendent/designee.
4. Parents/Guardians may request an impartial due process hearing regarding the evaluation, identification or placement of the learner, or
5. He/She may file a complaint with the Regional Office for Civil Rights. For Minnesota, the office is in Chicago at the following address:
Office for Civil Rights - U.S. Department of Education, Citigroup Center, 500 W. Madison Street, Suite 1475, Chicago, IL 60661. (312) 730-1560. This procedure contains written assurance that complaints may be made without fear of reprisal.

Grievance Procedure for Title IX (Policy 522)

1. Any person who has a complaint alleging that the school district is not complying with this policy or alleging any actions prohibited by this policy shall present the complaint in writing along with the reasons for such complaint to the person designated to handle complaints.
2. The person designated to handle complaints shall investigate the complaint and determine

whether the school district is in fact in violation of state or federal law prohibiting discrimination. A decision shall be made by the designated official, and such decision shall be communicated to the complainant within 15 days of the initial reception of the complaint.

3. If the designated official finds that the complaint is justified, he/she shall initiate action to rectify the complaint.
4. If the designated official finds that the complaint is not justified, he/she shall so notify the complainant in written communication.
5. If the complainant is not satisfied with the findings of the designated official, an appeal may be made to the school board. The appeal must be requested in a written communication to the superintendent/designee no later than 15 days after receipt of the written decision of the designated official.
6. A hearing before the school board shall occur no later than 30 days after receipt of a written request for such hearing. The complainant may request that others testify in the complainant's behalf. The designated official will present the findings of the investigation called for in Step 2. The Board shall reach a decision and notify the complainant of its findings no later than 15 days after the hearing.
7. If the complainant is not satisfied with the decision of the Board, appeal may be made to one or more of the following offices:

Minnesota Department of Human Rights; 190 East 5th Street, Suite 700; St. Paul, MN 55101

Office for Civil Rights – U.S. Department of Education; 400 Maryland Avenue, S.W.; Washington, D.C. 20202-1100

Equal Employment Opportunity Commission (EEOC) Regional Office; 330 South Second Avenue, Suite 720; Minneapolis, MN 55401-2224.

Resolving Conflict, Cont.

Public complaints regarding library/media resources, curriculum issues or instructional materials (Policy 606)

1. Treat each complaint courteously and confidentially, no commitments will be made.
2. Each complainant will be directed to the building principal or designee.
3. The building principal or designee will invite the complainant to complete and return a prepared questionnaire. The complainant will be advised of the committee process for re-evaluation of resources.
4. The completed questionnaire will be submitted to the superintendent or designee.
5. The superintendent or designee will appoint a chairperson to convene a committee.
6. The building principal, the superintendent, and the professional media/curriculum person and/or teacher involved will be promptly informed of the completed questionnaire.
7. Use of challenged resources shall not be restricted during the re-evaluation proceedings.
8. The chairperson of the committee will:
 - Notify committee members of the challenge and set up meetings;
 - Discuss the questionnaire with the professional media person or teacher involved;
 - Obtain reviews of the resources being challenged; and
 - Inform the complainant and the professional media person or teacher involved of the meeting time and place of the re-evaluation.
9. The ad hoc committee will:
 - Meet only between September and May inclusive;
 - Thoroughly study all resources and read the professional reviews;
 - Attempt to complete the re-evaluation process within a 6-8 week period;
 - Give consideration to educational suitability, learning styles and the maturity level of students served as referred to in Policy 606;
 - Weigh values and faults against each other and form opinions based on the resources as a whole;
 - Discuss the resource, review the complainant's objections, make a decision by public vote, and complete the "Report of Re-Evaluation Committee" form;

- Vote to only retain or remove the resource, book or instructional material; and
- Send copies of the report to the complainant, the building principal, the superintendent, and the professional media/curriculum person or teacher involved. This report will reflect the decision of the committee.

10. The committee will consist of nine voting members of School District 833 and a non-voting chairperson:
 - One building principal or assistant principal or assistant principal selected by the superintendent;
 - The curriculum coordinator and two teachers selected at random;
 - One professional media person selected at random;
 - Four to five parents selected at random;
 - At the first meeting, the above will elect a recording secretary; and
 - A replacement will be appointed by the superintendent or designee.
11. Parameters to consider:
 - All testimony must be about the specific questioned resource;
 - Decide in what order the individuals will testify;
 - Emphasize that this is not a debate and any attempt to debate will be out of order;
 - The committee will predetermine a time limit for speakers from the floor;
 - Once the committee begins discussion, the audience may participate only at the request of one committee member and only to respond to a question of clarification;
 - Freedom of inquiry is vital to education in a democracy; and
 - Evaluations should be based on the resource as a whole.
12. In deliberations, a committee shall consider:
 - The attitudes of other teachers, within the same subject area, toward the materials;
 - The opinions of other competent authorities; and
 - Library Association and other reputable reviewers; and the teacher's written rationale for using the materials.

A report from the building or district level committee shall be submitted to the superintendent for action or for submission to the School Board. A written response shall be forwarded to the complainant after the decision is made. Any restriction of use placed on the challenged materials will be done at the direction of the superintendent and/or designee.

Safe and Secure Environment (Policy 525.1)

Policy Against Harassment and Violence

1. The purpose of this policy is to maintain a learning and working environment that is free from disability, religious, racial, sexual and other forms of harassment and violence. The school district prohibits any form of disability, religious, racial, or sexual and other forms of harassment and violence.
2. A harasser may be a student or an adult. Harassment may include the following when related to race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age:
 - Name calling, jokes or rumors;
 - Notes, cartoons or graffiti;
 - Unwelcome touching of a person or clothing;
 - Offensive or graphic posters or book covers; or
 - Words or actions that make you feel uncomfortable.
3. If words or action make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Director of Human Resources.
4. You may also make a written report. It should be given to a teacher, counselor, the principal or the Director of Human Resources.
5. Your right to privacy will be respected as much as possible.
6. We take seriously all reports of harassment or violence based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age, and will take all appropriate actions based on your report.
7. School District No. 833 will also take action if anyone tries to intimidate you or take action to harm you because of your report.

This is a summary of School District 833 Student Series Policy 525.1 (Harassment and Violence). Complete policies are available on the district's website. Policy 525.1 was revised and approved by the Board on September 17, 2015.

HARASSMENT AND VIOLENCE ARE AGAINST THE LAW.

DISCRIMINATION IS AGAINST THE LAW.

Policy Against Hazing (Policy 526)

1. Hazing is against the law and is inconsistent with district educational goals. The district desires to maintain a safe learning environment free from hazing.
2. No student or staff member shall engage in hazing. This policy against hazing applies to behavior that occurs either on or off school property and at any time of the day.
3. Hazing includes, but is not limited to:
 - any type of physical brutality such as whipping, beating, striking or shocking;
 - any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area or manner, or calisthenics;
 - any activity involving the consumption of alcohol, drug, or tobacco, or any other substance that may cause harm to health for safety; any activity that threatens the student with ostracism or involves extreme mental stress, shame or humiliation; or
 - any activity that requires the performance of a task that violates law or district policy.
4. Any person who violates this policy or law will be subject to discipline.
5. Any person who believes that they are the victim of hazing or who has knowledge of an act of hazing shall report the information immediately to the appropriate school district official. The district will investigate and take appropriate action. It shall further take action against anyone who retaliates against a person who reports, testifies or assists in a proceeding to such hazing.

This is a summary of the School District Student Series Policy 526 (Hazing Prohibition). The complete policy is available on the district's website.

HAZING IS AGAINST THE LAW.

HAZING IS AGAINST SCHOOL POLICY.

Safe and Secure Environment (Policy 525.1), Cont.

Policy Against Terroristic Threats (Policy 525.2)

1. Everyone at District 833 has a right to feel respected and safe. Consequently, we want you to know about our policy against terroristic threats and violence of any kind.
2. A person making a terroristic threat may be a student or other individual.
3. No student or other individual shall make terroristic threats against district personnel, students, community members, or against school property.
4. Students who make terroristic threats against district personnel, students, or community members shall be subject to immediate discipline up to and including expulsion and exclusion as provided for in Minnesota Statutes and District discipline policies, rules and handbooks.
5. District employees shall endeavor to provide a quality education for each student each day in a safe learning environment.
6. All students, employees, and community members are strongly encouraged to communicate threats to the school administration in order that the administration and other employees may deal with the threat and crisis and keep all individuals within the school building(s) safe.
7. You may also make a written report. It should be given to a teacher, counselor or the principal.
8. Your right to privacy will be respected as much as possible.
9. We take seriously all reports of terroristic threats or violence and will take all appropriate actions based on your report.
10. The school district will also take action if anyone tries to intimidate you or take action to harm you because you have filed a report

This is a summary of the School District Student Series Policy 525.2 (Terroristic Threats) Minn. Stat. § 609.713 Terroristic Threats. Complete policies are available on the district's website.

**TERRORISTIC THREATS AND VIOLENCE ARE
AGAINST THE LAW**

Prohibition of Bullying (Policy 514)

1. An act of bullying by either an individual student or group of students is expressly prohibited on school district property or at school-related functions. 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.
2. No teacher, administrator, volunteer, contractor, or other employee of the school district shall permit, condone, or tolerate bullying.
3. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
4. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.
5. A person who engages in an act of bullying, reprisal, or false reporting of bullying, or who permits, condones, or tolerates bullying, shall be subject to discipline for that act in accordance with the school district's policies and procedures. The school district may take into account the following factors:
 - Developmental and maturity levels and/or special education needs of the parties involved;
 - Levels of harm, surrounding circumstances, and nature of the behavior;
 - Incidences or past or continuing patterns of behavior;
 - Relationship between the parties involved; and
 - Context in which the alleged incidents occurred.
6. The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any individual who is found to have violated this policy.
7. Consequences for students who commit prohibited acts of bullying may range from behavioral interventions to suspension and/or expulsion. Individuals found to have violated this policy will be subject to consequences.

This is a summary of School District No. 833 Student Services Policy 514 (Bullying Prohibition Policy). The complete policy is available on the district's website. Policy 514 was revised and approved by the Board on September 17, 2015.

Safe and Secure Environment (Policy 525.1), Cont.

Prohibition of Bullying (Policy 514), Cont.

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

“**Bullying**” means intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

- 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
- Materially and substantially interferes with a student’s educational opportunities or performance, or ability to participate in school functions or activities, or receive school benefits, services or privileges.

The term, “bullying,” specifically includes cyberbullying as defined in this policy.

Policy Against Weapons (Policy 501)

Everyone in District 833 has a right to feel safe while attending school or school events.

1. It is School District 833 policy that no student or nonstudent shall possess, use or distribute a weapon before, during, or after school hours in any school district location or during any school sponsored event. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy.
2. Weapon means:
 - Any object, device or instrument designed as a weapon, or through its use is capable of threatening or producing bodily harm, or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; flammable liquids; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon.

- No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon.
 - No person shall use articles designed for other purposes (i.e., lasers or laser pointers, belts, combs, pencils, files, scissors, etc.), to inflict bodily harm and/or intimidate and such use will be treated as the possession and use of a weapon.
3. There are serious consequences for students possessing, using, or distributing weapons: The minimum shall include: immediate out-of-school suspension; confiscation of the weapon; immediate notification of police; parent or guardian notification; and possible recommendation to the superintendent/designee of expulsion or exclusion for a period of time not to exceed one year.

This is a summary of School District 833’s Student Series Policy 501 (School Weapons Policy). The complete policy is available on the district’s website.

USE OR POSSESSION OF WEAPONS ON SCHOOL GROUNDS OR AT SCHOOL EVENTS IS AGAINST THE LAW.

Crisis Management Policy (Policy 806)

The District maintains a Crisis Management Policy accessible on the district’s website. The policy requires tailored building specific crisis management plans. Staff members are trained annually on building specific plans. Plans are not made available to the general public out of concern that doing so could potentially compromise those plans and the safety and well being of the students they are designed to protect. The district engages in ongoing emergency planning within the school district and also with first responders and other relevant community organizations.

Technology Acceptable Use and Safety (Policy 524)

It is the belief of the South Washington County Schools that students, staff, and community members should have access to district communication systems, networks, and an array of emerging technology resources to enhance the educational process of teaching and learning through the delivery of curriculum. Each user is responsible for his/her use of technology, whether personal or district provided. It is a joint responsibility of district personnel and all users to become educated about the responsibilities and expectations of using technology.

The school district is providing students with access to the school district digital resources, which includes Internet access. The use of the school district's digital resources and use the Internet is a privilege, not a right.

By authorizing use of the school district's digital resources, the school district does not relinquish control over materials on the system or contained in files on the system. Users should expect that all communication transmitted or received on the district's digital resources are PUBLIC INFORMATION and can be given to law enforcement agencies WITHOUT the user's prior consent.

Routine maintenance and monitoring of the school district's digital resources may lead to a discovery that a user has violated this policy, another school district policy, or the law. An individual investigation or search will be conducted if school authorities have a reasonable suspicion that the search will uncover a violation of law or school district policy.

Parents have the right, at any time, to investigate or review the contents of their child's files and email files. Parents have the right to request the termination of their child's individual account at any time.

The School District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies conducted through the school district's digital resources. The district permits students to use the Internet at school as a part of classroom activities. Parents/guardians must notify the building principal/designee in writing if

permission is not granted. Parents/guardians who permit a student to use the Internet at school:

- Recognize the risks of allowing students to access the Internet
- Are responsible for reviewing the Technology Acceptable Use and Safety Policy with the student; and
- Are responsible for teaching the student how to make wise choices regarding the use of the Internet, including understanding what material is acceptable for them to review on the Internet.

This is a summary of School District No.833 Student Series Policy 524 (Technology Acceptable Use and Safety Policy). Complete policies are available on the district's website.

Student Discipline and Areas of Responsibility (Policy 506)

All students of Independent School District 833 have the responsibility:

1. For their behavior and for knowing and obeying all school rules, regulations, policies and procedures; and to conduct themselves in accord with them;
2. To attend school daily, except when excused, and to be on time to all classes and other school functions;
3. To pursue and attempt to complete the courses of study prescribed by the state and local school authorities;
4. To make necessary arrangements for making up work when absent from school;
5. To assist the school staff in running a safe school for all students enrolled therein;
6. To assume that until a rule is waived, altered or repealed that it is in full effect;
7. To be aware of and comply with state and local laws;
8. To be willing to volunteer information in disciplinary cases and cooperate with school staff should they have important knowledge relating to such cases as appropriate;
9. To respect and maintain the school's property and the property of others;

10. To dress and groom in a manner which meets standards of safety and health and does not create a disruption to the educational process;
11. To avoid inaccuracies in student newspapers or publications and to avoid indecent or obscene language in every school setting;
12. To express ideas in a manner that will not disrupt or interfere with the educational process; and
13. To recognize and respect the rights of others.

School Board Rules for Student Conduct (Policy 506)

Disciplinary action shall be assigned to a student for any behavior which is disruptive or which violates the rights of others. The following are examples of unacceptable behavior subject to disciplinary action by the school district:

1. Violation against property including, but not limited to, damage to or destruction of school property or the property of others, or failure to compensate for damage or destruction of such property, arson, breaking and entering, theft, robbery, possession of stolen property, extortion, trespassing, unauthorized usage, or vandalism;
2. The use of profanity or obscene language, or the possession of obscene materials;
3. Gambling, including, but not limited to, playing a game of chance for stakes;
4. Hazing;
5. Attendance problems including, but not limited to, truancy, absenteeism, tardiness, skipping classes, or leaving school grounds without permission;
6. Opposition to authority using physical force or violence;
7. Using, possessing or distributing tobacco or tobacco paraphernalia; including e-cigarettes;
8. Using, possessing, distributing, or being under the influence of alcohol or other intoxicating substances or look-alike substances;
9. Using, possessing, distributing, or being under the influence of narcotics, drugs or other controlled substances, or look-alike substances, except as prescribed by a physician, including one student sharing prescription medication with another student;

10. Using, possessing or distributing items or articles that are illegal or harmful to persons or property including, but not limited to, drug paraphernalia;
11. Violation of the school district Weapons Policy;
12. Possession, use, or distribution of explosives or any compound or mixture, the primary or common purpose or intended use of which is to function as an explosive;
13. Possession, use, or distribution of fireworks or any substance or combination of substances or article prepared for the purpose of producing a visible or an audible effect by combustion, explosion, deflagration or detonation;
14. Using an ignition device, including butane or disposable lighter or matches, inside an educational building and under circumstances where there is a risk of fire, except where the device is used in a manner authorized by the school;
15. Violation of any local, state or federal law as appropriate;
16. Acts disruptive of the educational process, including, but not limited to, disobedience, disruptive or disrespectful behavior, defiance of authority, cheating, insolence, insubordination, failure to identify oneself, improper activation of fire alarms, or bomb threats;
17. Possession of nuisance devices or objects which cause distractions and may facilitate cheating including, but not limited to, pagers, radios, and phones or picture phones (without permission);
18. Violation of school bus or transportation rules or the school bus safety policy;
19. Violation of parking or school traffic rules and regulations, including, but not limited to, driving on school property in such a manner as to endanger persons or property;
20. Violations of directives or guidelines relating to lockers or improperly gaining access to a school locker;
21. Possession or distribution of slanderous, libelous or pornographic materials;
22. Student attire or personal grooming which creates a danger to health or safety or creates a disruption to the educational process, including clothing which bears a message which is lewd, vulgar, or obscene, apparel promoting products or activities that are illegal for use by minors, or clothing containing objectionable emblems, signs,

words, objects, or pictures communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group or which connotes gang membership;

23. Criminal activity;
24. Falsification of any records, documents, notes or signatures;
25. Tampering with, changing, or altering records or documents of the school district by any method including, but not limited to, computer access or other electronic means;
26. Academic misrepresentation which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end;
27. Impertinent or disrespectful language toward teachers or other school district personnel;
28. Sexual and/or racial abuse and/or harassment;
29. Actions, including fighting or any other assaultive behavior, which causes or could cause injury to the student or other persons, or which otherwise endangers the health, safety, or welfare of teachers, students, other school district personnel, or other persons;
30. Committing an act which inflicts great bodily harm upon another person, even though accidental or a result of poor judgment;
31. Violation against persons, including, but not limited to, assault or threatened assault, fighting, harassment, interference or obstruction, attack with a weapon, or look-alike weapon, sexual assault, illegal or inappropriate sexual conduct, or indecent exposure;
32. Verbal assaults, or verbally abusive behavior, including, but not limited to, use of language that is discriminatory, abusive, obscene, threatening, intimidating or that degrades other people;
33. Physical or verbal threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist;
34. Inappropriate, abusive, threatening, or demeaning actions based on race, color, creed, religion, sex, marital status, status with regard to public assistance, disability, national origin or sexual orientation;
35. Violation of school rules, regulations, policies, or procedures; or

36. Other acts, as determined by the school district, which are disruptive of the educational process or dangerous or detrimental to the student or other students, school district personnel or surrounding persons, or which violate the rights of others or which damage or endanger the property of the school, or which otherwise interferes with or obstructs the mission or operations of the school district or the safety or welfare of students or employees.

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

Superintendent: The superintendent shall establish guidelines and directives to carry out this policy, hold all school personnel, students and parents responsible to conforming to the policy; and support all school personnel performing their duties within the framework of this policy. He/she shall also establish guidelines and directives for using the services of appropriate agencies for assisting students and parents.

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

Teachers: All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the Code of Student Conduct. In exercising the teacher's lawful

authority, a teacher may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

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

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

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

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

School Bus Responsibilities and Transportation

Conduct on School Buses and Consequences: While the law requires the school district to furnish safe and reliable transportation, it does not relieve parents/guardians of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day. Only those students who meet district transportation eligibility requirements may ride the bus on daily routes. If space is available, other students may ride the bus with permission and a signed note from a school administrator, and/or a bus pass issued by the transportation department. Once a student boards the bus, and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of each day.

Riding the school bus is a privilege, not a right. The school district's general student behavior rules are in effect for students on school buses. Student shall conduct themselves on the bus in a manner consistent with established standards for classroom behavior. In cases when a child does not conduct themselves properly on a bus, such instances are to be brought to the attention of the Director of Transportation Services by the bus driver. Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended. In such cases, the parent/guardian of the children involved become responsible for seeing that their children get to and from school.

Behavior Standards for Riding Buses

1. The bus driver is in full charge of the bus and riders at all times. Students are responsible to the driver while riding the bus, the same as they are responsible to teachers while in school.
2. It is dangerous for students to move about the bus while in motion. Students must not change seats while the bus is in motion.
3. Any distractions of the driver's attention to remind the student of some regulation or to answer an unnecessary question jeopardizes the safety of every student on the bus. Students must not carry on a conversation with the driver. Students must be ready for the bus at least five minutes before the scheduled pick-up time. Changing weather and road conditions make it impossible for the bus to maintain an exact schedule every morning, but transportation will be as close to schedule as possible.
4. Students have a responsibility to keep the bus clean. They should do their part to keep the floor clear of wastepaper and dirt and to keep the upholstery and interior finish of the bus in excellent condition.
5. Students should not stand in the traffic lanes while waiting for the bus.
6. Students should never extend their arms or heads out of the bus windows. Windows should never be lowered any further than to allow air to pass through the bus.
7. Loading—when students cross the road to be picked up, the students should take extra caution in watching for approaching vehicles and wait for the driver to motion them it is safe to cross.
8. Unloading—at all discharge points where it is necessary for students to cross the road, the student should cross at least ten feet in front of the bus and again take extra caution in watching for approaching vehicles. Only after the bus driver motions them, it is safe to cross.

9. A student will be denied riding privileges for the use of tobacco, alcohol, drugs, or of vulgar, profane or abusive language.
10. Any damage done to the bus should be reported to the driver when it occurs.

Student Conduct Procedures: After verbal warning, if the need continues, students may be assigned to a seat.

1. FIRST report of an incident of misbehavior will be sent to parent/guardian.
2. SECOND report of misbehavior, student will be denied bus riding privilege for a period of five days.
3. THIRD report will cause the student loss of privileges for a period of ten days.
4. FOURTH report during one school year will lead to denial of bus riding privileges for the balance of the school year. For incidents involving damage to bus, the student and parent/guardian involved will have two weeks to make arrangements for payment or riding privileges will be denied.

School Activity Bus

1. The emergency door is for emergency use only.
2. There shall be no eating or drinking on bus.
3. All band, choir, athletic, or other equipment shall be loaded in an area of the bus designated by the driver.
4. Interior lights shall be turned off anytime the bus is in motion.
5. Roll call of passengers may be taken before the bus leaves the loading place and again before it leaves for the return trip.
6. Passengers must stay seated when the bus is in motion.
7. Some signing, cheering and occasional raised voice can be tolerated.
8. Windows are not to be opened unless under the direction of the driver.
9. There is no smoking at any time on any school district property, which includes school busses.

This is a summary of the District's Student Series Policy 527.1 (Student Conduct on School Buses).

Student Dress and Appearance (Policy 504)

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) or guardian(s).

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

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

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

- "Short shorts," skimpy tank tops, tops that expose the midriff, clothes that expose under garments, and other clothing that is not in keeping with community standards;
- Clothing bearing a message that is lewd, vulgar, or obscene;
- Apparel promoting products or activities that are illegal for use by minors;
- Objectionable emblems, badges, symbols, signs, words, objects or pictures on clothing or jewelry communicating a message that is racist, sexist, or otherwise derogatory to a protected minority group, evidences of gang membership or affiliation, or approves, advances or provokes any form of religious, racial, or sexual harassment and/or violence against other individuals;
- Any apparel or footwear that would damage school property; or
- Hats/headwear are not allowed in the building except with the approval of the building principal.

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

PROCEDURES AND CONSEQUENCES MATRIX

This matrix provides guidelines for the principal, assistant principal or other administrators in enforcing student discipline procedures and policies. The purposes of establishing and enforcing behavior expectations in a school are to: (1) maintain a safe and orderly learning environment in the classroom, school and off-site during activities; (2) give each student the best opportunity for success in his/her education; (3) assist the offending student to reflect upon their behavior and assume greater responsibility to make correct choices; (4) provide a basis for each student to develop a foundation of citizenship; and (5) fulfill the mission of the our district where we are “committed to igniting a passion for lifelong learning.”

In order to best accomplish these purposes, the building administrator has flexibility in applying disciplinary consequences. An administrator may administer the consequences in the manner most likely to accomplish the above purposes. In most cases, the consequence(s) listed in the matrix will apply. However, the administrator must consider other circumstances, such as laws (e.g. Special Education), policies, regulations and previous behavioral contacts with the student in making a final determination.

Policy #	BEHAVIORS	1 st Offence	2 nd Offense	3 rd Offense	4 th Offense
#503	1. ABSENCE/TARDY FROM CLASS: Tardies to be addressed by classroom teacher.				
	Grades K-5	Parent contact			
	Grades 6-8	Parent contact	Detention, make-up time	Parent contact; detention, make-up time	Parent contact; In school suspension
	Grades 9-12	Parent contact, teacher detention	Detention, make-up time	Parent contact; detention, make-up time	Parent contact; In school suspension
#503 #506	2. ABSENCE FROM CLASS: (unexcused/truancy - Washington County Truancy Policy enforced)				
	Grades K-5	Parent contact		Parent contact; Other interventions as appropriate	
	Grades 6-8	Parent contact; Detention		Parent contact; Detention; Referral to Washington County attorney; Other interventions as appropriate	
	Grades 9-12	Parent contact; Detention		Parent contact; Detention; Referral to Washington County attorney; Other interventions as appropriate	
#506	3. ACADEMIC MISREPRESENTATION: (cheating, plagiarism and/or falsification of records)				
	Grades K-12	Consequences assigned by the teacher; Restitution; Parent contact; Possible detention or suspension; Report to building administrator to document			
#506	4. ARSON: (intentionally setting fire with intent of causing injury or property damage)				
	Grades K-12	Parent contact; Police referral; Up to 10 days out of school suspension; Possible expulsion/exclusion.			
#506 #525.1	5. ASSAULT: (Physical - directed at staff)				
	Grades K-12	Parent contact; Police referral; In school suspension; Out of school suspension; Possible expulsion/exclusion			

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1 st Offence	2 nd Offense	3 rd Offense	4 th Offense
#506 #525.1	6. ASSAULT: (Physical attack/fighting)				
	Grades K-5	Parent contact; In school suspension; Possible out of school suspension; Possible police referral	Parent contact; In school suspension; Out of school suspension; Possible police referral; Possible expulsion/exclusion		
	Grades 6-12	Parent contact; Police referral; Up to 10 days out of school suspension; possible expulsion/exclusion			
#514	7. BULLYING: Bullying means repeated acts (verbal and non-verbal expressions and behaviors, including written statements and electronic transmissions and/or 'cyber bullying') that are coercive and intimidating and inhibit a positive and supportive learning environment				
	Grades K-5	Parent conference with student; Parent Contact; Possible in or out of school suspension	Up to 5 days out of school suspension	Possible expulsion/exclusion	
	Grades 6-12	Principal conference with student; Parent contact; Possible out of school suspension	Parent conference; 5 days in or out of school suspension	10 days out of school suspension	Expulsion/exclusion
#506	8. BURGLARY, THEFT, VANDALISM				
	Grades K-12	Parent contact; Possible police referral; Up to 5 days out of school suspension; Restitution	Parent contact; Police referral; Up to 10 days out of school suspension; Restitution; Possible expulsion/exclusion	Possible expulsion/exclusion	
#506 #507.1	9. CHEMICAL USE/ABUSE: Possession, use or distribution of illicit drugs and alcohol)				
	Grades K-12	Parent contact; Police referral; 3 day suspension; Recommendation for alcohol/drug use evaluation/assessment;	Parent contact; Police referral; 5 days suspension; Completion of alcohol/drug use evaluation/	Parent contact; Police referral; Up to 10 days out of school suspension; Expulsion/exclusion; Mandatory completion of alcohol/drug use evaluation/assessment	

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
		Possible expulsion/exclusion;	assessment; Possible expulsion/exclusion		
#524	10. COMPUTER/ TECHNOLOGY: (misuse of equipment, Internet access and/or hacking)				
	Grades K-12	Parent contact; Discipline under other appropriate school district policies, including suspension or expulsion; suspension or cancellation of use or access privileges; damage repairs; restitution: civil or criminal liability under other applicable laws			
#506	11. DANGEROUS ACTIONS: Endangering self; others and property				
	Grades K-12	Warning; Parent contact; Police referral; Restitution; Suspension; Possible expulsion/exclusion			
#506	12. DISRUPTION, INTERFERENCE, OBSTRUCTION: (including inappropriate use of cell phone, camera, video and other electronic devices, games of chance, etc.)				
	Grades K-12	Parent contact; Detention; Possible suspension; Confiscate device; Possible police referral	Parent contact; Possible suspension; Possible police referral; Possible expulsion/exclusion		
#504	13. DRESS: (inappropriate)				
#506	Grades K-12	Possible parent contact; Change of clothing	Parent contact; Change of clothing; Restitution	Parent conference; In or out of school suspension	
#506	14. FALSE ALARM: (911 or fire call, unauthorized discharge of fire extinguisher, etc.)				
	Grades K-5	Parent contact; Call Police/Fire Dept.; Restitution	Other intervention as appropriate up to expulsion/exclusion; Restitution		
	Grades 6-12	Parent contact; Possible police referral; Possible suspension; Possible expulsion/exclusion; Restitution			
#506	15. FORGERY: (altered note, permission slip, false call, etc.)				
	Grades K-5	Parent contact; Restitution			
	Grades 6-8	Parent contact; Detention	Parent conference; Detention; Possible in school suspension	Parent conference; Up to 3 days in school or out of school suspension	Parent conference; Up to 5 days in school or out of school suspension
	Grades 9-12	Parent contact; Detention or 1 day suspension	Parentcontact; Suspension up to 2 days	Parent contact; Suspension 3 days or more	Parent conference; Suspension up to 5 days

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
#525.1	16. HARASSMENT AND VIOLENCE: (Religious, racial, or sexual harassment and violence)				
	Grades K-12	Principal conference with impacted students; Parent contact; Report to Human Resources; Possible police referral; Other interventions as appropriate up to expulsion/exclusion			
#526	17. HAZING				
	Grades K-12	Parent contact; Up to 10 days out of school suspension; Possible police referral; Possible expulsion/exclusion	Parent contact; Police referral; Expulsion/exclusion		
#506	18. IDENTIFICATION: (failure to identify self)				
	Grades K-12	Parent contact; Possible detention; Possible in school suspension; Possible out of school suspension			
#506	19. INSUBORDINATION/ DISHONESTY: (disrespect to authority)				
	Grades K-12	Parent contact; Restitution; Possible detention; Possible in or out of school suspension			
#506 #527	20. PARKING VIOLATION: (improper or unauthorized parking)				
	Grades 9-12	Warning letter (car may be wheel-locked, fined and/or towed at owner's expense); Possible loss of parking privilege	Detention; Loss of parking privilege; Warning letter (car may be wheel-locked, fined and/or towed at owner's expense)		
#506	21. PROFANITY: (cursing, obscene gestures, symbols, verbal abuse)				
	Grades K-5	Parent contact; <i>Indirect profanity:</i> Restitution; <i>Direct profanity:</i> Restitution or in school suspension	Parent contact; In or out of school suspension		
	Grades 6-12	<i>All indirect profanity</i> offenses: Possible detention or up to 2 days in or out of school suspension <i>All direct profanity</i> offenses: Parent contact; Possible detention or up to 10 days out of school suspension			
#506	22. ROBBERY/EXTORTION				
	Grades K-5	Parent contact; Suspension; Restitution; Possible police referral	Parent contact; 3 day suspension; Restitution; Possible police referral	School suspension 5 days and restitution; Police referral	Possible expulsion/exclusion; Police referral
	Grades 6-12	Parent contact; Possible police referral; Up to 5 days out of school suspension; Possible	Parent contact; Possible police referral; Up to 10 days out of school suspension;	Police referral; Expulsion/exclusion	

PROCEDURES AND CONSEQUENCES MATRIX, Cont.

Policy #	BEHAVIORS	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense
		expulsion/ exclusion; Restitution	Possible expulsion/exclusion; Restitution		
#506 #525.2	23. TERRORISTIC THREATS: (Examples include, but are not limited to: verbal or written threat to kill or seriously injure another, a hit list, plans to kill or seriously injure, bomb threat)				
	Grades K-5	Parent contact; Possible suspension or expulsion/ exclusion; Possible police referral; Possible threat assessment	Parent Conference; School suspension; Possible expulsion/ exclusion; Possible police referral; Possible threat assessment	Expulsion/exclusion; Threat assessment	
	Grades 6-12	Parent contact; Police referral; School suspension; Possible expulsion/ exclusion; Threat assessment		Parent contact; Expulsion/ exclusion; Police referral; Threat assessment	
#506 #507.1	24. TOBACCO: Use and/or possession of tobacco products, including e-cigs, (on school grounds, facilities, buses, or activities)				
	Grades K-12	Parent contact; Possible detention; Possible suspension; Police referral	Parent contact; Up to 3 days suspension; Police referral	Parent contact; Up to 5 days suspension; Police referral	
#506	25. TRESPASSING				
	Grades K-12	Parent contact; Trespass notice to parents, student and police	Parent contact; Possible suspension; Police referral	Up to 5 days suspension; Police referral	Up to 10 days suspension; Possible expulsion/ exclusion; Police referral
#506 #527	26. VEHICLE: (unauthorized use, moving violations, etc.)				
	Grades 9-12	Up to 3 days out of school suspension; Possible police referral; Possible loss of parking privileges	Up to 5 days out of school suspension; Police referral; Loss of parking privileges	Suspended up to 10 days; Possible expulsion/exclusion; Police referral	
#501 #506	27. WEAPONS				
	Grades K-12	Immediate out of school suspension; Confiscation of the weapon; Immediate notification of police; Parent/guardian notification; Possible expulsion/exclusion. Discretion will be used if a look-alike item is brought to school.			



South Washington County Schools

www.sowashco.org

7362 East Point Douglas Road South
Cottage Grove, MN 55016-3025

Phone: 651-425-6300

Fax: 651-425-6318

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